



ACT Government Gazette

Gazetted Notices for the week beginning 14 June 2018

VACANCIES

Calvary Health Care ACT (Public)

Maternity

Continuity of Midwifery

Registered Midwife 2

Executive Level Registered Nurse 2 Year 1 - Year 4 \$88,249 - \$93,533, Canberra (PN: Expected)

Gazetted: 19 June 2018

Closing Date: 1 July 2018

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

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

Reference Number 18540

Contact Officer: Elizabeth Bishop elizabeth.bishop@calvary-act.com.au Applications can be forwarded to:

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

Emergency

Staff Specialist

Executive Level Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: Expected)

Gazetted: 19 June 2018

Closing Date: 2 July 2018

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

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

Reference Number 18589

Contact Officer: Dr Stuart Stapleton (02) 6201 6252 stuart.stapleton@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Maternity

Special Care Nurse

Enrolled Nurse

Executive Level Enrolled Nurse 1 \$57,635 - \$61,578, Canberra (PN: Expected)

Gazetted: 19 June 2018

Closing Date: 1 July 2018

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

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

Reference Number 18518

Contact Officer: Christine Falez Christine.Falez@calvary-act.com.au

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

Clare Holland House

Management

Nursing Manager

Executive Level Registered Nurse Level 4 Grade 3 \$130,586, Canberra (PN: Expected)

Gazetted: 19 June 2018

Closing Date: 1 July 2018

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

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

Reference Number 18581

Note: EOI open to current Calvary Public Hospital Bruce and ACT Health Staff.

Contact Officer: Hamish Jeffrey (02) 6201 6160 Hamish.Jeffrey@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

Business, Tourism and Accounting

Management and Business

Management and Business Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51516)

Gazetted: 15 June 2018

Closing Date: 22 June 2018

Details: The Department of Management and Business is looking for a Teacher Level 1 (TL1) to teach in Management and Business and assist with Traineeship and Skills Capital development and delivery. This is an exciting opportunity for a positive, highly motivated, professional, enthusiastic and collaborative individual to teach in a high performing team in Management and Business. The successful applicant will ideally be able to teach some of the following subjects: Manage People Performance, Innovation, Employee Relations and Workforce Planning.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Vocational qualifications in Business, Human Resources and/or Leadership and Management or related disciplines. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Contact Officer: Amanda Gillborn (02) 6207 4958 amanda.gillborn@cit.edu.au

Student and Academic Services

Student Services

Assistant Team Leader

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16465, Several)

Gazetted: 20 June 2018

Closing Date: 27 June 2018

Details: Applicants are invited to fill an Assistant Team Leader role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Client Relations team. Under the supervision of the Client Service Coordinator, the Assistant Team Leader manages the day-to-day operations of CIT Student Services Shopfront. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in

line with CIT's Client Service Standard Charter. With a number of teaching areas located on each CIT campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring counter duties and transactions, staff rostering and ensuring a safe environment for all staff and students. Other duties include monitoring and recommending improvements to current procedures, policies and service delivery. Sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: There are several positions available, one position is for permanent filling and the other positions filled from this recruitment process will be for temporary filling until 27 April 2019 with a possibility of extension up to 12 months. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Amelia Scicluna (02) 6207 3451 amelia.scicluna@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

Director, Government Accommodation Projects

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E570, expected vacancy)

Gazetted: 18 June 2018

Closing Date: 25 June 2018

Details: The Government Office Projects team are seeking a highly motivated and accomplished individual who possesses high level leadership and communication skills for the role of Director, Government Accommodation Projects. The successful applicant will have sound understanding and experience in project delivery combined with high level change management and communication skills; and a demonstrated ability to lead strategic thinking and foster collaboration.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. Please note, from 1 July 2018 the salary for this vacancy will increase in accordance with the ACT Remuneration Tribunal [Determination 3 of 2018](#).

Contract: The successful applicant will be engaged under a performance based contract available until 20 December 2020, with the possibility of extension. This is an expected vacancy. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from contact officer, daniel.bailey@act.gov.au, (02) 6207 5618

Access Canberra

Customer Coordination

Complaints Management Team

Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40701)

Gazetted: 19 June 2018

Closing Date: 26 June 2018

Details: The Access Canberra Complaints Management Team are looking for a Senior Manager who is dynamic, flexible, and solutions-focused to lead the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. Are you someone who is looking for a challenge? Are you keen to contribute to transformational change in our organisation? Then this is for you! The Complaints Management Team will be a "game changer" in regulation and customer service for Access Canberra. We are putting the call out for a suitably skilled and motivated individual to get involved and make a difference.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Kevin Bell (02) 6205 3860 kevin.bell@act.gov.au

Shared Services Information and Communication Technology

Strategic Business

Portfolio Delivery Office

Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13562)

Gazetted: 14 June 2018

Closing Date: 29 June 2018

Details: The position is based in the Strategic Business branch, which delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. This position is responsible for managing a range of business and information technology projects in accordance with recognised project management methodologies to deliver quality outcomes within agreed tolerances. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please review the position description and job advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. The applications should include a Curriculum Vitae and a two page response detailing your most relevant achievement in the last five years and how it relates to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: John Reis (02) 6207 0718 john.reis@act.gov.au

Access Canberra

Regulatory Solutions and Compliance

Investigations, Compliance and Enforcement

Senior Investigator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42695, several)

Gazetted: 19 June 2018

Closing Date: 26 June 2018

Details: Have you ever wondered how the model is applied to advise the community about their legal obligations, encourage compliance with fair trading laws and ensure high standard of health, public safety and environmental protection. If so, Access Canberra is the right place for you. The Investigations and Compliance Enforcement team within Access Canberra is responsible for conducting high-level investigations relating to regulatory matters that include the Australian Consumer Law, Fair Trading, Racing and Gambling and Real Estate industry. Using their regulatory powers, Investigators research, analyse and use risk-based decision making processes to ensure regulated industries are complying with their obligations and help provide consumer protection to the community. The team is also responsible for monitoring compliance with the Working With Vulnerable People (WWVP) scheme, investigating allegations of non-compliance, taking action to remedy non-compliance where required and assessing any immediate risk posed by a registration holder to a vulnerable person. The successful applicant will, under the direction of the Manager: Use professional judgement, powers and the risk/harm based regulation model to conduct investigations and inspections, individually and as a team member, under various pieces of legislation administered by the Office; plan and conduct compliance activities; assist in facilitating the professional development of individuals, including initiation, monitoring, review and validation of learning and development plans in line with organisational requirements; provide leadership and support to staff; establish and facilitate effective working relationships with internal and external stakeholders; deal appropriately with confidential and

sensitive information; participate in fostering an environment of working together across the various disciplines within Access Canberra; prepare correspondence, reports, and briefings under the supervision of the Manager; maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*; understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. This position may involve direct supervision of personnel.

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

Current driver's licence is essential and ability to undertake shift work as required or directed. Certificate IV in Government (Investigations) or relevant experience in a regulatory assessment environment is highly desirable.

Note: These are temporary positions available for six months with the possibility of extension.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. The applications should include application coversheet, a curriculum vitae and two page response detailing your most relevant achievement in the last five years and how it relates to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role. The application should be forwarded to

jobs@act.gov.au

Contact Officer: Drazen Persic (02) 6207 6990 drazen.persic@act.gov.au

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Human Resource Application Support

Human Resource Systems

Kronos Application Administrator

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 36871)

Gazetted: 15 June 2018

Closing Date: 29 June 2018

Weeks to Close: 2

Details: Work as part of the team responsible for the introduction and implementation of Kronos Workforce Central (WFC) to relevant ACT Government Directorates. Integrate Kronos WFC with current Human Resource Information Management systems, related Employee Self Service systems and peripheral software and interfaces. The principal responsibilities are: (1) Work with the HR Systems team developing computer systems or undertaking specialist activities, including technical activities and provide associated advice. (2) At the direction of the Kronos Business Administrator, develop long term information technology requirements for Time and Attendance, suggest alternative plans and strategies and report on their feasibility. (3) Liaise with Time and Attendance system subject matter experts, undertaking their own programming and provide advice on complex information technology problems. (4) Undertake information technology work requiring technical skills, using judgement to develop enhanced information technology methods and techniques. (5) Advise on the maintenance and modification of Time and Attendance computer systems. Professional/Technical Skills and knowledge required include: (1) Kronos Work Force Central along with SQL scripting skills is desirable. (2) Technical Specialism TECH 5 – Maintains knowledge of specific specialisms, provides detailed advice regarding their application and executes specialised tasks. The specialism can be any area of information or communication technology, technique, method, product or application area. (3) Release and deployment RELM 4 - Assesses and analyses release components. Provides input to scheduling. Carries out the builds and tests in coordination with testers and component specialists maintaining and administering the tools and methods – manual or automatic - and ensuring, where possible, information exchange with configuration management. Ensures release processes and procedures are maintained. (4) Database administration DBAD 4 – Uses database management system software and tools, and knowledge of logical database schemata, to investigate problems and collect performance statistics and create reports. Carries out routine configuration/installation and reconfiguration of database and related products.

Note: This position will be filled as an Administrative Services Officer Class 6 (AS06) or a Senior Officer Grade C (SOGC) dependant on the skills and experience of the successful applicant.

Contact Officer: Pieta Maguire (02) 6205 3598 pieta.maguire@act.gov.au

Corporate

Corporate Management

Reporting and Information Management

Performance Reporting and Privacy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35903)

Gazetted: 20 June 2018

Closing Date: 4 July 2018

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate. We are seeking a highly motivated person to act in a Performance Reporting and Privacy Officer position. The position provides support in some of the Directorate's key coordination and statutory reporting activities such as the Annual Report and Budget Statement, assists with policies and advice about information privacy matters, and with the provision of business support services to the ACT Executive (Ministers and their offices). We are looking for someone with demonstrated knowledge and experience in the interpretation and application of relevant legislation, and someone who has exceptional organisational, coordination and communications skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 22 May 2019.

Contact Officer: Chris Cole (02) 6207 5883 chrisJ.cole@act.gov.au

Policy and Cabinet Division

Cabinet and Government Business

Cabinet Office

Cabinet and Assembly Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36835)

Gazetted: 18 June 2018

Closing Date: 3 July 2018

Details: Cabinet and Government Business has a challenging opportunity at the Administrative Services Officer Class 4 (ASO4) level that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure the smooth operation of Cabinet and Assembly business. This vacancy is guaranteed to further your knowledge of the "Cabinet and Assembly world" and give you a great opportunity to understand the inner workings of a central agency. The successful officer will support a number of functions including: Providing administrative support across the Cabinet and Assembly teams; assisting with the handling and distribution of Cabinet and other government documents; and ensuring we meet cabinet and Assembly requirements with a particular focus on quality, accuracy and timeliness.

Note: This is a temporary position available from 13 August 2018 to 28 February 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: If this sounds like you, then submit an expression of interest of no more than two pages addressing the selection criteria, a current Curriculum Vitae and contact details for at least two referees.

Contact Officer: Dorena Morris (02) 6207 5989 dorena.morris@act.gov.au

Shared Services

Partnership Services

Service Centre

Shared Services Aboriginal and Torres Strait Islander Traineeship

Administrative Services Officer Class 1 \$47,088 - \$51,800, Canberra (PN: 33383, several)

Gazetted: 20 June 2018

Closing Date: 15 July 2018

Details: Are you: customer-focused an effective communicator, organised and self-starting interested in problem-solving within an ICT business environment eager to earn as you learn and gain new skills?

The Shared Services traineeship program provides successful applicants an opportunity to work with the Service Desk team while undertaking further tertiary education. Your further studies will be paid for by the organisation for the duration of your traineeship. Working as part of the Service Desk team, you will gain exposure to a broad range of Shared Services' business areas and services that we deliver on behalf of ACT Government.

Shared Services – under the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic and transactional financial, ICT and human resource services to all ACT Government Directorates. Within Shared Services, the ICT branch manages data centres, an extensive optical-fibre voice and data network and provides strategic ICT project management and business system development and support services. The Service Desk is the first point of contact for ACT Government stakeholder enquiries and queries about services provided by Shared Services. The team is customer-focused and provides accurate and timely responses to resolve ICT issues. This will include telephone, online customer interactions and onsite support.

You will perform an important role working in a high-performing, customer-centric team delivering solutions to various ACT Government stakeholders.

To be eligible to apply for this identified position you must provide confirmation of Aboriginality.

Note: These are temporary positions available for 12 months with the possibility of extension.

How to Apply: Please submit a one page written response to support your application outlining your skills and experience, how they relate to this position and its requirements.

Contact Officer: Jacob Mimilidis (02) 6207 7508 jacob.mimilidis@act.gov.au

Shared Services

Partnership Services

Service Centre

Shared Services Traineeship

Administrative Services Officer Class 1 \$47,088 - \$51,800, Canberra (PN: 33358, several)

Gazetted: 20 June 2018

Closing Date: 15 July 2018

Details: Are you: customer-focused, an effective communicator, organised and self-starting interested in problem-solving within an ICT business environment, eager to learn as you learn and gain new skills?

The Shared Services traineeship program provides successful applicants an opportunity to work with the Service Desk team while undertaking further tertiary education. Your further studies will be paid for by the organisation for the duration of your traineeship. Working as part of the Service Desk team, you will gain exposure to a broad range of Shared Services' business areas and services that we deliver on behalf of ACT Government.

Shared Services – under the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic and transactional financial, ICT and human resource services to all ACT Government Directorates. Within Shared Services, the ICT branch manages data centres, an extensive optical-fibre voice and data network and provides strategic ICT project management and business system development and support services. The Service Desk is the first point of contact for ACT Government stakeholder enquiries and queries about services provided by Shared Services. The team is customer-focused and provides accurate and timely responses to resolve ICT issues. This will include telephone, online customer interactions and onsite support.

You will perform an important role working in a high-performing, customer-centric team delivering solutions to various ACT Government stakeholders.

Note: These are temporary positions available for 12 months with the possibility of extension.

How to Apply: Please submit a one page written response to support your application outlining your skills and experience, how they relate to this position and its requirements.

Contact Officer: Jacob Mimilidis (02) 6207 7508 jacob.mimilidis@act.gov.au

Community Services

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

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

Housing ACT

Tenancy Operations

Tenant Support and Community Connections Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40724)

Gazetted: 15 June 2018

Closing Date: 29 June 2018

Details: The Tenant Support and Community Connections position is attached to the Tenancy Operations Section of Housing ACT and aims to improve clients' access to public housing and provide more responsive and supportive housing services to enhance the clients' ability to maintain their tenancy. The Tenant Support and Community Connections Officer provides specialist advice, information, support and case management to public housing tenants who may be experiencing issues impacting on their ability to maintain their tenancy. The role also involves developing collaborative working relationships with community service organisations, internal and external stakeholders to assist clients to access appropriate housing and community support services. The occupant of this position is required to have an understanding and experience in working with clients with complex needs and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social outcomes.

Eligibility/Other Requirements: Current driver's licence; experience in using a range of Information Technology business and office applications. Relevant tertiary qualifications in Social Work, Welfare Work or Community Development and/or a minimum of three years working with clients with complex needs are highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 kylie-ann.petroni@act.gov.au

Inclusion and Participation

Office for Disability

Policy and Data Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35344)

Gazetted: 20 June 2018

Closing Date: 4 July 2018

Details: The Inclusion and Participation Division is seeking a high performing Policy and Data Support Officer. The successful applicant will be highly motivated and technically minded and detail oriented. The Policy and Data Support Officer will be responsible for contributing to the National Disability Insurance Scheme (NDIS) and disability policy and program development, assisting with data analysis and demographic and business modelling related to the NDIS, disability and more broadly with the work of the Inclusion and Participation Division.

Contact Officer: Wendy Kipling (02) 6207 1444 wendy.kipling@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Bimberi Residential Services

Facilities Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 03294)

Gazetted: 18 June 2018

Closing Date: 2 July 2018

Details: The position of Facilities Manager involves the management and coordination of activities related to the maintenance and servicing of the Bimberi youth Justice Centre's facilities, stores, equipment and services and, Bimberi Residential Services (Narrabundah House Indigenous Supported Residential Facility) which provides supported accommodation services to young Indigenous men.

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

The occupant of this position may be required to be available to work at both Bimberi Youth Justice Centre and

Narrabundah House Indigenous Supported Facility and the duties may be slightly varied to ensure the safe custody of residents.

Note: This position is being re-advertised and previous applicants need not re-apply.

Contact Officer: Kerri Biddlecombe (02) 6207 3402 kerri.biddlecombe@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager, Social Media

Administrative Services Officer Class 4/5 \$66,656 - \$78,415, Canberra (PN: 3505)

Gazetted: 19 June 2018

Closing Date: 3 July 2018

Details: Love music? Are you a social media junkie? Canberra Theatre Centre is seeking a new team member to look after the venue's social media, screens and Google ads. Plus, you'll get to work on marketing campaigns for concerts and a variety of other live entertainment events. If this sounds like you, let us know by addressing the Selection Criteria and sending us your resume.

Eligibility/Other Requirements: Degree or equivalent qualification.

Note: Applicants must provide a written statement addressing the selection criteria. This position is a one year temporary contract with the possibility of a two year extension or ongoing employment.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

Office for Schools

Belconnen

Giralang Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40781)

Gazetted: 20 June 2018

Closing Date: 27 June 2018

Details: An exciting opportunity exists for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the School Leadership Team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available until 1 July 2019 with the possibility of extension and/or permanency.

Contact Officer: Belinda Love (02) 6205 5866 belinda.love@ed.act.edu.au

System Policy and Reform

Strategic Policy

Policy officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37749)

Gazetted: 18 June 2018

Closing Date: 2 July 2018

Details: The Strategic Policy and Reform branch is a complex and strategic environment, which offers educational reform planning. Policy development, implementation and advice to schools and broader community. We are looking for an Administrative Services Officer 5. This is a project based position, requiring demonstrated expertise and/or potential in policy review and analysis, communication strategies targeted to specific audiences and purposes, organisational skills, partnership building, governance structures and resource management.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than four pages outlining experience and/or ability across the selection criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Coralie McAlister (02) 6207 5520 coralie.mcAlister@act.gov.au

North and Gungahlin Network

Amaroo School

Principal Amaroo School - Senior Campus

School Leader A \$150,276 - \$180,443, Canberra (PN: 40586)

Gazetted: 15 June 2018

Closing Date: 27 June 2018

Details: The position has been created to expand leadership and support the Executive Principal in the leadership of Amaroo School. Assist in managing the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current Curriculum Vitae. Applications should be lodged via email to: jobs@act.gov.au.

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@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 positions will assess all applications for this position.

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Principal Amaroo School - Junior Campus

School Leader A \$150,276 - \$180,443, Canberra (PN: 40599)

Gazetted: 15 June 2018

Closing Date: 27 June 2018

Details: The position has been created to expand leadership and support the Executive Principal in the leadership of Amaroo School. Assist in managing the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current Curriculum Vitae.

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

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

Office for Schools

South Weston Network

Melrose High School

Continuum of Educational Support

School Leader B \$136,828, Canberra (PN: 04052)

Gazetted: 20 June 2018

Closing Date: 4 July 2018

Details: The successful applicant will demonstrate the capacity to lead the whole school through a systems renewal process for student behaviour management. They will show capacity to publish and implement processes and policies to support all staff in the school and can lead the school through any required professional learning for that process. Position information: Working with the Principal; lead the Executive Team to review and further develop the delivery of tiered programs of support to meet the needs of a diverse range of students; lead and embed NeuEd as an approach to enhance student wellbeing and support structures that target engagement of students across the school; lead daily school operations in relation to students and support staff in dealing with support plans, Individual Learning Plans (ILP's) and the management of students with complex needs; lead and manage the implementation and accountability measures for a range of processes, policies, procedures and administrative systems to support students at Melrose High School; provide coaching to staff as needed.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain).

Note: This is a temporary position available until 19 July 2019 with the possibility of extension.

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

Contact Officer: Simon Vaughan (02)61420700 simon.vaughan@ed.act.edu.au

Tuggeranong Network

Bonython Primary School

Executive Teacher: School Leader C

School Leader C \$117,515, Canberra (PN: 18456)

Gazetted: 19 June 2018

Closing Date: 26 June 2018

Details: Lead staff and students in building an inquiry mindset, based on the work of Kath Murdoch. Use an explicit understanding of the five principles of formative assessment to support and grow an inquiry pedagogical framework for teachers across the school. Enable collaborative inquiry planning and the continued development of a whole school conceptual curriculum map through an in-depth understanding of the Australian Curriculum. Lead and support a teaching team through the effective use of data and evidence to ensure all students continue to improve and meet/work towards the Achievement Standards. Effectively coach and mentor staff in inquiry learning and other innovative practices through own strong credibility as a classroom teacher.

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 professional teaching registration with the ACT

Teacher Quality Institute (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 21 December 2018. Selection may be based on application and referee reports only.

How to Apply: Please write a two page expression of interest which captures the job description and following capabilities: Leading teaching and learning; leading improvement, innovation and change and leading the management of the school.

Contact Officer: Gregory Terrell (02) 6142 0640 gregory.terrell@ed.act.edu.au

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

School Performance and Improvement

North/Gunghalin Network

Harrison School

Years 7/8 Team Leader

School Leader C \$117,515, Canberra (PN: 25398)

Gazetted: 15 June 2018

Closing Date: 29 June 2018

Details: Harrison School is seeking a dynamic person to co-lead our Years 7/8 Teaching and Learning Team. The role encompasses managing team and project specific resources to achieve optimal social and educational outcomes and ongoing support for all students. The successful applicant will possess excellent knowledge and understanding of the Australian Curriculum and how to achieve excellent academic and social outcomes for all students, with a focus on data, evidence based practice and building positive relationships. Along with this, they will have demonstrated experience in leading differentiated learning and be willing to accept the challenges of whole school roles. As a member of the Executive team and leader of a Teaching and Learning Team within the 7 - 10 area of the school: Share accountability to improve student outcomes through promoting, reinforcing and communicating the school vision, goals and improvement strategies in a consistent manner; lead and manage the implementation of elements of the strategic and operational plans to ensure that the school achieves its goals and targets; lead the use of evidence based practices to improve pedagogy, assessment and reporting outcomes aligned to the Australian Curriculum; use a coaching and mentoring model to build the capacity and effectiveness of the leadership and teaching teams; manage professional pathways, teacher registration, contract and probation reporting and professional development of teachers; contribute to the ongoing development of a positive school culture through engaging with our school and broader community; oversee the human, financial and physical resources of a multi-age (two year levels) Teaching and Learning Team to achieve excellent outcomes for all students; undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Contact Officer: Jason Holmes (02) 6142 2200 jason.holmes@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Environment

Parks and Conservation

Capital Works Design Delivery

Senior Project Officer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 40782)

Gazetted: 20 June 2018

Closing Date: 4 July 2018

Details: The position is for a temporary position in the delivery of natural resource management focused Capital Works projects associated with the new Molonglo River nature reserve. The position requires highly-developed skills in project management to meet sometimes demanding schedules and complex delivery requirements along with expertise in natural resource management to deliver projects in a nature reserve setting.

Eligibility/Other Requirements: Mandatory - relevant professional tertiary qualifications in Environmental Science, Natural Resource Management, Landscape Architecture or a related field.

Note: This is a temporary contact available for up to four years. Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Sophie Clement (02) 6207 4857 sophieJ.clement@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Population Health, Protection and Prevention

Health Protection Service

ACT Government Analytical Lab

Director

Health Professional Level 6 \$137,415, Canberra (PN: 24698)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The ACT Government Analytical Laboratory (ACTGAL) provides a broad range of analytical services for drugs and poisons in toxicological investigations, police seizures, monitoring of air quality, asbestos testing and microbiological testing of food and water. The laboratory currently holds a Quality Management System certified to AS ISO 9001 and comprises of three functional units; Toxicology and Forensic Chemistry, Environmental Chemistry and Microbiology units, all of which are accredited to ISO 10725 standards in their relevant fields. The Toxicology and Forensic Chemistry Unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Including supporting coronial investigations, drug treatment programs, laboratory investigations and development of ACT wide legislation (i.e. Controlled Substances, Road Transport Act). The Environment Chemistry unit monitors the ambient air quality in the ACT for compliance with the Ambient Air Quality National Environment

Protection Measure, and Asbestos identification and fibre counting on a fee for service basis. The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides regulatory microbiological analysis as required under various ACT Acts and regulations. In partnership with the Environmental Health unit, collaborate to identify sources of food poisoning and conduct microbiological analysis of food and water on a fee for service basis. Under limited direction of the HPS Executive Director, the Director is responsible for the high quality leadership, strategic direction, planning and coordination of the human, physical, financial and technological resources associated with the ACTGAL analytical services.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Science, Chemistry or Microbiology, or similar.

Desirable: Postgraduate qualifications and/or experience relevant to Public Health, Microbiology or Chemistry; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Conrad Barr (02) 6205 1722 conrad.barr@act.gov.au

University of Canberra Hospital

Facilities Manager

Senior Officer Grade A \$137,415, Canberra (PN: 40727)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Overview of the work area and position: The University of Canberra Hospital (UCH) is Canberra's first purpose-built rehabilitation hospital, providing the highest standard of care through state-of-the-art technology. Located on the University of Canberra campus in Bruce, ACT Health is UCH partnering with the University to establish a hub for rehabilitation, research and education – investing today in tomorrow's health professionals. UCH provides a range of both inpatient and outpatient services including: Neurological Rehabilitation, General Rehabilitation, Older Person's Rehabilitation, Slow Stream Rehabilitation, Adult Mental Health Rehabilitation, ambulatory care services and programs, and day therapy sessions.

As a leadership role with UCH, the Facilities Manager is responsible for the overall non clinical operations and performance of the hospital and its services across the ACT, and is an active participant of the UCH leadership team. The position is responsible for the delivery and ongoing management of a number of high-level contracts, ensuring the effective delivery of services to UCH. The successful applicant will be the primary interface between ACT Health and Brookfield Global Integrated Solutions (BGIS). BGIS are providing a range of hard and soft FM services including food services and patient support. It is expected that the Facilities Manager, UCH will have a unique understanding of the responsibilities and accountabilities of the role, and is able to work collaboratively across a range of areas in ACT Health. The successful applicant will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy. This position will report to the Executive Director, Rehabilitation, Aged and Community Care (RACC).

Eligibility/Other Requirements: Mandatory: Minimum of five years' previous experience in a contract management role. Desirable: Previous experience within the health sector is desirable. 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.

Contact Officer: Linda Kohlhagen (02) 6174 8581 linda.kohlhagen@act.gov.au

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation, Aged and Community Care Nursing
Assistant Director of Nursing, Rehabilitation Aged and Community Care
Registered Nurse Level 4.3 \$130,586, Canberra (PN: 04806)

Gazetted: 21 June 2018

Closing Date: 25 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to open the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned for the inpatient Rehabilitation units to move from the Canberra Hospital to the University of Canberra Hospital. The Assistant Director of Nursing (ADON) will support the Director of Nursing (DON) to manage the acute and subacute Geriatric inpatient and other related nursing services to ensure an efficient and effective person centred service is provided. This position will be based at the Canberra Hospital.

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

Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Registered Nurse Level 3 Grade 2
Registered Nurse Level 3.2 \$114,377, Canberra (PN: 36784 (expected vacancy))

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links

exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services; Dhulwa Mental Health Unit. Overview of the work area and position: Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. In 2018 two services within Specialty Mental Health services will move to UCH; 20 beds from Brian Hennessey Rehabilitation Centre (BHRC) to form the Adult Mental Health Rehabilitation Unit (AMHRU) and 25 day places from Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the broad direction of the Assistant Director of Nursing (ADON), The Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the Operational Director and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team. The CNC will be required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as providing leadership and supervision of Registered Nurses Level 2. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

Contact Officer: Susan Jacques (02) 6205 2187 susan.jacques@act.gov.au

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

Clinical Development Nurse (CDN)

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 35416)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

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

were developed by us, for us and are unique to our work. Overview of the work area and position: The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 4A at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. The Haematology/Oncology inpatient wards (14B/4A) have 44 beds and care for all oncological diseases including administration of chemotherapy, autologous transplants, radiation, oncology and palliation. The Clinical Development Nurses role oversees the educational and supportive needs of all staff within the inpatient setting. The role is responsible for orientation, assessment and training. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centered care. This role will also include education across the campus to facilitate ongoing accreditation and mandatory training to maintain skills within chemotherapy administration and supportive care

Eligibility/Other Requirements: Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Successful applicants must have current competency in Antineoplastic drug Administration Course (ADAC modules 1-7), Central Venous Access Devices, syringe driver management, Patient Controlled Analgesia and Basic Life Support assessment.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: Holds or working towards Cert IV in Training and Assessment.

Note: These are part-time positions at 32 hours per week and the full-time salary noted above will be paid pro rata. There is one permanent position and one temporary position available for a period of 12 months with the possibility of extension. The roles will be Monday - Friday with flexibility in hours from 8am - 18.30. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Susan Langdon (02) 6244 3396 susan.langdon@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Educator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22558)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. This nursing role requires the ability to provide appropriate

skilled clinical assessment and intervention for clients with diabetes across ACT Health Campuses. The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the ACT Health Diabetes Service.

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

Highly Desirable: Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards a post-graduate certificate in Diabetes Education. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time temporary position available at 32 hours per week for a period of twelve months with the possibility of an extension of up to two years. The salary noted above will be paid pro-rata. You may be expected to work in a variety diabetes areas and locations within CHHS.

Contact Officer: Lynelle Boisseau (02) 6174 7601 lynelle.boisseau@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Educator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 28376)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across ACT Health Campuses. The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the ACT Health Diabetes Service.

Eligibility/Other Requirements: Mandatory: Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA). Must hold and maintain a current driver's licence. Highly Desirable: Post-graduate qualifications from a university or tertiary institution in Diabetes Education. Is an Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards a post-graduate certificate in Diabetes Education. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a permanent part-time position at 35:00 hours per week and you may be expected to work in a variety of diabetes areas and locations within CHHS. The salary noted above will be paid pro-rata.

Contact Officer: Lynelle Boisseau (02) 6174 7601 lynelle.boisseau@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 25917)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

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

Eligibility/Other Requirements: Mandatory Qualifications: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Please note prior to commencement successful candidates will be required to: Comply with ACT Health credentialing requirements for allied health professionals. Have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Note: ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts.

Contact Officer: Amaly Khalaf (02) 6205 1565 amaly.khalaf@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Clinical Development Nurse - Paediatrics

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 03942)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for children and adolescents from the ACT and surrounding areas utilising our service for acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. As a Clinical Development Nurse, together with the team of Clinical Development Nurses (CDNs) (2 FTE) and Clinical Support Nurses, you will support nursing staffs' professional development in paediatrics to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, five days a week (Monday-Friday).

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate IV in Workplace Training and Assessment and Postgraduate qualification in Paediatric Nursing and/or Clinical Education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Sue Wrigley (02) 6142 6162 sue.wrigley@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Renal Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27012)

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal Clinical Development Nurse will be based on ward 4B renal ward. The position will be responsible for providing education to the staff as well as organising in-service training for staff as needed in consultation with the ward CNC. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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

Contact Officer: Tracy Garratt (02) 6244 2949 tracey.garratt@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Health Program

Maternal and Child Health Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22645, several)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Maternal and Child Health (MACH) Service is offering applicants who are experienced Registered Nurses and Registered Midwives currently working in maternity services, an exciting opportunity to undertake our fast track Triple qualification program. In recognition of your experience and the established autonomous role of the RM in MACH practice, one year supported practice positions will be offered to suitable applicants while the applicant undertakes a graduate certificate in Child and Family Health with MACH's partner university (Western Sydney).

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Extensive experience in both nursing and midwifery practice including current midwifery practice. Current driver's licence. Enrolment in a postgraduate child and family health nursing program with ACT Health Partner University (Western Sydney University) required once appointment confirmed. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: International Board Certified Lactation Consultant.

Note: These are temporary, part-time positions available for a period of 12 months at 24 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Sally Campbell (02) 6205 1827 sally.campbell@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Clinical Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23690)

Closing Date: 28 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services and Dhulwa Mental Health Unit. Overview of the work area and position: The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. In 2018 two services within Rehabilitation and Specialty Mental Health services will move to UCH; 20 beds from Brian Hennessey Rehabilitation Centre (BHRC) to form the Adult Mental Health Rehabilitation Unit (AMHRU) and 25 day places from Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence

through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. The clinical psychologist is an integral member of the multidisciplinary team and, under limited professional supervision from the Allied Health Manager, is responsible for the provision of high quality psychological services to achieve sound outcomes for people within a therapeutic environment. This includes: Promoting positive outcomes through the provision of high quality clinical services; networking and health promotion activities education; education, individual or group service delivery; perform novel, complex, critical or difficult tasks with professional supervision and participation in the supervision and training of other staff, as directed. The Clinical Psychologist position is a senior role within the AMHRU, it is expected that the role will contribute its expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1 and 2, to Allied Health Assistants, and to students. The Clinical Psychologist position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Creative Arts Therapists, Aboriginal and Torres Strait Islander Liaison Officers, Peer Recovery Workers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with the Psychology Board of Australia; hold an Area of Practice Endorsement in Clinical Psychology and a minimum of three years (ideal five years) post qualification. Desirable: Approved or eligible for approval as a Psychology Board of Australian Principal and/or secondary Supervisor for 4+2 interns and/or Higher Degree students; current driver's licence and previous experience with cognitive remediation. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Susan Jacques (02) 6205 2187 susan.jacques@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women Youth and Children Community Health Programs

Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25527)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Physiotherapy Service forms part of the Allied Health Team and sits within the Division of Women, Youth and Children. The Physiotherapist is community based service which provides individual clinical services for women in the antenatal and postnatal period and for babies less than 12 months of age. The Physiotherapy Service employs qualified Physiotherapists with a solid background in musculoskeletal physiotherapy and women's health and with paediatric experience particularly in the assessment and treatment of musculoskeletal and developmental issues for babies. Experience in developing and delivering group education

and health promotion sessions would be a strong asset. Services are currently provided at Tuggeranong, Belconnen and Gungahlin Community Health Centres. The Physiotherapist service is part of the broader multidisciplinary services provided by the Women, Youth and Children Community Health Programs across the ACT and works closely with Maternal and Child Health Nurses and Allied Health practitioners.

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

Notes: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time permanent position available at 14.68 hours per week and the full-time salary noted above will be paid pro-rata. The position will predominant be based at Tuggeranong Community Health Centre. However, these positions will involve duties across a number of health centres in the ACT.

Contact Officer: John Couto (02) 6205 2752 john.couto@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Social Worker (Winter Bed Strategy)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 18928)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: 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: Tertiary qualifications in Social Work; current membership or eligibility for membership of the Australian Association of Social Workers; a current driver's licence. Desirable: Previous hospital experience; a minimum of three years (desirable five years) experience post qualification in Social Work. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position is available for six months with the possibility of extension and is full-time, however highly experienced part-time applicants may be considered where practicable. 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

Clinical Support Services

Pharmacy - TCH

Specialist Pharmacist - Medicine

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28798)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

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

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; and Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community". Under the direction of the Lead Pharmacist and Deputy Director of Pharmacy (Clinical), the Specialist Pharmacist for the Medicine Directorate will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service to the Division of Medicine.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Competency standards at the Consolidation Level for Advanced Pharmacy Practice, evidenced through a portfolio of evidence. Desirable: Previous project management and/or research experience. Publication/s within peer reviewed journals. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: 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.

Contact Officer: Hamed Lane (02) 6244 2120 hamed.lane@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Allied Health

Palliative Care Psychosocial Liaison

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 24266)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

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

were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. The Palliative Care Psychosocial Consultant is responsible for promoting positive client outcomes through the provision of high quality consultation and clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team. The Palliative Care Psychosocial consultant is required to have an understanding of issues relating to death, palliative care and a commitment to working within a multidisciplinary environment.

Eligibility/Other Requirements: For Psychology: Mandatory: Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA); minimum of three years clinical experience post qualification; current driver's licence. Desirable: Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students. Area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology. For Social Work: Mandatory: Member (or eligibility for membership) of the Australian Association of Social Workers; registration under the *Working with Vulnerable People Act 2011*; minimum of three years clinical experience post qualification; current driver's licence. Desirable: Experience in Clinical Supervision; previous experience in group facilitation. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 22:00 hours per week and the full-time salary noted above will be paid pro-rata. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Brian Lawless (02) 6174 8540 brian.lawless@act.gov.au

Quality Governance and Risk

Workplace Safety

Workplace Safety

Safety Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 28673)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to safety, quality and risk with a focus on continuous quality improvement. The division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality

Improvement. As well as providing strategic frameworks in quality, governance and risk across ACT Health. Overview of the work area and position: The Workplace Safety Unit provide strategic leadership, advice and effective coordination and implementation of work place safety management strategies, frameworks and activities. The branch will advise on and oversee the implementation of systems and processes that assist ACT Health to become a safe and accountable healthcare environment. The unit also supports the DDG QG and R with the development and implementation of ACT Health Quality Strategy with a focus on person centred, safe and effective care.

Eligibility/Other Requirements: Desirable: Proven experience in the use of RISKMAN and/or other database systems and qualifications and/or relevant experience in Work Health and Safety (WHS). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Corporate

Performance Reporting and Data

Territory Wide Service Team

Contracts Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17428)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Performance, Reporting and Data Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The Activity Based Performance (ABP) Branch has been established to implement a management approach within the Health Directorate that supports how ACT health plans, budgets, allocates and manages both activity and financial resources to deliver safe and high quality health service for the ACT Community. The ABP Branch manages external contracts with third party service providers. Contracts and Project are a small team which focus on providing information governance and contract management coordination for key hospital and health providers within the network. Under broad direction of the Senior Manager, Activity Based Performance the Contract Support Officer plays a key role in the day to day contract management of the external healthcare service provider's contractual arrangements with the ACT. This primarily involves acting as liaison to external healthcare service providers, the coordination of correspondence and records management processes, in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Desirable: Tertiary qualification (or equivalent) in Business and/or Health Administration; adept user of Microsoft Office Suite of programs; previous experience writing for executive level staff and/or government departments. 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*.

Contact Officer: Catherine Shadbolt (02) 6207 0114 catherine.shadbolt@act.gov.au

Corporate

Business Support

Business Support and Development

Accommodation Project Officer - Strategic Accommodation and Leasing, within Business Support Services

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40214)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes

the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance.

Overview of the work area and position: The Business Support Services branch is responsible for the provision of a range of client services, property maintenance, and management of infrastructure and strategic support services to all acute and non-acute activities of the Health Directorate. The branch is committed to timely, responsive and client-focused services. Branch Support and Development is a section of Business Support Services. Business Support Services (BSS) is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. BSS provides a wide range of essential non-clinical operational services including strategic accommodation, security services, sterilising services, procurement, food services, fleet services, administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. The Strategic Accommodation and Leasing team manages and oversees the development of Accommodation Procedure and Policies across ACT Health, focusing on the relocation of staff to better improve directorate efficiencies, the project management of minor works, and the procurement of Furniture, Fixtures and Equipment in conjunction with Work Place and Health Safety policies. The team also manages lease arrangements for ACT Health's owned and leased properties. The Accommodation Officers work in a small team to provide direct project officer support to projects, and plan and manage relocations and procurement of furniture, fittings and equipment.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: strong communication and interpersonal skills and passionate about high quality customer service. Flexibility and adaptability with a changing working environment to enable the provision of responsive services to meet clients' needs; strong organisational, coordination and planning skills and a focus on outcomes and a high degree of self-drive and initiative. Desirable: Previous experience with project and leasing management; knowledge and experience with Microsoft Office applications, in particular Microsoft Excel and a current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Permanent officers will be considered for a temporary vacancy in the first instance. Where a suitable permanent officer can undertake a temporary role, this will take precedence over a temporary employee undertaking that role. Refer section 106 Public Sector.

Contact Officer: Priya Grovenor (02) 6207 8826 priya.grovenor@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14241, several)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Intake Services include Community Health Intake (CHI) and Central Outpatient's Bookings Service (Bookings), and sits within the Division of Cancer, Ambulatory and Community Health Support (CACHS). Community Health Intake offers a single point of entry for residents of the ACT who wish to access community based health services. CHI supports several Divisions including Rehabilitation, Aged and Community Care (RACC), Medicine, Women, Youth and Children, Mental Health, Justice Health, Alcohol and Drug, and the Division of Surgery and Oral Health. The Bookings Service support consumers wishing to access Outpatient Specialist Services at the Canberra Hospital. Overview of the work area and position: The administration area of CHI is a high volume contact centre providing a single point of entry via phone and fax for consumers wishing to access community based health services. This administration team receive, handle and transfer calls from the general public and other health professionals, both internal and external to ACT Health. The administration team are supported by a nursing team who are responsible for referral management and the support of more complex client care. The Central Outpatient Bookings team are the first point of contact for

consumers wishing to access specialist consultant outpatient clinics held from the Central Outpatients and Orthopaedic, Plastics, and Fracture Clinic locations and are responsible for the intake for these services. The tasks include referral management, wait list management, initial appointment bookings, and consumer service via the telephone. Under broad direction, you will play a key role in providing day to day supervision of administration staff within Intake by managing the workflow within the area, ensuring administrative Key Performance Indicators (KPIs) are met and overseeing the management of the Outpatient's Waitlist. You will also provide support to the Manager of Administration in relation to reporting and human resource management.

Eligibility/Other Requirements: Desirable: Experience in health related field; data management which include accurate data entry and quality data checking. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

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

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Allied Health
Social Worker**

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

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families by providing a comprehensive psychosocial service within inpatient, outpatient and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre. The successful applicant will have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carers, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Inter-professional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; eligible for membership of the Australian Association of Social Workers; minimum one year post graduate experience post degree qualification in Social Work. Desirable: Experience in oncology. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Brian Lawless (02) 6174 8540 brian.lawless@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Paediatrics

Play Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 13338)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental to children's expression, their development, and for their health and well-being. The environment is also safe, functional and comfortable, with a bed for a parent to sleep in each room. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. Under the general direction of the Clinical Nursing Consultant, the Play Therapist will utilise specialist knowledge to plan, implement and evaluate developmentally appropriate play therapies; therapeutic and medical play, procedural education and support to reduce anxiety through teaching coping strategies and distraction will be integral to the role. The Play Therapist will be required to perform these duties within the Paediatric Inpatient, Outpatient and Day Stay clinical areas and, at times, may be required to extend the services to other areas of the hospital where children may be admitted for example The Emergency Department.

Eligibility/Other Requirements: Desirable: Tertiary qualification (or equivalent) in Teaching or Early Childhood Development, Education and/or Play Therapy, or working towards. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Fiona Cameron (02) 6142 6159 fiona.j.cameron@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Technician

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 26470)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: The ACT Dental Health Program is seeking committed, dynamic and innovative Dental Technician (HPO2). To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive; Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs; Strong work ethic; Compassion; Good communication skills; Able to carry out precise and detailed work; and High level of professionalism. Overview of the work area and position:

The Dental Health Program is in the division of Surgery and Oral Health and offers a range of dental services to the community including: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school. Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued

Pension Concession or Health Care Card. The dental technicians in the Dental Health Program work within a team to provide dental prosthetics services to eligible clients in the ACT. These services are primarily delivered from community health centres.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Dental Technology or equivalent. Desirable: Two years of experience as a qualified dental technician. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Tony O'Neill (02) 6205 2184 tony.o'neill@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Medical Imaging

Receptionist

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 21049)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. Under direction of the Administration Supervisor's, you will perform general reception duties and check in scans for outpatients and liaise with multidisciplinary teams within Canberra Hospital and Health Services and the wider community

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes: Good administration and communication skills with the ability to work within a multidisciplinary team. An understanding of high level customer service skills and a general knowledge of computer applications.

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

Contact Officer: Natasha Lawrence (02) 6244 2798 natasha.lawrence@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administration Support Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 36051)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

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

continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Adult Community Mental Health Services; Justice Health Services; Child and Adolescent Mental Health Services (CAMHS); and Dhulwa Mental Health Unit. Overview of the work area and position: Justice Health Services is part of the Mental Health, Justice Health, Alcohol and Drug Services. Justice Health Services (JHS) Primary Health Team provides high quality primary and forensic mental health care to people located within the Alexander Maconochie Centre (AMC), Dhulwa Mental Health Unit (DMHU) and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties. Under the direction of the Assistant Director of Nursing (ADON), the Administration Support Officer is responsible for the provision of high level administrative and customer service to consumers of the Health Clinic at the AMC. The Administration Support Officer's role is to assist in the day to day running of the clinic, including liaising with correctional staff, reception duties, answering and screening telephone calls, processing health referrals and assisting other administrative staff and health professionals. This position(s) will be required to work at different sites within the Justice Health Services program.

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

Contact Officer: Jacqui Raby (02) 6207 7830 jacqui.raby@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Assistant in Nursing (Across all Surgical Wards)

Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 18254, several)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for Acute Services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements: Mandatory: Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential. 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: There are several permanent and temporary part-time positions available in surgical wards 10A - General Surgery and Ophthalmology and 6B - Cardiothoracic, Urology and Vascular at 32:00 hours per week and the full-

time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Clair Collins (02) 6244 2364 clair.collins@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Improvement Project

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24462)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Population Health Protection and Prevention 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. Population Health Protection and Prevention 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 wellbeing 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 Improvement Projects, Health Promotion and Health Promotion Grants Program. The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the Division and undertaking high-level project and policy work and responding to emerging and novel issues on behalf of the Chief Health Officer. In addition, the Section collaborates and advises on population health policy and program-level evaluations, and provides strategic policy input and technical advice to support healthy eating at the population level. Other key priority areas include chronic disease and injury prevention and reduction; organ and tissue donation; gene technology; alcohol and other drugs; and the health effects of climate change. Under broad direction, this position will support the Senior Manager to lead the Health Improvement Projects Section in undertaking high-level project and policy work, and responding to emerging and novel policy issues.

Eligibility/Other Requirements: Desirable: Relevant experience and /or tertiary qualifications in a public health related discipline. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Kathy Dennis (02) 6207 5700 kathy.dennis@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 40683)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra

and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitations and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a senior clinical position that will sit within any of the three sub teams providing direct person-centered care. At this level the Registered Nurse Level 3 (RN3) will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The RN3 will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels Health Professional Level 2 (HP2) and 1 and support the Team Leader in change processes. The RN3 will undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Post Graduate qualifications in Mental Health Nursing, or working towards. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time position available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata. Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care

Advanced Practice Nurse (APN)

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 36728)

Gazetted: 21 June 2018

Closing Date: 5 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are sought from suitably qualified registered nurse to fill a new permanent vacancy as a full-time Advanced Practice Nurse (APN) in the Central Outpatients Department. The Central Outpatients Department provides clinical and administrative support for specialist outpatient services. The Outpatient Plastics Service is a tertiary level service providing trauma and pre and post-operative assessment, review and treatment of a range of plastic surgery related conditions in the outpatient setting. The service is provided by a number of Visiting Medical Officers supported by registrars and junior doctors. The service is a high volume, high demand service.

Under direction this position will work collaboratively with the medical team and relevant allied health personnel to provide an efficient and effective outpatient plastics service. The role will develop and implement pathways for

outpatient plastics care including specific advanced nursing care, provide nurse led care and assist in the overall running of the service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Tertiary qualifications (or equivalent) in Advanced Nursing in Plastics, Wound Care or related field and previous Project Management experience and/or qualifications. 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 201*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Improvement Project

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32556)

Gazetted: 21 June 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Population Health Protection and Prevention 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. Population Health Protection and Prevention 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 wellbeing 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 Improvement Projects, Health Promotion and the Health Promotion Grants Program. Overview of the work area and position: The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the division and undertaking high-level project and policy work and responding to emerging and novel policy issues on behalf of the Chief Health Officer. In addition, the Section collaborates and advises on population health policy and program-level evaluations, and provides strategic policy input and technical advice to support healthy eating at the population level. Other key policy priority areas include chronic disease and injury prevention and reduction; organ and tissue donation; gene technology; alcohol and other drugs; and the health effects of climate change. Under broad direction, this position will undertake high-level project and policy work, provide strategic policy advice and respond to emerging and novel policy issues.

Eligibility/Other Requirements: Desirable: Relevant experience and/or tertiary qualifications in a Public Health related discipline. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 28 June 2019 with the possibility of extension.

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

Canberra Hospital and Health Services

Medicine

Chronic Disease

Chronic Disease Management

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 23897)

Gazetted: 21 June 2018

Closing Date:

Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care,

delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Obesity Management Service, located at Belconnen Community Health Centre, is a multidisciplinary team which sits within Chronic Disease Management in the Division of Medicine. The division works closely with the other medical units in the Division and the wider health system. The Staff Specialist in Obesity Medicine plays a key role in coordinating the selection and management of patients for publicly-funded bariatric surgery in the ACT. The Staff Specialist within the OMS will have the opportunity to undertake other clinical and research activities relevant to the Chronic Disease Management unit in collaboration with the Unit Director. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship in a recognised Australian specialist medical college in a specialty, relevant to the management of obese adult patients. Experience in managing patients with obesity and one or more common obesity-related complications including type 2 diabetes, metabolic syndrome, non-alcoholic steatohepatitis, sleep disordered breathing, cardiovascular disease and/or other areas. Desirable: o Significant experience in general medicine. Current Driver's license. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This position is part time temporary at 20 hours per week for 5 years. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Dr Paul Dugdale 0434 669 622 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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 Human Rights Commission

President and Human Rights Commission

Communication Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 22317)

Gazetted: 19 June 2018

Closing Date: 3 July 2018

Details: The ACT Human Rights Commission is looking for a skilled communicator who can spread the word about the work that we do. The occupant of this position will work across all areas of the Commission to ensure that the ACT community has accessible and up to date information about their rights and our services. The position is responsible for: Electronic and print publications; advertising; event management; media liaison and deployment of social media and website communications. The position also involves coordinating the Commission's community engagement and training work.

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

Note: This temporary vacancy is available ASAP for 12 months. This temporary position is part-time working 22.03 hours per week and the full time salary quoted above will be paid pro rata. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

How to Apply: Interested applicants should send a three page pitch with your curriculum vitae and contact details of at least two referees to jobs@act.gov.au The three page response should be written in the form of a pitch and

should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Helen Watchirs (02) 6205 2222 helen.watchirs@act.gov.au

ACT Human Rights Commission

President and Human Rights Commission

Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38209)

Gazetted: 14 June 2018

Closing Date: 9 July 2018

Details: The ACT Human Rights Commission is seeking an experienced, motivated and passionate person to join our business unit as an Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer at the Administrative Services Officer Class 6 (ASO6) level. Duties of the Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer include: Develop relationships with Aboriginal and Torres Strait Islander stakeholders; represent the Commission in meetings; organise events to promote the roles and services of the Commission; provide support and assistance to Aboriginal and Torres Strait Islander people to access the services of the Commission. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and People with a Disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position. The successful applicant will be able to develop and maintain positive relationships, and communicate effectively and sensitively, with Aboriginal and Torres Strait Islander communities, and with government and non-government agencies, using a range of communication and interpersonal skills that can be varied to suit different audiences. They will be able to promote diversity and the values and ethos of the public service, including by developing and delivering culturally respectful community education programs that facilitate effective outcomes. They will also have sound problem solving skills and working knowledge (or be able to quickly develop working knowledge) of Government processes, relevant legislation and best practice.

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

Note: This is a temporary position available for 12 months. This position is part-time at 22:03 hours per week and the full-time salary noted above will be pro-rata.

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. Interested applicants should send three page pitch with your Curriculum Vitae and contact details of at least two referees to jobs@act.gov.au. The three page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification.

Contact Officer: Gabrielle McKinnon (02) 6205 2222 gabrielle.mckinnon@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions

Head of Information Communication Technology

Senior Officer Grade A \$137,415, Canberra (PN: 38410)

Gazetted: 18 June 2018

Closing Date: 2 July 2018

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for a highly experienced and enthusiastic person to fill the role of Head of Information, Communication and Technology (ICT) Senior Officer Grade A (SOGA), within Corporate Services. The successful applicant will be responsible for overseeing the contracts, maintenance and development of all of ACTCS ICT portfolio, covering all business and security systems. You will also provide direction and professional leadership to internal staff, contractors and stakeholders to

manage existing and new information, communication and technological related projects. In addition, you will be required to prepare high quality reports, submissions, briefs and correspondence on complex technical or policy issues, ensure project plans are developed and effectively implemented and develop progress reports for relevant stakeholders and committees on a range of projects across the organisation. Further to this, you will lead and coordinate the implementation of existing and new initiatives at ACTCS including the new case management system, intelligence systems, training system, roster system, intranet and internet infrastructure and content, information, reporting and related business system projects. To be successful, you will be required to demonstrate high level conceptual and analytical skills including the capacity to make sound judgements in a complex and sensitive environment.

Eligibility/Other Requirements: Relevant tertiary qualifications is desirable or equivalent experience is essential. The successful candidate may be required to undergo a criminal record check. A current driver's licence is required.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (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 your current driver's licence. Please ensure you submit all five items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

ACT Corrective Services

Corporate Services

Business Performance Unit

Head of Business Performance

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36116)

Gazetted: 15 June 2018

Closing Date: 29 June 2018

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Head of Business Performance Senior Officer Grade B (SOGB), Corporate Services. The successful applicant will be responsible for the development and production of a range of corporate business information and data. Leading the statistical analysis team, you will provide accuracy and quality assurance to data sets and provide the lead in the interpretation and analysis of criminal justice sector issues. In addition, you will undertake projects associated with developing, implementing, evaluating and improving ACTCS' required business information and data outputs and controls, and coordinate the Agency's data collation and reporting requirements. Further to this, you will develop and maintain ACTCS's data compliance with relevant ACT, national and international standards and legislation in monitoring and reporting on correctional practice and government, safety management and risk management systems.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience is essential. The successful candidate will be required to undergo a criminal record check. A current driver's licence is required.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Corporate

People and Workplace Strategy

Senior Capability Development Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34533)

Gazetted: 20 June 2018

Closing Date: 27 June 2018

Details: People and Workplace Strategy is seeking an experienced and highly motivated person to fill the role of Senior Capability Development Officer. Main duties include managing the project for the Directorate to achieve White Ribbon Accreditation; assist the Learning Management System Project Manager to develop and implement a learning management system across the Directorate and its Registered Training Organisations; and develop and implement training (and elearning) programs and development initiatives for different client groups to enhance

workforce capability. To succeed in this role, the applicant must have knowledge and experience in the prevention of men's violence against women, strong relationship management skills and experience in developing learning strategies and/or resources.

Note: This is a temporary position available for 12 months. Selection may be based on application and referee reports only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining your experience and ability in the above areas, along with the Application Coversheet, a current Curriculum Vitae and contact details for two referees (one should be a current Supervisor/Manager).

Contact Officer: Doreen Tan (02) 6207 0995 doreen.tan@act.gov.au

Transport Canberra and City Services

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

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

Finance, Legal and Sustainability Sustainability, Facilities and Fleet Unit Sustainability

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38951)

Gazetted: 15 June 2018

Closing Date: 22 June 2018

Details: This position is embedded in the Sustainability, Facilities and Fleet Unit. The Unit provides whole of Directorate support in implementing the ACT Governments sustainability objectives such as the *Carbon Neutral ACT Government Framework* within the Directorate, which underpins the *Climate Change and Greenhouse Gas Reduction Act 2010* and functions relating to fleet and accommodation services. The Senior Manager of the Sustainability, Facilities and Fleet Unit develops, implements, monitors and reviews the sustainability program for Transport Canberra and City Services (TCCS), working closely with line areas on the Directorate's sustainable initiatives. The Senior Manager is responsible for TCCS Fleet Management as well as TCCS Facilities, developing, maintaining and implementing related facilities and fleet management policies, contracts and programs. A key aspect of the role is the ability to develop and maintain strong relationships between the Directorate and other areas of government, including representing the Directorate on inter-governmental committees.

Eligibility/Other Requirements: Driver's Licence (C-Class) is mandatory. Relevant qualifications are highly desirable.

Contact Officer: Sarah Griffiths (02) 6207 7781 sarah.griffiths@act.gov.au

Transport Canberra Public Transport Operations Human Resources Training Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35978)

Gazetted: 20 June 2018

Closing Date: 2 July 2018

Details: Based in Tuggeranong, the Public Transport Operations Human Resources team of Transport Canberra is seeking a highly motivated and suitably skilled Training Manager to join their team. The position will be responsible for managing the Operational Training function for Public Transport Operations and will manage a team of Trainers who are responsible for the delivery of training. To be considered for this role, you must be able to demonstrate previous experience in a similar role as well as have the ability to communicate with a diverse range of stakeholders. The ability to multi task and meet tight deadlines is a must, as well as the ability to work in an operational environment where every day brings a new challenge.

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

How to Apply: To apply for this position please submit your Curriculum Vitae along with a (maximum) two page summary of your skills and experience relevant to the role, highlighting your ability to lead a successful team. Applications that are incomplete will not be considered.
Contact Officer: Katie Dunn 0466463424 katie.dunn@act.gov.au

Suburban Land Agency

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

Project Accounting

Senior Project Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13857)

Gazetted: 20 June 2018

Closing Date: 27 June 2018

Details: Applications are invited from suitably experienced candidates from public or private sector backgrounds to join the Suburban Land Agency Finance team as the Senior Project Accountant. The team provides financial support and advice to the Board, Senior Executives and Management within the organisation.

Eligibility/Other Requirements: The ideal candidate will be degree qualified, have completed or is working towards a Chartered Accountant (CA)/Certified Practising Accountant's (CPA) qualification and will have a background in financial or management/project accounting. This position will be required to liaise closely with a range of external and internal stakeholders. Therefore, it is essential that the candidate has well developed communication and people management skills. The occupant is required to have a strong financial background and previous experience in the land development or construction fields would be advantageous.

Note: This is a temporary position available until 24 August 2018 with the possibility of extension and/or permanency. Selection may be based on application only. An order of merit may be established to fill future vacancies at level over the next 12 months. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Linlin Zhang (02) 6207 1820 linlin.zhang@act.gov.au

City Renewal Authority

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

Development

Project Director

Infrastructure Manager/Specialist 1 - Infrastructure Manager/Specialist 3 \$153,083 - \$174,951, Canberra (PN: 37976)

Gazetted: 15 June 2018

Closing Date: 6 July 2018

Details: The City Renewal Authority is looking for an experienced project director related to the delivery, management of complex land development and infrastructure projects from conception through to completion.

The ideal candidate would have extensive government (local and/or state) client side management experience as well as private sector land development and infrastructure development experience. Demonstrated experience in leading complex development feasibility and project business cases is essential.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are highly desirable e.g. Engineering, Surveying, Planning and Project Management. Demonstrated experience at a senior level in delivering residential/commercial development and infrastructure projects. Demonstrated understanding of civil or built form construction processes. A pre-employment medical is required.

Note: This position is for an Infrastructure Manager Specialist 1 – 3. Level will be determined according to skills and qualifications.

Contact Officer: Nicholas Holt (02) 6207 9646 nicholas.holt@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Marek Bilski 858-52471, Section 68(1), 14 June 2018

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

Brooke Dalling 858-51428, Section 68(1), 20 June 2018

Infrastructure Officer 2 \$79,919 - \$91,947

Meshack Efeoma 853-65913, Section 68(1), 15 June 2018

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

Jayde Hayman 853-81446, Section 68(1), 13 June 2018

Community Services

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

Alexandra Nelson 853-61816, Section 68(1), 18 June 2018

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

Cassandra Pentreath 853-69842, Section 68(1), 18 June 2018

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

Kylieann Petroni 853-48451, Section 68(1), 15 June 2018

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

Liam Sweeney 853-56654, Section 68(1), 18 June 2018

Education

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

Anthea Louise Ford 858-52842, Section 68(1), 25 June 2018

Health

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

Lilian Anderson 853-58940, Section 68(1), 12 June 2018

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

Benedict Ascence 858-52877, Section 68(1), 2 July 2018

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

Maria Canongio 858-52869, Section 68(1), 17 July 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578

Melissa Cowie 845-04299, Section 68(1), 14 June 2018

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

Binoy Emmanuel 858-51559, Section 68(1), 22 June 2018

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

Feline Esguerra 853-59134, Section 68(1), 14 June 2018

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

Brooke Ford 858-52252, Section 68(1), 21 June 2018

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

Audrey Hawthorne 853-52063, Section 68(1), 21 June 2018

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

Iqbal Khalidi 847-11888, Section 68(1), 15 June 2018

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

Ee Leen Low 857-43232, Section 68(1), 30 August 2018

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

Tendai Masheka 858-52738, Section 68(1), 17 July 2018

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

Beena Mathew 858-52703, Section 68(1), 17 July 2018

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

Katherine Morrell 858-51532, Section 68(1), 20 June 2018

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

Joy Nebre 858-52711, Section 68(1), 17 July 2018

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

Lauren O'Connell 857-91189, Section 68(1), 19 June 2018

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

Clinton Rawsthorne 847-03810, Section 68(1), 7 June 2018

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

Caila Rothwell 845-03202, Section 68(1), 7 June 2018

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

Emily Rowlands 853-63467, Section 68(1), 8 August 2018

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

Louise So 858-51540, Section 68(1), 18 June 2018

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

Kirsten Thomas 858-52201, Section 68(1), 14 June 2018

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

Catherine Whitehead 858-52690, Section 68(1), 15 June 2018

Justice and Community Safety

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

Katherine Alling 853-81091, Section 68(1), 18 June 2018

Transport Canberra and City Services

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

Aaron Khoo 858-52746, Section 68(1), 18 June 2018

Bus Operator - Training \$66,212

Anish Mani 858-51735, Section 68(1), 15 June 2018

Bus Operator - Training \$66,212

Inderjit Singh 858-51882, Section 68(1), 15 June 2018

Bus Operator - Training \$66,212

Adam Taylor 858-51743, Section 68(1), 15 June 2018

Bus Operator - Training \$66,212

Allan Watkins 858-51866, Section 68(1), 15 June 2018

Bus Operator - Training \$66,212

Michelle White 858-51858, Section 68(1), 15 June 2018

TRANSFERS

Education

Shelley Jacobs: 824-57927

From: \$79,824 - \$91,356

Education

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

Education, Canberra (PN. 19801) (Gazetted 13 April 2018)

Jennifer Taylor: 843-26517

From: School Assistant 2 \$45,058 - \$49,757

Education

To: School Assistant 2 \$45,058 - \$49,757

Education, Canberra (PN. 02477) (Gazetted 30 April 2018)

Health

Bianca Gonzales: 827-81647

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

Health

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

Health, Canberra (PN. 40792) (Gazetted 12 April 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

Operations

Governance and Contracts

Nikki Kathleen Harding: 853-54835

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

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00870) (Gazetted 7 May 2018)

Office of the Chief Digital Officer

Centre of Data Excellence

Tristan Paul Kearns: 853-80419

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40124) (Gazetted 7 April 2018)

Shared Services

Shared Services ICT

Business Application Management

Terriane Keen: 836-55685

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

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 22842) (Gazetted 22 September 2017)

Access Canberra

Registration and Fair Trade

Births, Deaths and Marriages

Daniel McKenny: 853-54827

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40779) (Effective 21 June 2018)

This promotion is made in accordance with Section 106(5) Division 5.7 Part 5 of the Public Sector Management ACT 1994.

Shared Services

Shared Services ICT

Business Application Management

Callum McRae: 828-67416

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

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 19528) (Gazetted 22 September 2017)

Shared Services

Finance and Payroll Services

Payroll Services

Portia Mufute: 835-68346

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development, Canberra (PN. 10203) (Gazetted 12 April 2018)

Shared Services

Information and Communications Technology

Technology Services

Adrian Waugh: 844-01740

From: Information Technology Officer Class 2 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: †Senior Information Technology Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 15730) (Gazetted 24 April 2018)

Community Services

Child and Youth Protection Services

Child and Youth Protection Services

Operations North/South

Ray Bartlett: 836-09195

From: Health Professional Level 2 \$61,784 - \$84,816
Community Services
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Community Services, Canberra (PN. 12998) (Gazetted 19 April 2018)

Housing ACT

Executive Support Unit

Eileen McEntee: 853-41874

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
City Renewal Authority
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services, Canberra (PN. 16269) (Gazetted 4 May 2018)

Education

School Performance and Improvement

Tuggeranong

Calwell High School

Jennifer Nott: 817-96644

From: \$64,411 - \$101,821
Education
To: †School Leader C \$117,515
Education, Canberra (PN. 02685) (Gazetted 22 March 2018)

Environment, Planning and Sustainable Development

Planning Delivery

Merit Assessment and Estates

Hayden Pini: 846-94379

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Environment, Planning and Sustainable Development, Canberra (PN. 13006) (Gazetted 11 April 2018)

Health

Canberra Hospital and Health Services

Kathryn Bell: 781-92372

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

Health

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

Health, Canberra (PN. 23987) (Gazetted 20 July 2018)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

RACC Executive

Georgia Browning: 835-83028

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

Health

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

Health, Canberra (PN. 17919) (Gazetted 5 April 2018)

Canberra Hospital and Health Services

Felicity Martin: 740-98063

From: Health Professional Level 4 \$100,462 - \$108,140

Health

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

Health, Canberra (PN. 01993) (Gazetted 3 May 2018)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

RACC Executive

Sharnee Munday: 838-52689

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

Health

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

Health, Canberra (PN. 09923) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Megan Smith: 795-54320

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 37388) (Gazetted 29 March 2018)

Canberra Hospital and Health Services

Health Infrastructure Services

Brendan Spence: 846-97035

From: Senior Building Trade \$73,075 - \$78,145

Health

To: Health Service Officer Level 10 \$79,824 - \$91,356

Health, Canberra (PN. 40119) (Gazetted 10 May 2018)

Canberra Hospital and Health Services

Carmelita Velasco: 813-18407

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 37391) (Gazetted 29 March 2018)

Justice and Community Safety

Legislation, Policy and Programs

Kevin Campbell: 844-82392

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42986) (Gazetted 19 July 2017)

Public Trustee and Guardian

Financial Management Services Unit

Jodie Petersen: 817-44377

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 38282) (Gazetted 10 May 2018)

Suburban Land Agency

Mingle

Elissa Rachelle Campbell: 853-5092

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

Suburban Land Agency

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

Suburban Land Agency, Canberra (PN. 17114) (Gazetted 10 May 2018)

Urban Project Sales and Marketing

Estate Management

Pauline Holmes: 332-58024

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

Suburban Land Agency

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

Suburban Land Agency, Canberra (PN. 39360) (Gazetted 12 April 2018)