



ACT Government Gazette

Gazetted Notices for the week beginning 16 November 2017

VACANCIES

Canberra Institute of Technology

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

Business Tourism and Accounting

Business Administration

Senior Teacher

Teacher Level 2 \$100,508, Canberra (PN: 34886)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: The Business Administration department at the Canberra Institute of Technology requires a highly skilled and motivated educator with experience in the vocational education and training sector to assist with leading and developing the Business Administration sector. Experience and qualifications in the Business Administration industries is required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40.

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 its successor).

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: Degrees or higher qualifications and/or vocational qualifications in Business Administration or related disciplines.

Note: This is a temporary position available for a period of up to 12 Months with the possibility of extension up to but not exceeding 5 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: Sam Mills (02) 6207 3251 sam.mills@cit.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.

Chief Minister, Treasury and Economic Development

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

Shared Services ICT

Business Application Management

ICT Team Community Services Directorate

ICT Resources Support Officer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 01016)

Gazetted: 20 November 2017

Closing Date: 4 December 2017

Details: The position is part of a team working on building and supporting Community Services Directorate to achieve business strategies through effective management and reporting of ICT resources and business systems. This includes change management and lifecycle planning of the reporting platform as well as liaison with central Shared Services ICT technical teams, key Directorate stakeholders and vendors as required. Enhance current reporting incorporating a wide range of KPIs and business activities including customised reports from business systems, HR and ICT assets. Educational and professional qualifications checks may be undertaken prior to employment.

Eligibility/Other Requirements: Knowledge of Project Management Methodologies (like PMBOK, Prince2) and the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services ICT

Strategic Business

ICT EDU Program Delivery

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39504)

Gazetted: 16 November 2017

Closing Date: 30 November 2017

Details: The ICT EDU Program Delivery Team is currently seeking applications from suitably experienced candidates to perform in the role of Project Officer. The successful applicant will perform project support activities to contribute to the development and delivery of a range of ICT capital works projects in line with the established objectives. This role requires working closely with ACT Education Directorate (including ACT Government schools), Shared Services ICT technical teams and Project Manager, and third party vendors for the successful delivery of ICT as a part of the ACT Education Directorates Capital Upgrade Program. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 30 June 2018.

Contact Officer: Craig Smith (02) 6205 2254 craigp.smith@act.gov.au

Shared Services

Business Application Management

Business Applications and Strategy

DevOps Engineer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 16519)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: The successful candidate will be required to manage, maintain and upgrade an application development pipeline as well as maintain application support processes, plan and implement the maintenance and building of virtualised computing environments, and automation of complex tasks. In this position, you will be responsible for coordinating the release of applications for a number of directorates, which requires a strong customer service approach.

Eligibility/Other Requirements: Applicants should have knowledge of a number of systems and technologies including: Team Foundation Server, Octopus Deploy, Microsoft Azure, Visual Studio, Powershell and .Net.

Note: This is a temporary position commencing as soon as possible for a period of 12 months.

Contact Officer: Stephen Clarkson (02) 6205 2260 stephen.clarkson@act.gov.au

Commercial Services and Infrastructure

Shared Services

Strategic Finance

Financial Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14239)

Gazetted: 20 November 2017

Closing Date: 4 December 2017

Details: An opportunity is available for an enthusiastic and innovative person to join the Strategic Finance Branch. Working in a small team, this role is responsible for collecting, analysing and preparing information for pass through invoicing and assisting in managing various aspects of the Shared Services costing framework and preparing information for periodic financial reporting. Ideally, you would have a financial background as there will be a requirement to prepare journals and complete financial reconciliations. You will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. You will need to be able to use the Microsoft Office suite competently and you will also be able to manage yourself, have the ability to solve problems, analyse data and be able to tackle the pressures of competing deadlines with a positive and friendly attitude. Whilst a costing and revenue management background will be an advantage the successful applicant will be provided with appropriate training, support and guidance dependent on existing skills and experience. If you can manage yourself, can show initiative and willingness to learn, are open to presenting ideas and possible solutions and don't mind conversation at any level then we would be very interested in you telling us in your written application, why you will be the best candidate for the position. This role is located in Winyu House in Gungahlin, ACT requiring attendance around standard business hours with flexible working/attendance arrangements being available. Winyu House adjoins a major shopping precinct, is close to major and suburban bus routes and free car parking is available. If you think this is for you, we would be very interested in hearing from you and if you do have any questions before or during putting your application together, don't hesitate to give us a call.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. We will interview outstanding candidates in mid to late November 2017 and we may also invite further discussions with standout applicants and their referees as well. Written referee reports are not required to accompany applications and may be called for at a later date. The start date is expected to be around mid to late December 2017.

Contact Officer: Yvonne Gray (02) 6207 6769 yvonne.gray@act.gov.au

Strategic Finance

Systems

Finance/Systems Officer

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

Gazetted: 21 November 2017

Closing Date: 29 November 2017

Details: Strategic Finance is seeking a highly capable Finance/Systems Officer to assist in our strategic financial and budgetary management. The successful applicant will be familiar with the budget process (including use of the Government Budget Management System) and ACT Government annual Financial Statements (including use of Cognos Disclosure Management). The successful applicant will also have a deep understanding of, and experience with TM1, including the ability to write Turbo Integrator code, and an advanced knowledge of Microsoft Excel. This position will primarily be responsible for engineering system solutions to assist other officers in the day to day and annual reporting and budgetary requirements of the team.

Contact Officer: Daniel Thompson (02) 6205 0798 daniel.thompson@act.gov.au

Enterprise Canberra

VisitCanberra

Canberra and Region Visitors Centre

Digital Officer, Canberra and Region Visitors Centre

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43424)

Gazetted: 21 November 2017

Closing Date: 5 December 2017

Details: VisitCanberra is seeking an experienced and dynamic Digital Officer to oversee the operation of the digital devices and content including the reservation system at the Canberra and Region Visitors Centre (CRVC). Working in a small and passionate team this role will provide you with the opportunity to demonstrate your exceptional skills in online reservation systems, digital content management systems, Adobe Photoshop and other propriety software. You will have a high level of accuracy and attention to detail in addition to excellent knowledge of Canberra and tourism products. You will also need demonstrated communication skills to foster excellent working

relationships with internal and external suppliers and stakeholders. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

Shared Services ICT

Business Applications Management

CIT ICT

Deputy ICT Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 16870)

Gazetted: 22 November 2017

Closing Date: 6 December 2017

Details: An experienced candidate is sought to fill the position of Deputy ICT Manager – CIT ICT. The Deputy ICT Manager is responsible for managing the ICT Business Applications and Services Team. The team provides ICT support and maintenance services to ACT Government Directorates.

Note: This position is temporary, available initially for six months with the possibility of extension and/or permanency from this process.

Contact Officer: Alana Lundy (02) 6207 7778 alana.lundy@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Team Leader Payroll

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: O9689)

Gazetted: 19 November 2017

Closing Date: 27 November 2017

Details: Payroll Services is seeking a highly motivated Team Leader to contribute to the effectiveness of a customer focused team responsible for administering payroll services to the ACT Government. The role is responsible for providing effective motivation, leadership and management of payroll team members. The Team Leader is responsible for ensuring the team interprets and applies ACTPS Enterprise Agreements and associated ACTPS policies. You will be required to contribute to a high performing and cohesive team, in a dynamic and fast paced work environment. The role requires highly developed communication skills to manage complex correspondence and to liaise effectively with stakeholders.

Note: This is a temporary position available from 11 December 2017 until 15 January 2018. Selection may be based on application and referee reports only

How to Apply: Applications addressing the selection criteria are sought from potential candidates of no more than one page outlining experience and will include contact details of two referees and a current CV.

Contact Officer: Conwy Whittaker (02) 6207 9891 ceinwyn.whittaker@act.gov.au

Access Canberra

Projects, Governance and Support

Policy, research and implementation

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38536)

Gazetted: 20 November 2017

Closing Date: 27 November 2017

Details: Are you a passionate person who enjoys a challenge? Do you enjoy working in team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? If the answer to these questions is yes, then Access Canberra's Policy, Research and Implementation team is the place for you. We have an exciting Assistant Manager position available in the team to progress and review programs and initiatives of the ACT Gambling and Racing Commission. You'll be able to use your expertise and outstanding communication skills to advise and influence stakeholders and policy makers. In this role, you'll have the chance to lead the design and

implementation of new strategies based on the latest research and evidence. Your advice and influence will ensure policies are effective and able to be implemented to the benefit of the Canberra community.

Note: This is a temporary commencing as soon as possible available until 30 June 2018 with the possibility of extension. A merit list may be established from this process to fill possible future positions at level on a temporary basis. Applicants may be chosen based on application and referee reports only.

Contact Officer: Belinda Josey (02) 6207 0382

Shared Service ICT

Strategic Business

ICT EDU Program Delivery

Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39505)

Gazetted: 21 November 2017

Closing Date: 4 December 2017

Details: The ICT EDU Program Delivery Team is currently seeking applications from suitably experienced candidates to perform in the role of Project Manager. The successful applicant will perform project management activities to contribute to the development and delivery of a range of ICT capital works projects in line with the established objectives. This role requires working closely with ACT Education Directorate (including ACT Government schools), Shared Services ICT technical teams, and third party vendors for the successful delivery of ICT as a part of the ACT Education Directorates Capital Upgrade Program. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 30 June 2018.

Contact Officer: Craig Smith (02) 6205 2254 craigp.smith@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Government Business and Coordination Manager

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55179)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: We need someone who is able to juggle multiple issues at the same time. Someone who is energetic and wants to help manage a team in a fast paced environment. We need someone who is results-driven, proactive and has exceptional attention to detail while also being able to see the big picture. Fortunately this position helps manage one of the best teams in Access Canberra and make your days enjoyable to come to work. Access Canberra is on the hunt for a Manager for our busy Government Business and Coordination team. The team works with All Government Business (briefs, ministerial, Cabinet, Assembly), Coordination and manages multiple whole of Access Canberra issues (like Annual Reports, Annual Report Hearings, Estimate Hearings etc), Freedom of Information requests and provides secretariat support services for a number of committees including the Gambling and Racing Commission Board. You will be responsible for guiding the team through multiple pieces of work and continue to streamline and improve processes along the way.

Note: This is a temporary position available for up to six months and is available to ACTPS employees only. The successful applicant may be selected based on written application and referee reports only.

How to Apply: Please refer to the job position description for further detail on the Manager's role and responsibilities. Applicants should submit a supporting statement of no more than two pages addressing the selection criteria, contacts details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Robert Brasnett (02) 6207 0357 robert.brasnett@act.gov.au

Shared Services

Partnership Services

Group Customer Engagement

Engagement Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30768)

Gazetted: 17 November 2017

Closing Date: 1 December 2017

Details: A temporary vacancy exists for a highly motivated and appropriately skilled person to undertake the role of Engagement Officer. The successful applicant will have high-level capacity to provide customer focused communications advice and manage multiple projects.

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

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

Contact Officer: Joanna Lewis (02) 6207 5507 joanna.lewis@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

Service Strategy and Community Building

People Management

Safety and Wellbeing

Senior Safety and Wellbeing Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36466)

Gazetted: 20 November 2017

Closing Date: 6 December 2017

Details: We are looking for an experienced HR professional to provide high quality and strategic advice on complex workers compensation and non-compensation matters. As part of a small team, the Senior Safety and Wellbeing Advisor will work with case managers, Directorate managers, and injured workers to achieve strategic return to work outcomes.

Eligibility/Other Requirements: Experience in the Comcare workers compensation scheme is required, and experience either as a return to work case manager and/or HR consultant/advisor would be an advantage.

Contact Officer: Leanne Ballard (02) 6205 2912 leanne.ballard@act.gov.au

Office of the Director General

Quality, Complaints and Regulation

Practice and Performance

Review Officer – Aboriginal and Torres Strait Islander review

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39174, several)

Gazetted: 22 November 2017

Closing Date: 21 December 2017

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. QCR was established to undertake oversight and statutory functions on behalf of the Director General and is independent of other divisions of the Directorate. These positions require a person who can contribute significantly to the review of Aboriginal and Torres Strait Islander children involved in the child protection system. The successful applicants will have the opportunity to become involved in a significant program which will review and influence practice across the child protection system for Aboriginal and Torres Strait Islander children. The occupants will be responsible for supporting the Senior Clinical Leader to undertake reviews, analyse the content and provide advice and recommendations for practice and case planning. The successful applicants will require a broad understanding of the child protection and human services settings within an ACT context. The occupants will be expected to show a high degree of initiative and personal responsibility for achieving agreed outcomes. The occupants will be expected to work independently with a high degree of autonomy, exercise complex problem-solving skills and have interpersonal skills that will allow close co-operation

with the human services sector, government and community organisations. The role will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

Eligibility/Other Requirements: Three years' experience in human service delivery; and current driver's licence.

Desirable qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: These are designated positions 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. These re temporary positions available from 1 February 2018 until 1 September 2019.

Contact Officer: Narelle Rivers (02) 6207 5593 narelle.rivers@act.gov.au

Inclusion and Participation

Child, Youth and Family Services Program

Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07322, several)

Gazetted: 17 November 2017

Closing Date: 5 December 2017

Details: The Child, Youth and Family Services Program is seeking a highly motivated individual with a passion for making a difference in the lives of disadvantaged children, young people and their families to fill the position of Program Officer, Child, Youth and Family Services Program. The Child, Youth and Family Services Program manages a range of child and youth centred and family focused services within an integrated and collaborative service model, through policy development and relationship management of key community sector organisations and partnerships. This includes the Child, Youth and Family Services Program, the Children's Services Program and the ParentLink Program. The Program Officer will hold responsibility for contributing to the development of policy and the management of programs and projects. The Program Officer reports to the Senior Manager, Child, Youth and Family Services Program. The successful applicant will possess strong proficiency in relationship management, working collaboratively across government and the community sector to achieve improved outcomes for children, young people and their families.

Note: A merit list may be established to fill both temporary and permanent positions at level, which may arise over the next 12 months.

Contact Officer: Sarah Conway (02) 6207 1048 sarah.conway@act.gov.au

Director of Public Prosecutions

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

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

Deputy Director

Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements, Canberra (PN: E1052, several)

Gazetted: 22 November 2017

Closing Date: 4 December 2017

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. The Director of Public Prosecutions is seeking two outstanding and highly motivated lawyers with advanced advocacy and management skills to fulfil the role of Deputy Director. Reporting to the Director, the successful applicants will possess a comprehensive knowledge and mastery of criminal law and advocacy, and a proven commitment and ability to contribute to the professional development of legal and paralegal staff.

The positions main accountabilities include;

Appear as leading counsel in complex and difficult superior court criminal trials and appeals, including those of great significance to the community and to the development of the criminal law;

Exercise without supervision, where appropriate, the discretion to initiate, vary and discontinue serious criminal charges;

Act as the Director, as required and represent both the Director and the Office outside the courts; and
Exercise leadership in managing human and financial resources and enhancing staff professional development.

The successful applicants will also be admitted as a legal practitioner of an Australian State or Territory.

Note: This selection process will be used to fill two Deputy Director positions.

Eligibility/Other Requirements: Mandatory;

Admission as a legal practitioner in the Australian Capital Territory, or in a State or another Territory;

Not less than five (5) years practice as a legal practitioner; and

Ability to satisfy Director of Public Prosecution security clearance

Remuneration: The positions attracts a remuneration package ranging from \$313,260 to \$327,383 depending on current superannuation arrangements, including a cash component of \$256,796.

Contract: The successful applicants will be offered a contract for a period of up to five years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: For further information about the positions, please contact Jon White jon.white@act.gov.au (02) 6207 5399

General Manager

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1051)

Gazetted: 17 November 2017

Closing Date: 1 December 2017

Details: The Office of the Director of Public Prosecutions (ODPP) is the independent prosecution authority of the Australian Capital Territory and is seeking an outstanding and highly motivated senior manager with highly developed skills and experience in organisational operations to fulfil the role of General Manager. The ODPP is seeking an experienced and high performing officer to fill the position of General Manager. The General Manager is a key position with the ODPP and plays a major role in initiating, developing and guiding initiative to support the strategic development of the ODPP and in organising capability to meet the current and future requirements of a growing demand for service. Reporting to the Director of Public Prosecutions, the General Manager will lead the executive team that deals with finance, governance, human resources and operations, and will assume responsibility for: developing strategies to ensure that operations are financially sustainable; planning for and ensuring the delivery of organisational capability (systems; people; physical resources; purchased services) that supports the ODPP capacity to deliver prosecution services, developing strategies and opportunities for improving utilisation of resources through focussed educational strategies; evaluating and managing financial arrangements and developing proposal for consideration consistent with risks and priorities; and coordinating and management of external service providers and opportunities. The successful applicant will provide exceptional leadership and executive management skills. The position is a key member of the ODPP Executive Leadership Team and will also have significant contact with directorate Executives across the ACT Public Service. This requires a high degree of sensitivity and confidentiality, as well as a flexible approach to meeting tight deadlines.

Eligibility/Other Requirements:

Tertiary qualifications in business or related disciplines would be well regarded.

Executive management skills of a high order.

Ability to develop and deliver strategic management objective in accordance with government policies and priorities

Experience in a similar leadership role is highly desirable.

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

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

Contact Officer: Jon White (02) 6207 5399 jon.white@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

Tuggeranong

Gilmore Primary School

School Leader B - Gilmore Primary School

School Leader B \$134,806, Canberra (PN: 04105)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: As a member of the school leadership team, contribute to the development and achievement of whole school strategic goals and the implementation of the School Plan. Build staff capacity in the design and delivery of high quality curriculum, Preschool to Year 6. Use National Professional Standards for Teachers to coach, mentor and provide feedback. Lead school-wide Response to Intervention model, incorporating analysis and discussion of systematically collected data to drive continuous improvement. Work with students, staff and the community to promote school initiatives, respectful relationships and a culture of collegial reflective practice. Undertake an appropriate teaching load and other duties as determined by the Principal.

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

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

Contact Officer: Vicki Lucas (02) 6205 7844 vicki.lucas@ed.act.edu.au

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

Office for Schools

Belconnen Network

Macgregor Primary School

School leader C - Macgregor Primary School

School Leader C \$115,778, Canberra (PN: 32284)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: The School Leader C of Macgregor Primary School will be expected to: drive the whole school priority of improved literacy outcomes with a particular focus on the leadership of Early Years Literacy Project; coach and mentor teachers to improve teaching practice and literacy outcomes; lead and support classroom teachers to implement Directorate policies and procedures in all aspects of curriculum development and delivery, assessment and reporting and program evaluation; lead and develop effective professional teaching and learning teams through collaborative processes, supervision and professional development; support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community; Seek appropriate feedback, advice and ongoing professional development opportunities and lead and support staff in promoting values, priorities and initiatives of the public education system.

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

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

Contact Officer: Jennifer Hall (02) 6142 1600 jennifer.hall@ed.act.edu.au

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

Office for Schools

South/Weston Network

The Woden School

Executive Teacher - Pastoral Care

School Leader C \$115,778, Canberra (PN: 30544)

Gazetted: 16 November 2017

Closing Date: 30 November 2017

Details: Work collaboratively with the students, school executive team, staff and community to maintain and develop innovative whole school approaches, events and programs to support a strong and relevant Pastoral Care Program for young people with disabilities. Devise, initiate and co-ordinate selected programs to support general student independence in the areas of personal and social growth, transition between settings and beyond school and community living skills. Develop strong community partnerships to support student outcomes. Manage resources to achieve positive educational outcomes for all students. Contribute to the development and achievement of Education Directorate strategic goals and the school plan.

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

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

Contact Officer: Penny Mims (02) 6142 0200 penny.mims@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

School Improvement

School Operations Team

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35962)

Gazetted: 16 November 2017

Closing Date: 23 November 2017

Details: The School Operations Team are seeking applications from suitable Assistant Managers. The successful applicants duties will include; undertaking analysis and contribute to project and policy development, drafting high quality briefing materials including and providing expert program and policy support to Directors, School Improvement as well as support to schools as required, including contributing to program reviews. Interested applicants are encouraged to speak with the Contact Officer.

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

Applications should include a supporting statement of no more than two pages addressing the Selection Criteria as well as current curriculum vitae containing the contact details of at least two referees. Selection may be based on written application and referee reports only.

Contact Officer: Christine Lucas (02) 6205 8260 christine.lucas@act.gov.au

Office for Schools

Belconnen Network

Miles Franklin Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36970)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: Miles Franklin Primary School is seeking a highly capable Business Manager to work in a dynamic, fast paced environment. The successful applicant will have responsibility over the school's finances, facilities and their maintenance, development of policies and procedures relating to the management of the school and leadership of the support staff team. The successful applicant will have exemplary customer service skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to supervise and implement effective office work practices.

Eligibility/Other Requirements: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: <https://www.accesscanberra.act.gov.au/app/home#/workhealthandsafety>. Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: Working knowledge of the MAZE management systems. A current First Aid certificate or willingness to undertake appropriate training. Applicants are strongly encouraged to contact the Principal for further information regarding the details of this position.

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@ed.act.edu.au

Business Services

Strategic Finance

Schools Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17490)

Gazetted: 16 November 2017

Closing Date: 30 November 2017

Details: The Schools Finance section is looking for an enthusiastic and experienced Finance Officer to work within their team. Experience with general school finance procedures and banking are required, the officer will work directly with the Assistant Manager on the Finance Help Desk and perform other administrative tasks.

Eligibility/Other Requirements: Experience in MAZE finance is desirable.

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

Contact Officer: Sue Janssens (02) 6205 5480 sue.janssens@act.gov.au

School Support and Improvement Division

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$76,532 - \$109,831, Canberra (PN: 08596, several)

Gazetted: 22 November 2017

Closing Date: 1 December 2017

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills in working with children and adolescents with developmental, behavioural, learning and mental health issues. Successful candidates will work collaboratively within school team/s, multi-disciplinary teams and external agencies to address student learning needs through individual, group or whole school interventions with an emphasis on early intervention and prevention.

Eligibility/Other Requirements: Applicants must have: full general registration as a Psychologist with the Psychology Board of Australia OR full general registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. Applications from candidates who are provisionally registered with Psychology Board of Australia and with relevant work experience may be considered. 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: There are a number of part-time and full-time temporary positions available commencing 29 January 2018 until 26 January 2019 with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro rata for part-time hours. The successful applicant may be selected based on written application and referee reports only.

Contact Officer: Sally Rose (02) 6205 8354 sally.rose@act.gov.au

Office for Schools

North Gungahlin Network

Lyneham High School

Student Services Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38913)

Gazetted: 22 November 2017

Closing Date: 6 December 2017

Details: An exciting opportunity exists to join the collaborative educational team at Lyneham High School. As a member of the Student Services Team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. These programs will support school connectedness and general health and wellbeing. Duties will also include: assisting students to access appropriate external community based youth support services; taking a proactive role in liaising with parents, school and relevant community or government agencies; and maintaining accurate records. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: Desirable: Experience working in a Secondary School setting; Certificate III or equivalent eg. Business Administration (Education) and a First Aid Certificate or a willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Kathryn Cheshire (02) 6142 1173 kathryn.cheshire@ed.act.edu.au

Schools

Tuggeranong

Namadgi

Classroom Teacher - Dance Specialist - Namadgi School

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 31200)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

Details: Namadgi School is seeking a specialist Dance Teacher to work in the secondary sector. Our ideal candidate is a passionate educator who is focused on building positive and engaging learning relationships with students and able to work collaboratively in a team to build the Performing Arts programme at Namadgi School. A second performing arts subject would be an advantage but is not a requirement.

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

Note: This position commences 27 January 2018.

Contact Officer: Tiffany Mahon 0400 443 357 tiffany.mahon@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gungahlin College

Classroom Teacher - Design and Technology - Gungahlin College

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 39297)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

Details: Gungahlin College is seeking an enthusiastic and outstanding Teacher of Design and Technology preferably with specialities in workshop classes such as wood, metal and Graphic Design. The ability to teach in another Key Learning Area is desirable.

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 teaching registration with the ACT Teacher Quality

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

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019.

Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@ed.act.edu.au

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

Office for school

South Weston

Charles Weston School Coombs

Classroom Teacher - Early Childhood Teacher - Charles Weston School Coombs

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 35838)

Gazetted: 17 November 2017

Closing Date: 24 November 2017

Details: Charles Weston School is looking for an enthusiastic and experienced Early Childhood Teacher to join their teaching team. We are looking for teachers who are able to work collaboratively in team environments and enjoys building relationships across the school community. The successful applicant will need demonstrated abilities in working in an inclusive environment with students who have a diverse range of needs and is willing to learn and grow in a dynamic new school community.

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

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

Contact Officer: Kate McMahon (02) 6142 0404 kate.mcmahon@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Classroom Teacher – STEM Wanniassa School

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06540)

Gazetted: 16 November 2017

Closing Date: 23 November 2017

Details: Wanniassa School is seeking a Science, Technology, Engineering and Mathematics (STEM) Teacher to join our Primary to Year 10 school. This exciting opportunity will enable you to bring Science, Technology, Engineering and Mathematics to the forefront of the classroom and inspire students to become future leaders in the industry. You will be empowered to collaborate with the STEM team and be responsible for contributing to the creation of a well-rounded curriculum design that engages students in personalising learning within STEM. The successful applicant will be teaching years 7 to 10.

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

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

Contact Officer: Shane Gorman (02) 6205 6200 Shane.gorman@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gungahlin College

Classroom Teacher - Mathematics - Gungahlin College

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 25274)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

Details: Gungahlin College is seeking an enthusiastic and outstanding Teacher of Mathematics. The ability to teach Information Technology is desirable.

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

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

Note: This is a temporary position commencing 27 January 2018 until 6 July 2018 with the possibility of extension.

Contact Officer: Michael Lemmey (02) 6201 6269 michael.lemmey@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gungahlin College

Classroom Teacher - Japanese - Gungahlin College

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 32670)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

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

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

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

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019.

Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gungahlin College

Classroom Teacher - Korean- Gungahlin College

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 32671)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

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

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

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

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019.
Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Schools

North/Gungahlin Network

Gungahlin College

Classroom Teacher - Behavioural Sciences (Psychology and Sociology) - Gungahlin College

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 39112)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

Details: Gungahlin College is seeking an enthusiastic and outstanding Teacher of Behavioural Sciences (Psychology and Sociology).

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

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

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019.

Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@ed.act.edu.au

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

Office for school

South Weston

Charles Weston School Coombs

PE Teacher -Charles Weston School Coombs

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 35809)

Gazetted: 17 November 2017

Closing Date: 24 November 2017

Details: Charles Weston School is looking for an enthusiastic and experienced Physical Education (PE) Teacher to join their teaching team. We are looking for teachers who are able to work collaboratively in team environments and enjoys building relationships across the school community. The successful applicant will need demonstrated abilities in working in an inclusive environment with students who have a diverse range of needs and is willing to learn and grow in a dynamic new school community. This position is for 60% PE there is a possibility of increasing to 100% with a more varied role in the school.

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

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

Note: This is a temporary position available January 2018 until January 2019 with the possibility of extension. This position is currently part-time at 22 hours per week with the possibility of going full-time. The full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Kate McMahon (02) 6142 0404 kate.mcmahon@ed.act.edu.au

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

Office for school

South Weston

Charles Weston School Coombs

Classroom Teacher Early Childhood Focus

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 35790)

Gazetted: 17 November 2017

Closing Date: 24 November 2017

Details: Charles Weston School is looking for an enthusiastic and experienced Early Childhood Teacher to join their teaching team. We are looking for teachers who are able to work collaboratively in team environments and enjoys building relationships across the school community. The successful applicant will need demonstrated abilities in working in an inclusive environment with students who have a diverse range of needs and is willing to learn and grow in a dynamic new school community.

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

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

Note: This is a permanent part-time position at 14 hours per week. The full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Kate McMahon (02) 6142 0404 kate.mcmahon@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

HASS Classroom Teacher- Wanniassa School

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06443)

Gazetted: 16 November 2017

Closing Date: 23 November 2017

Details: Wanniassa School is seeking a Humanities and Social Sciences (HASS) Teacher to join our Primary to Year 10 school. This exciting opportunity will enable you to bring English, Humanities and Social Sciences to the forefront of the classroom and inspire students to become future leaders in this area. You will be empowered to collaborate with the HASS team and be responsible for contributing to the creation of a well-rounded curriculum design that personalises learning for all students. The successful applicant will be teaching years 7 to 10.

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

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

Contact Officer: Shane Gorman (02) 6205 6200 shane.gorman@ed.act.edu.au

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

Office for Schools

South/Weston Network

Malkara Specialist School

Administrative Support Officer - Malkara Specialist School

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30978)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: Malkara Specialist School provides education for students from Preschool age to Year 6 with moderate to severe intellectual disabilities. We are seeking a motivated, highly organised yet flexible energetic person with a broad skill set to take responsibility for the Front Office and support the Business Manager and Principal in the day to day administration of the school. The successful applicant will have a warm client-centered approach and be

highly proficient in the use of a variety of computer applications such as spreadsheets, word processing and data bases including the MAZE data base.

Eligibility/Other Requirements: Experience in the front office environment of a school is highly desirable. A Working with Vulnerable People registration is required for this position. A current First Aid certificate is highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary part-time position commencing 29 January 2018 until 12 October 2018 with the possibility of extension and/or permanency from this process. The hours per week are 33.06 and the full-time salary noted above will be paid pro rata.

Contact Officer: Michelle Fitzgibbon (02) 6142 0266 michelle.fitzgibbon@ed.act.edu.au

School Performance and Improvement

North Gungahlin Network

Amaroo School

School Social Worker

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 39417)

Gazetted: 17 November 2017

Closing Date: 1 December 2017

Details: The School Social Worker will work in multi-disciplinary team to deliver quality services to families of students who are experiencing difficulty in engaging with educational programs. Have a sound knowledge and experience of social work theories and methodologies with demonstrated practical application whilst working with students. Collaborate with staff across the school and Network Student Engagement Team in case meetings, professional learning, and team meetings.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work; eligibility to be registered with the Australian Association of Social Workers; current drivers licence and use of private vehicle required. 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: The successful applicant may be selected based on written application and referee reports only.

Contact Officer: Aaron Kingma on aaron.kingma@ed.act.edu.au or (02) 6142 1266

School Performance and Improvement

Belconnen Network

Canberra High School

Building Service Officer 2

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 39632)

Gazetted: 22 November 2017

Closing Date: 29 November 2017

Details: Canberra High School is seeking a self-motivated person with initiative to fill the position of Building Services Officer. This person will support the Business Manager under limited supervision to assume responsibility for the security of the school buildings, furniture, fittings and equipment; manage basic maintenance repairs to the school buildings and carry out daily grounds maintenance. The successful applicant will undertake regular inspections to determine priorities, perform, organise and oversee repairs, support the school master plan initiatives as required, and provide support to the school's sustainability whilst ensuring all Directorate Safety Policies and procedures are followed. The successful applicant will be required to communicate effectively with members of the school community and to supervise contractors and conduct Work Health and Safety (WHS) inductions.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment, for example: Working at Heights, Sharps. An industry recognised trade qualification or equivalent work experience is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For

further information on Working with Vulnerable People registration refer to -
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Robyn Tilley (02) 6142 0800 robyn.tilley@ed.act.edu.au

Environment, Planning and Sustainable Development

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

Environment

Parks and Conservation Service

Various

Senior Ranger

Senior Park Ranger 3 \$74,081 - \$78,415, Canberra (PN: 15252, several)

Gazetted: 22 November 2017

Closing Date: 6 December 2017

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. Applications are sought from suitably qualified people who are interested in permanent, fixed term (between one and five years) and temporary (up to 12 months) employment as a Senior Ranger (Ranger Grade 3). The Senior Ranger is a key operational leadership position that supervises a ranger team and develops land management programs. Well developed knowledge and skills of land management and staff management are required, along with high level communication skills.

Eligibility/Other Requirements: Mandatory requirements: Applicants must be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations; be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis; be prepared to wear a uniform; possess a manual drivers' licence; and be an Australian citizen, have permanent residency status or a visa permitting you to work permanently in Australia. Other Desirable Skills and Experiences: A current Advanced First Aid Certificate or capacity to obtain one. Tertiary qualifications in Natural and Cultural Resource Management are highly desirable. Note: All applicants are required to address the selection criteria and provide an updated resume. A Senior Ranger merit pool will be created to fill permanent, temporary and long term acting positions as they become available within the next 12 months.

Contact Officer: Peter Galvin (02) 6205 0103 peter.galvin@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>**

Deputy Director General TCH and Health Services

Cancer, Ambulatory and Community Health Support

CACHS Medical

Radiation Oncology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 39533)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Overview of the work area and position: The Canberra Hospital Radiation Oncology Department provides access to modern radiation oncology treatment as an integral part of high-quality cancer care. The department has four

Linear Accelerators, a high-dose-rate brachytherapy unit, a superficial treatment machine and has an established stereotactic brain and body radiotherapy service. We have a patient-centred and comprehensive and multi-disciplinary approach to care. As a locum staff specialist you will be required to manage the diagnosis, treatment and discharge plan for inpatients and outpatients referred for radiation oncology treatment as well as conduct outpatient clinics. This will include participation in multi-disciplinary meetings. Your role will be to cover planned and occasionally unplanned leave of radiation oncologists within the Department. Excellent general radiation oncology knowledge and skills are required for this position so you are capable and safe working in any sub-specialty site. The successful applicant will have the opportunity to recruit patients to clinical trials and be involved with the implementation of new technologies. Participation in quality improvement activities are mandatory.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Radiologists (FRANZCR) in Radiation Oncology or equivalent specialist qualifications. Desirable: o Experience in treatment with stereotactic body and brain radiotherapy. Teaching experience with medical students, junior doctors and advanced radiation oncology trainees. Publications in peer-reviewed journals. 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 temporary part time at 20 hours per week.

Contact: Dr Angela Rezo (02) 61745191 and Professor Imogen Mitchell (02) 6125 2622

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

Corporate

Digital Solutions

Op-Health-E-Future Recruitment

Clinical Portal Support Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36979)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and service delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Systems Support Unit provides support for ACT Health enterprise systems including: Clinical Portal Suite; Intensive Care Unit (ICU) Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service and Electronic Medication Management. In addition there are specialist teams providing testing and training support to the Clinical Systems Program.

Eligibility/Other Requirements: Mandatory: Previous experience in management and support of health Information and Communication Technology (ICT) systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Belinda Harris (02) 6205 9180 belinda.harris@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Paediatrics Clinical Support Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 04735)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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. We are committed to staff excellence, with a supportive culture of ongoing professional development within the specialty of Paediatrics. The Clinical Support Nurse, in conjunction with the Clinical Nurse Consultants, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department and ensures that professional development programs meet the learning needs of clinical nursing staff. As the Clinical Support Nurse you will also work closely with the NSW Children's Healthcare Network (CHN). ACT Health works in partnership with the Southern region of this network to provide high quality healthcare across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality healthcare as close to home as possible. The Clinical Support Nurse will provide clinical expertise, support and education to health professionals within the Southern district.

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

Notes: This is a temporary part-time position available for 12 months at 32 hours a week and the salary noted above will be paid pro-rata.

Contact Officer: Kay Thomas (02) 6174 7395 kay.thomas@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Services

Senior Clinician Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 24104)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people. 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: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful

applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention; a minimum of three years paid post qualifying work experience in a related/relevant organisation/service and a current driver's licence.

Desirable: Tertiary qualifications in nursing; Post graduate mental health nursing qualifications are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Phil Hoyle (02) 6205 2782 phillip.hoyle@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Stroke Liaison Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 29518)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services, Division of Medicine, is seeking an enthusiastic registered nurse who has highly developed interpersonal skills and demonstrated knowledge and clinical practice in stroke management to backfill in the role of Stroke Liaison Nurse. The Stroke Unit at Canberra Hospital consists of 4 monitored acute stroke beds and subsequent step down beds within Ward 7A. The Stroke Liaison Nurse is expected to work closely with the Ward 7A Clinical Nurse Consultant (CNC) and the multidisciplinary team to provide safe, timely and effective appropriate care for patients suffering stroke within Canberra and the surrounding region. The Stroke Liaison Nurse will play a crucial role in the day to day co-ordination of the unit and patient flow; have an advanced knowledge of acute stroke nursing and be responsible for clinical nursing support, operational management and strong leadership. The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service. Eligibility/Other Requirements: It is desirable that the successful applicant has clinical experience in acute medical nursing, stroke and, general medicine. Holds or is working towards a post graduate qualification relevant to nursing/management. Prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: This position is full-time, temporary available for 12 months, from December 2017.

Contact Officer: Brett Jones (02) 6244 2535 brett.jones@act.gov.au

Canberra Hospital and Health Services

Deputy Director General

Deputy Director General Canberra Hospital and Health Services

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23883)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This position will support and provide strategic advice to the Executive Directors of two Divisions, as well as working as a member of the broader Canberra Hospital and Health Services Executive Officer team. Main duties will include coordination and preparation of high level government business including briefings and correspondence, internal minutes, cabinet submissions and Assembly material. This position also plays a key role between the Division and the Consumer Feedback and Engagement Team.

Eligibility/Other Requirements: Mandatory: Possession of relevant qualifications and extensive experience in a complex healthcare environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 13162)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently under development. The current focus of the service is reviewing clients with spinal pain referred to Neurosurgery. Further development and expansion of the service will occur as part of Territory Wide Clinical Service Planning and the development of Specialty Service Plans and models of care. It is anticipated that the Spinal Pain Service will provide a clinical pathway and multidisciplinary community based services for clients residing in the ACT who present with back or neck pain. ACT Health clients who are referred to the Allied Health Lead Spinal Pain Service will be provided with education, exercise programs, group services and access to a multidisciplinary team specialising in spinal pain, which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be the senior clinical practitioner for the Allied Health Led Spinal Pain Service. They will be expected to work with key stakeholders to develop the Spinal Pain Service, including a Spinal Pain Assessment Clinic and a Multidisciplinary Spinal Pain Treatment and Education Clinic. The successful candidate will report to the Acute Support Physiotherapy Manager and is responsible for the operational management of the Allied Health Led Spinal Pain Service Team, which will include a Health Professional Grade 3 (HP3) Physiotherapist, an Allied Health Assistant (AHA) and a HP3 Psychologist. The successful candidate will also provide clinical supervision to the HP3 Physiotherapist and the Allied Health Assistant (AHA). They will liaise with the clinical supervisor(s) of the HP3 Psychologist. Clinical support for this position will be provided through team structures and in negotiation and partnership with senior specialist 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 and willingness to drive. Desirable: Tertiary qualifications or equivalent in Physiotherapy with a minimum of five years clinical experience post entry level qualification and a minimum of three years in a relevant specialist area; Masters level qualification in a relevant clinical field; relevant project management 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 offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent full-time position, part-time hours may be considered. An order of merit may be established from this recruitment process to fill permanent or temporary vacancies at level which may arise over the next 12 months. You may be required to participate in an on-call roster.

Contact Officer: Margot Green (02) 6244 2670 margot.green@act.gov.au

Deputy Director General TCH and Health Services
Women, Youth and Children
Women Youth and Children Community Health Programs
Child at Risk Health Unit Paediatrician
Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 23976)

Gazetted: 23 November 2017

Closing Date:

Overview of the work area and position: The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Women, Youth and Children Community Health Programs deliver a range of 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. The Child At Risk Health Unit (CARHU) is a multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community based agencies to support the health and well being of vulnerable children. The CARHU Staff Specialist Paediatrician is responsible for providing paediatric services from the CARHU and The Canberra Hospital, including child development, child protection and forensic assessments, and is required to participate in the CARHU after hours paediatric forensic roster. The Specialist plays a key role in ensuring that care within the service reflects best practice and has responsibility for the supervision of registrars. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian College of Paediatrics or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: SEE SPECIAL REQUIREMENTS Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services
Medicine
Medical
Director of Nursing

Registered Nurse Level 5.5 \$156,066, Canberra (PN: 15569)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

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

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

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

Contact Officer: Marina Buchanan-Grey (02) 6244 3603 marina.buchanan-grey@act.gov.au

Corporate

Strategic Finance

Health Economics Unit

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 31078)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Deliver analysis and reporting for ACT Health against various national and Territory initiatives and provide analysis and financial reconciliation for Cross Border, Department of Veterans' Affairs and National Health Reform agreements.

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

Contact Officer: Trevor Vivian (02) 6207 8441 trevor.vivian@act.gov.au

Corporate

Digital Solutions

ICT Capital Projects

ICT Infrastructure Manager

Senior Officer Grade A \$137,415, Canberra (PN: 37926)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to Information and Communication Technology (ICT) projects. The Branch is responsible for delivering patient centric technology solutions through the: Development, implementation and support of the Health Directorate Information Technology (IT) Strategic Plan, policies, processes and procedures; development,

implementation and maintenance of technology solutions and projects; management of the relationship with Health Directorate ICT vendors including Shared Services; and prudent financial management of allocated funds. Overview of the work area and position: The ICT Infrastructure Manager reports to the Director, Future Capability and Governance, with responsibility to coordinate the delivery of multiple infrastructure components (such as networking, communications, and nurse call and duress capabilities) from multiple parties to ensure the successful design, construction, commissioning and operation of the new hospital builds and refurbishment of existing wards.

Eligibility/Other Requirements: Mandatory: At least three years of project management experience in the delivery of ICT infrastructure services. Desirable: Formal qualifications in Project Management and experience in a Health Infrastructure project delivery setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for two years.

Contact Officer: Sandra Cook (02) 6205 1451 sandra.cook@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Justice Health Services

Forensic Mental Health Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 39502)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC) and Fixed Threat Assessment Team (FTAT). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); relevant experience in the area of Mental Health and a current driver's licence. Desirable: Tertiary qualifications in Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services
Medicine
Chronic Disease
Obesity Management Service Nurse/ Clinical Care Coordinator
Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18111)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Obesity Management Service uses an interdisciplinary approach to improve the health and wellbeing of adult patients with class III obesity which is defined as a Body Mass Index (BMI) of 40kg/m² and over. The Service is medically led and the team also includes dietitians, psychologists, exercise physiologists and registered nurses. The clinical service prepares and supports individual Obesity Management Plans for patients focusing on improving patient risk factor profiles and wellbeing through physical activity, nutrition education, and psychological and community support. Weight loss surgery will also be considered for patients within the service. The service is based at Belconnen Community Health Centre and operates Monday to Friday. The Registered Nurse Level 2 (RN2) will provide nursing support in medically led clinics, deliver patient education groups and support patient exercise sessions. Provision of care coordination and complex case management including the establishment of effective working relationships with GPs, specialists and health professionals and other chronic disease management partners involved in the patient's care in and across all care environments forms a large part of the RN2 role. The successful applicant will have excellent communication and interpersonal skills, with a strong focus on quality improvement and service delivery. This is an exciting role within a vibrant multidisciplinary team.

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: It is desirable that the successful applicant has clinical experience in chronic disease management, general medicine, acute medical nursing and/or ambulatory care and holds or is working towards a post graduate qualification relevant to nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency. An order of merit list may be established from this process to fill future vacancies at level which may occur over the next 12 months. To complete your application you must prepare responses to the selection criteria and upload as part of your application.

Contact Officer: Elizabeth Forbes (02) 6174 5289 elizabeth.forbes@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Senior Midwife

Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 22448, several)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

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

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team. Overview of the work area: The Division of Women Youth and Children includes the Centenary Hospital for Women and Children (CHWC) and the Women, Youth and Children Community Health Programs. The CHWC incorporates the Maternity Unit, the Paediatric Department and Neonatal Services. These positions will be located in the Maternity Unit which provides care for approximately 3700 women and their babies annually. The CHWC level 6 maternity hospitals providing care for women of all risk from the ACT and surrounding regions. A Birth Centre is located on site to provide care to women with low risk pregnancies in the ACT; as well as a Publically Funded Homebirth Trial offering women the option of Homebirth. The CHWC is a Baby Friendly Accredited Hospital. CHWC is seeking experienced Registered Midwives with an interest in working in Maternity. Vacancies exist in the Antenatal, Birthing and Postnatal Units.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: Full-time or part-time hours will be considered. The full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Judy Morgan (02) 6174 7582 judy.morgan@act.gov.au

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Senior Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26440)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

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

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. 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 offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Narelle Brodie (02) 6244 2879 narelle.brodie@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Social Worker**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: C03613, several)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation Aged and Community Care (RACC) is a vibrant Division with ACT Health providing multidisciplinary care across a range of hospital and community settings. RACC Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses. The Social Worker will have an understanding of issues related to rehabilitation and aged care and the impact on the person and their family/carer, including adjustment to changes such as illness, ageing and disability. They will promote client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW) and a current driver's licence. Desirable: a minimum of three years experience (desirable five years) post qualification and experience in rehabilitation, aged care or hospital based social work practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Please note, this is a casual position. Shifts will be based both in inpatient and community services, across Rehabilitation, Aged and Community Care Services.

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

**Canberra Hospital and Health Services
Women Youth and Children
Women Youth & Children Community Health Programs
Counsellor**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31447)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The ACT Women's Health Service provides inter-professional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. In this role you will work collaboratively within the inter-professional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

Eligibility/Other Requirements: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service.

Mandatory : For Social Work: tertiary qualification in Social Work; eligibility for membership of the Australian Association of Social Workers. For Psychology: A minimum of a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1); general Psychology registration with the Psychology Board of Australia (AHPRA); Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. For Counselling: Eligible qualification pathways.

Pathway One: Minimum five-year full-time (or part-time equivalent) sequence of study made up of: 1. Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant and (ii) minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course or (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway Two: Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course, and (i) minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course, or three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available for 12 months at 30:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Nikki Goddard (02) 6205 1078 nikki.goddard@act.gov.au

Corporate

Business Support

Logistics Support

Finance and Administration Office

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35141)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Supply Services forms part of Logistic Support within Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Senior Manager,

Supply Services. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital.

Supply Services Administration is seeking an enthusiastic and well organised person to provide financial and administrative support, human resources administration and the supervision of quality management systems. The successful candidate will possess proven experience in these fields, including demonstrated high-level oral and written communication skills (including Word and Excel), computer databases, good interpersonal skills and customer service in a large supply chain environment operating in a computerised inventory control purchasing system.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Experience in government administration, finance, human resources, and Information and Communication Technology (ICT) systems including Total Records and Information Management (TRIM) and SharePoint. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Rob Swain (02) 6205 0807 rob.swain@act.gov.au

Office of the Deputy Director General

Executive Assistant to the Director General

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23821)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are being sought for a suitably skilled applicant to provide innovative and sound support to the Director General of ACT Health. The successful candidate will manage the office and provide support to the Director General on administrative and operational matters, as required. The position will be required to manage the Director General's diary and ensure that the Director General is appropriately briefed for all meetings. The position will also monitor and manage all incoming and outgoing correspondence, including the coordination of briefs and responses. The successful candidate will need to demonstrate an understanding of the workings of a Senior Executive Office within a complex environment. High level organisational skills, communication skills and a high degree of initiative and drive will also be required.

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

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

Contact Officer: Vanessa DalMolin (02) 6207 9532 vanessa.dalmolin@act.gov.au

Corporate

Business Performance Information and Decision Support

Business Intelligence Corporate

Personal Assistant

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 23582)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Deputy Director-General is supported by an Executive Officer and Personal Assistant. This position will involve you using your knowledge and skills to provide administrative support in a high pressure working environment. It is expected in this position you will provide high level support to the Deputy Director-General through the management and monitoring of the diary, inbox and incoming phone calls. In addition you will be responsible for the processing of invoices, credit card reconciliation and travel arrangements for the DDG and other executives within the Division where required. The Personal Assistant will work together with the Executive Officer to manage the day to day operations and workflow of the office. The Business Performance Information and Decision Support Branch is responsible for the national data submissions, operational reporting and performance information for ACT Health.

Eligibility/Other Requirements: Desirable: Experience with Total Records Information Management System (TRIM) or similar records management or workflow systems and previous experience working in an executive office. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.
Contact Officer: Danielle Rutter (02) 6207 6772 danielle.rutter@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Aboriginal and Torres Strait Islander Liaison Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 24503)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Aboriginal and Torres Strait Islander Liaison Service provides the cultural emotional and social wellbeing support to Aboriginal and Torres Strait Islander patients and families. The successful applicant will provide support to the Aboriginal and Torres Strait Islander Liaison team to work closely with Aboriginal and Torres Strait Islander inpatients, outpatients and their families. This position will provide the opportunity to work closely with various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: Mandatory: 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 and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Joyce Graham (02) 6244 2316 joyce.graham@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Surgical Bookings Clerk

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24093)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

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

Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties. Overview of the work area and position: Under direction of the Assistant Director of Nursing – Surgical Bookings, the Booking Clerk will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

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

Notes: This is a temporary position available from February 2018 to March 2018 with the possibility of extension.

Contact Officer: Ryan Dillabough (02) 6244 4175 ryan.dillabough@act.gov.au

Canberra Hospital and Health

Women, Youth and Children

Women's and Babies

Midwives

Registered Midwife Level 1 \$63,548 - \$84,888, Canberra (PN: 23445, several)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Centenary Hospital for Women and Children (CHW&C) require suitably qualified midwives who will provide midwifery care in all areas of maternity. The Division of Women Youth and Children includes the Centenary Hospital for Women and Children (CHW&C) and the Women, Youth and Children Community Health Programs. The CHW&C includes the Maternity Unit, the Paediatric Department and Neonatal Services. These positions will be located in the Maternity Unit which provides care for approximately 3700 women and their babies annually. The CHW&C is a tertiary referral centre, has a low risk Birth Centre and provides care for women of all risk from the ACT and the surrounding regions. The CHW&C is a Baby Friendly Accredited Hospital.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency. 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. 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, (OMU).

Note: These positions are a rotating roster seven days a week. Full and part-time will be considered.

Contact Officer: Judy Morgan (02) 6174 7582 judy.morgan@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Health Programs

MACH Scholarship positions

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17557, several)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Women Youth and Children's Health Programs (WYCCHP) Maternal and Child Health (MACH) service, in partnership with the

Nursing and Midwifery Office, is offering several part-time (0.63FTE) positions with scholarship to support entry into the MACH nursing workforce. This opportunity is aimed at nurses planning to commence studies in the Child and Family Health field. Maternal and Child Health nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. MACH Services are delivered across ACT from health centre locations and outreach clinic sites, during weekdays.

Eligibility/Other Requirements: Mandatory: to be eligible for a MACH Workforce Initiative, applicants must: be registered with the Nursing and Midwifery Board Australia and hold unconditional registration; be an Australian citizen or permanent resident of Australia; hold a minimum of one year full-time equivalent post graduate clinical experience – preferably with recent clinical experience in a relevant clinical area for example paediatrics, neonatal nursing, midwifery (highly desirable) or primary health care; be willing and eligible to enrol in, and committed to completing, the Graduate Diploma of Child and Family Health with a partnered university; have completed an accredited immunisation education course within the past five years or be willing to enrol and complete the recommended immunisation course before commencement of employment, if successful in receiving a scholarship and hold a current drivers licence. Desirable: Midwifery qualification, International Board Certified Lactation Consultant, paediatrics, neonatal nursing, or primary health care

Please note prior to commencement successful candidates will be required to comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check. This scholarship involves a two year commitment. First year: The Registered Nurse (RN) will work with the MACH immunisation program three days per week delivering the early childhood National Immunisation Program. The RN will have completed the recommended online immunisation course prior to commencement of employment. On the completion of the accredited immunisation education and WYCCHP credentialing process the RN will work independently within the immunisation team. During the year the RN will complete the Graduate Certificate in Child and Family Health qualification, with the undertaking of completing the Graduate Diploma in the second year, whilst working as a MACH nurse.

Note: There are several part-time positions available at 24 hours per week and the full-time salary noted above will be paid pro rata for part-time hours. These positions are available for a period of 12 months commencing 1 March 2018 until 28 February 2019.

Contact Officer: Louise Murphy (02) 6207 9918 louise.murphy@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

Environmental Health Food Team

Public Health Officer

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 34410)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit people with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications and proven experience in Environmental Health are encouraged to apply as Environmental Health training is available.

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

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

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Pain Management Unit Receptionist

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14437)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

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

Overview of the work area and position: As part of a multidisciplinary team, you will play a key role in providing administrative support to the Pain Management Unit by undertaking duties listed in the duty statement.

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

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

Contact Officer: Ryan Dillabough (02) 6244 4175 ryan.dillabough@act.gov.au

Canberra Hospital and Health Services

Deputy Director General

Allied Health Adviser

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39594)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Chief Allied Health Office (CAHO) provides professional and strategic leadership, advice and advocacy to the ACT Government in relation to allied health

related matters. The Allied Health Clinical Education Unit (AHCEU) is part of the CAHO and provides education leadership, strategic direction and programs to support clinical education, recruitment, and retention and workforce capacity across ACT Health. AHCEU focuses on improving patient care by supporting excellence in clinical education and workforce development through supporting quality student placements, new graduate and other AH staff education and facilitates collaboration with education institutions. Overview of the work area and position: The CAHO is based at Canberra Hospital and comprises of two teams, the general office and the AHCEU. This position is located in the AHCEU and reports directly to the Allied Health Clinical Education Co-coordinator. Under direction of the Allied Health Clinical Education Coordinator, you will play a key role in providing administration support to this position and the allied health clinical educators of the unit. This will include assisting with the organisation of students and other allied health education programs and events, preparing educational resources and reports, supporting other CAHO programs and other office duties. A great opportunity exists to provide administration support for the Canberra Hospital and Health Service's Chief Allied Health Office and to join a small, dedicated, allied health clinical education team. This exciting role requires someone who is dynamic and has a passion for supporting allied health clinical education for both staff and students. The successful applicant will need to be highly organised, efficient, have excellent communication skills and a high level of initiative and Health service related experience would be an advantage.

Eligibility/Other Requirements: Desirable: Previous experience in a health administration/office management position or certificate in Business Administration (Medical). Previous experience with Allied Health or involvement in education administration would also be beneficial. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary part-time position available at 22:00 hours per week until 4 July 2018 with the possibility of extension and the full-time salary noted above will be paid pro-rata.

Contact Officer: Jeffery Yaxley (02) 6174 7959 jeffery.yaxley@act.gov.au

Population Health, Protection and Prevention

Health and Protection Service

Environment Health Food Team

Public Health Officer

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 12039)

Gazetted: 23 November 2017

Closing Date: 7 December 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit people with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications and proven experience in Environmental Health are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent with proven relevant experience. Equivalency of studies and training is determined by senior environmental health staff. Applicants should call the contact officer for advice on whether

they are eligible to apply. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

New Graduate Neuropsychologist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 15113)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for a new Neuropsychology graduate to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Rehabilitation Counsellor Positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. 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: This position is a two year full-time contract, within a supportive environment and working with other neuropsychologists. This position is designed for new graduates to complete their registrar program, and ultimately obtain endorsement as a neuropsychologist. As such, applicants must have completed their studies in the last 12 months to be eligible to apply. The successful applicant will provide high quality neuropsychological services across the RACC inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Rehabilitation (e.g. for adult clients with stroke, traumatic brain injury, MS; older adults, including the RACC multidisciplinary memory clinic which is based on the Victorian CDAMS diagnostic model' inpatients and outpatients (through the Community Rehabilitation Team). Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Neuropsychologist in RACC who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement. While the position is principally placed in RACC, there may be opportunities in the future to rotate through other divisions of ACT Health. The overall functions of the Neuropsychologist will: Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; provide individual or group service delivery; perform normal professional work under general professional guidance; may perform novel, complex, critical or difficult tasks with professional supervision; participate in the supervision and training of other staff, as directed; there is the possibility of rotations through other divisions within ACT Health.

Eligibility/Other Requirements: Mandatory: Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); to be enrolled in or eligible to enrol in the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia. Desirable: Previous experience working in neuropsychology or a related field and previous experience working in rehabilitation and/or aged care. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for 24 months and may be required to participate in an overtime, on call and/or rotation roster.

Contact Officer: Sean Hambrook (02) 6244 2675 sean.hambrook@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 32185)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. The successful applicant will provide assessment and clinical intervention to facilitate positive client outcomes.

Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy; registration with Occupational Therapy Board of Australia and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for 12 months. This position may be required to participate in an overtime, on call, and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tegan Reid (02) 6244 2904 tegan.reid@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

New Graduate Dietitian

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 17383, several)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Canberra Hospital Nutrition Department invites applications from enthusiastic and new graduate dietitians from the 2016 or 2017 graduating year. An opportunity exists to launch your clinical dietetic career with two 12 month temporary new graduate positions available during 2019. The successful applicant will work in a dynamic nutrition department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of the Canberra Hospital. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition they will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. ACT Health has a commitment to professional development and is actively involved in teaching and training activities.

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

Notes: There are two temporary positions available for a period of 12 months. A merit list will be established which may be used to fill future temporary full-time/part-time positions at level, which may occur over the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

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

Canberra Hospital and Health Services

Medicine

Medical

Administration Assistant

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 10777)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

Notes: This is a part-time temporary position available at 22:08 hours per fortnight (Three days per fortnight) for three months with the possibility of extension and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andrew Barrow (0) 6244 2063 andrew.j.barrow@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Surgical Wards Assistant Nurse

Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 36034, several)

Gazetted: 23 November 2017

Closing Date: 30 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for Acute Services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. 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*; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several permanent part-time positions available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata.

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

Justice and Community Safety

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

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

Director, Governance and Logistics

Executive Level 1.1 \$194,076 - \$202,292 depending on current superannuation arrangements, Canberra (PN: E577)

Gazetted: 22 November 2017

Closing Date: 6 December 2017

Details: Expressions of interest (EOI) are sought for the Director, Governance & Logistics role from 21 December 2017 to 29 August 2018, with the possibility of extension. A dynamic leader with excellent communication, organisational and collaboration skills is required.

The ACT Emergency Services Agency (ESA), an agency with the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory.

The Agency has four operation services;

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service

The successful applicant will report directly to the ESA Commissioner and has responsibility for the management of a multi-discipline area that includes financial management, governance (including procurement and business services), fleet and logistics functions, and delivery of key projects under the ESA Strategic Reform Agenda program, including the Station Upgrade and Relocation Project (SURP). This position monitors ESA's financial position, including operating and capital budgets, and provides timely financial management advice to the ESA Commissioner, the Chief Officers and Directors.

This position also provides significant support in the delivery and implementation of ESA's strategic reforms through budget, financial management and performance reporting processes, with close focus on change implementation and benefits realisation. It is expected that applicant will be able to demonstrate a strong background in financial management, governance (including procurement and business services) and fleet and logistics management.

Note: There may be an opportunity for this position to be filled by two applicants on consecutive contracts for the advertised period depending on the outcome of the recruitment process. Please include your availability in your EOI application.

How to Apply: Interested applicants are requested to submit an EOI of no more than two pages providing details of relevant experience and skills to undertake the duties and responsibilities of the role, a current CV and the name and contact details for two referees via email to dominic.lane@act.gov.au by COB Thursday 30 November 2017.

Remuneration: The position attracts a remuneration package ranging from \$194,076 to \$202,292 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$149,390.

Contract: The successful applicant will be engaged under a performance based contract.

Contact Officer: For further information about the position, please contact Dominic Lane dominic.lane@act.gov.au (02) 6207 8383

ACT Emergency Services Agency

Risk and Planning

ESA Communications Centre

Manager ESA Communications Centre

Senior Officer Grade A \$137,415, Canberra (PN: 36182)

Gazetted: 20 November 2017

Closing Date: 6 December 2017

Details: The ACT Emergency Services Agency (ESA) is responsible for emergency management and related support arrangements in the Australian Capital Territory. The four operational services of the ESA reporting to the Commissioner are the ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and the ACT State Emergency Service. The ACT Emergency Services Agency Communications Centre (ComCen) is a business unit within the ESA that provides emergency, aeromedical and non-emergency communication services on behalf of the ESA services on a 24/7 basis, 365 days per year. Key objectives of the ESA ComCen are, within established Business Rules the efficient and effective receipt, triage, resource allocation and dispatch of emergency, non-emergency and aeromedical resources to incidents occurring in the community. The ComCen also acts as the primary point of contact for a wide range of local and national emergency service and related agencies. The ESA is seeking a suitably experienced and highly motivated individual to fill the role of ESA Communications Centre Manager. To be successful in this role, you will need to be the type of person who can operate effectively under pressure, quite often with limited information. You will possess highly developed communication skills and

demonstrate the ability to quickly establish a rapport with the teams that you lead in the 24/7 ComCen environment. You will preferably come from an emergency services or similar background, have an excellent working knowledge of communications systems and experience in working with a wide range of stakeholders achieving excellent results. If this is the type of person you are, and you are interested in a career in serving the ACT community, we would like to hear from you.

Eligibility/Other Requirements: Highly Desirable Tertiary qualifications in management or related discipline. Experience as a senior manager, in the general management and control of a key operational branch /section of an agency engaged in the delivery of emergency services to the community. Desirable Experience in the management of a communications centre engaged in delivery of emergency services to the community is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: The successful applicant will be engaged under the terms and conditions as specified in the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013 – 2017. Further information can be obtained on the ESA website <http://www.esa.act.gov.au>.

How to Apply: Applications should contain each of the following items: a completed Application Cover Sheet, your claims/submissions against the Selection Criteria, a brief employment history/resume and details of at least two referees (referee reports not required until interview).

Contact Officer: David Foot (02) 6207 8474 david.foot@act.gov.au

Victim Support ACT

Human Rights Commission

Victim Support ACT

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 16953 (expected vacancy))

Gazetted: 21 November 2017

Closing Date: 6 December 2017

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

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work; eligibility for membership of the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Margo Lilley (02) 6207 0686 margo.lilley@act.gov.au

Office of the Legislative Assembly

Business Support

Human Resources and Entitlements

HR and Entitlements Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00334)

Gazetted: 16 November 2017

Closing Date: 24 November 2017

The Office of the Legislative Assembly (OLA) is seeking to permanently fill a HR and Entitlements Officer (ASO4) position within the Human Resources and Entitlements team. As a member of the Human Resources and Entitlements team, you will work under the guidance of the Manager, Human Resources and Entitlements and the Senior Payroll and HR Officer in providing timely, accurate and comprehensive payroll, human resource and business support services such as travel arrangements and recruitment to Non-Executive Members, their staff, the Clerk and Office of the Legislative Assembly staff.

Eligibility/Other Requirements: To be considered for this position you will have strong attention to detail with the ability to work to tight deadlines and within a small customer focused team environment. You will ideally have experience in payroll and/or human resource functions.

Contact Officer: Emma Rogers 6205 0150 Emma.Rogers@parliament.act.gov.au

Note: Applications can be forwarded to: LAOLARecruitment@parliament.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

Office of the Director-General

Executive Assistant to the Director-General

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32261)

Gazetted: 21 November 2017

Closing Date: 28 November 2017

Details: Transport Canberra and City Services is seeking an organised and professional person to perform the role of Executive Assistant to the Director-General. The successful applicant will have demonstrated experience in executive assistant and administrative duties, sound liaison and communication skills, the ability to manage time and resources to achieve specific objectives, determine priorities and meet deadlines with a minimum of supervision.

Note: This is a temporary position for up to 12 months.

Contact Officer: Helen Willson (02) 6207 6254 helen.willson@act.gov.au

Chief Operating Officer Group

Governance and Ministerial Services

Governance and Ministerial Services

Branch Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32234)

Gazetted: 16 November 2017

Closing Date: 23 November 2017

Details: The Branch Support Officer provides support to the branch including issuing and management of the building access and security cards, general administration duties and support with implementing and assisting with software rollouts across the branch/directorate. The successful applicant will be motivated, willing to learn and be a team player.

Eligibility/Other Requirements: Experience in using Objective, AcceptNet or similar programs will be an advantage.

Contact Officer: Shonah Stratton (02) 6205 8479 shonah.stratton@act.gov.au

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

City Services

Roads ACT

Road Maintenance Services

Asset Inspector

Infrastructure Officer 1 \$66,251 - \$78,280, Canberra (PN: 29021)

Gazetted: 16 November 2017

Closing Date: 30 November 2017

Details: Roads ACT is seeking a highly motivated candidate who, under limited direction from the Manager Program Development, will coordinate the planning and delivery of a range of infrastructure maintenance for road pavements, bridges, road barriers, dams, community paths, linemarking and other Roads ACT assets. With accountability for administration, productivity and efficiency, quality standards and WHS and environmental requirements.

Eligibility/Other Requirements: Current driver's licence, Relevant Industry Induction Certificate, Asbestos Awareness.

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

Contact Officer: Mynul Chowdhury (02) 6207 7453 mynul.chowdhury@act.gov.au

City Services

ACT NOWaste

Service Delivery Team

Senior Contracts and Projects Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39240, several)

Gazetted: 22 November 2017

Closing Date: 6 December 2017

Details: ACT NoWaste is seeking to recruit a number of experienced contract and project officers to work within its busy service delivery and project delivery teams and actively contribute to improved quality outcomes whilst delivering high profile services and projects on time and within budget. A key focus for this role is either contract service delivery and/or project management. The role provides high level advice, draws on extensive contract and project management, quality assurance experience and demonstrates rigour and expertise in the management of this function. The position requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement, aiming for best practice in the execution of the duties. To be competitive in these roles applicants should demonstrate well-developed contract and/or project management skills and capabilities supported by a proven track record in the field.

Eligibility/Other Requirements: A current driver's licence. Tertiary qualifications and or extensive experience in a relevant field will be highly regarded.

Note: There are both permanent and temporary anticipated vacancies available. Applicants should prepare a two-page pitch responding to the selection criteria. A merit list will be established and may be used to fill future vacancies at level within 12 months. The recruitment process may involve a written exercise and a scenario.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@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

Greenfield

Project Manager

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 45189)

Gazetted: 22 November 2017

Closing Date: 6 December 2017

Details: The Suburban Land is responsible for the planning and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT. We are seeking applications from experienced Project Managers to join the Greenfield Branch. The position require demonstrated recent skills and experience in the following areas: ACT Government Procurement processes, environmental and planning approval processes, project and contract management, executive reporting, program management in relation to

land development including civil engineering or landscape projects, financial analysis and control. Demonstrated understanding of the risks associated with complex land development projects, together with a track record of effecting risk mitigation responses. Demonstrated high level written and oral communication skills with an ability to research, analyse and interpret information, prepare and present complex documents and reports to influence outcomes and make well informed decision. Demonstrated effective representation skills and the ability to build productive professional stakeholder relationships with government and private industry and to interact effectively with clients and the community.

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

Contact Officer: David Thornhill (02) 6207 7037 david.thornhill@act.gov.au

Urban Projects, Sales and Marketing

Sales and Marketing

Branch and Sales Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39615)

Gazetted: 17 November 2017

Closing Date: 24 November 2017

Details: The Suburban Land Agency is seeking an enthusiastic Branch and Sales Officer to implement a range of sales campaigns in the delivery of the ACT Government's Indicative Land Release Program. The role requires input into the preparation of sales strategies and focuses on their implementation across a range of projects in the land sales market, including but not limited to: sales documentation preparation, sales administration from sales methodology agreement to settlement, sales events, branch administration including the implementation of new systems and processes. There are opportunities for innovation and creativity and developing experience in strategic sales advice. The role works in a fast-paced environment with a focus on delivery to deadlines. We are looking for a dynamic, dedicated, flexible team player who is passionate about sales, achieving targets and general customer service.

Eligibility/Other Requirements: Experience in Sales or a related discipline; understanding of the land or property market, particularly in terms of sales and marketing; demonstrated understanding of ACT Government legislation, with a particular focus on the property sector. White Card and driver's licence. This position will be required to occasionally work after hours and on weekends; position may require a uniform to be worn. 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: Applications are sought from potential candidates and should include a statement outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae. This position is available immediately. Selection may be based on written application and referee reports only.

Contact Officer: Melissa Anderson (02) 6205 7251 melissaa.anderson@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$79,824 - \$91,356
Deb Downes 844-01919, Section 68(1), 22 November 2017

Senior Officer Grade A \$137,415
Leesha Pitt 778-10669, Section 68(1), 20 November 2017

Administrative Services Officer Class 4 \$66,656 - \$72,175
Andrea Stewart 853-52127, Section 68(1), 20 November 2017

Community Services

Administrative Services Officer Class 4 \$66,656 - \$72,175
Ara Cho 848-78880, Section 68(1), 18 November 2017

Administrative Services Officer Class 6 \$79,824 - \$91,356
Avanthi Geedipally 853-60047, Section 68(1), 22 November 2017

Director of Public Prosecutions

Administrative Services Officer Class 5 \$74,081 - \$78,415
Kelly Diaz Torres 853-65657, Section 68(1), 17 November 2017

Education

School Assistant 2 \$45,058 - \$49,757
Sandra Elaine O'Connor 843-44678, Section 68(1), 16 November 2017

Environment, Planning and Sustainable Development

Administrative Services Officer Class 4 \$66,656 - \$72,175
Sharon Anne Bulkeley 853-72427, Section 68(1), 22 November 2017

Technical Officer Level 3 \$69,148 - \$78,145
Amanda Johnson 844-75301, Section 68(1), 22 November 2017

Administrative Services Officer Class 4 \$66,656 - \$72,175
Minh Pham 848-78792, Section 68(1), 22 November 2017

Health

Health Professional Level 4 \$100,462 - \$108,140
Alison Cox 853-72021, Section 68(1), 30 November 2017

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Tracy Harb 853-73753, Section 68(1), 22 November 2017

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

Natalie Johnson 848-84316, Section 68(1), 23 November 2017

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

Marie Prieto 844-77630, Section 68(1), 10 November 2017

Justice and Community Safety

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

Alison Kemp 823-04445, Section 68(1), 6 November 2017

Transport Canberra and City Services

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

Susan Lang-Lemckert 853-73032, Section 68(1), 20 November 2017

EGSO4.2 - Workshop Staff \$61,964

Brett Rycroft 853-60776, Section 68(1), 16 November 2017

EGSO4.2 - Workshop Staff \$61,964

Jonathan Watkin 853-60784, Section 68(1), 16 November 2017

TRANSFERS

Health

Jennifer Edminstone: 748-78430

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

Health

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

Health, Canberra (PN. 16389) (Gazetted 7 September 2017)

Gemma Imrie: 845-21144

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

Health

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

Health, Canberra (PN. 20650) (Gazetted 14 September 2017)

Susan Jenness: 835-82359

From: Registered Nurse Level 2 91,773.00

Health

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

Health, Canberra (PN. 22436) (Gazetted 21 September 2017)

Alicia Spacek: 827-25629

From: Registered Nurse Level 2 \$88,249

Health

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

Health, Canberra (PN. 10063) (Gazetted 7 September 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Revenue Management

ACT Revenue Office

Compliance

Mary Amos: 836-10903

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37828) (Gazetted 8 November 2016)

Enterprise Canberra

Visit Canberra

Executive Support

Rachel Lemke: 84483491

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42459) Gazetted 18/08/2017)

Enterprise Canberra

Visit Canberra

Strategic Partnerships and Visitor Services

Alison Maree Beer: 822-81503

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 43461) (Gazetted 5 October 2017)

Shared Services

Strategic Business

Portfolio Hub

Fides Caduyac: 848-66361

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01805) (Gazetted 5 October 2017)

Shared Services

Business Application and Management

Business Applications and Strategy

Stephen Clarkson: 844-82261

From: Information Technology Officer Post Graduate \$74,081 - \$78,415

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. 31032) (Gazetted 4 October 2017)

Revenue Management

ACT Revenue Office

Compliance

Brett Damon Jackson: 820-70570

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39508) (Gazetted 8 November 2016)

Shared Services

Shared Services ICT

Business Application Management

Caitlin Brittanie Little: 836-09208

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 24310) (Gazetted 27 September 2017)

Community Services

Housing ACT

Executive Support Unit

Quynh Vu: 796-72722

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

Community Services

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

Community Services, Canberra (PN. 36469) (Gazetted 11 October 2017)

Housing ACT

Executive Support Unit

Kim Mary Wheeler: 799-8290

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

Environment, Planning and Sustainable Development

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

Community Services, Canberra (PN. 39159) (Gazetted 11 October 2017)

Education

School Performance and Improvement

Belconnen Network

Hawker College

Robyn DONOHOE: 766-16901

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

Education

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

Education, Canberra (PN. 39401) (Gazetted 24 October 2017)

School Performance and Improvement

South-Weston Network

Torrens Primary School

Rachel Matthews: 716-04135

From: \$134,806

Education

To: †School Leader A \$148,056 - \$177,776

Education, Canberra (PN. 01798) (Gazetted 10 August 2017)

Environment, Planning and Sustainable Development

Strategic Planning

Planning

Richard Horton: 846-91514

From: Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development, Canberra (PN. 05429) (Gazetted 26 April 2017)

Suburban Land Agency

Urban Projects, Sales and Marketing

Sales and Marketing

Jamie Kingham: 844-8180

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Environment, Planning and Sustainable Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Environment, Planning and Sustainable Development, Canberra (PN. 39409) (Gazetted 19 October 2017)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Anndrea Clear: 261-27202

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. 23960) (Gazetted 17 August 2017)

Quality Governance and Risk

Workplace Safety

Annaliesha Flynn: 817-46946

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health
To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 02318) (Gazetted 14 September 2017)

Canberra Hospital and Health

Arun Justus Saroja: 848-84148

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 11787) (Gazetted 24 August 2017)

Innovation

Policy and Stakeholder Relations

Huyen Truong: 835-67829

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Community Services
To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 39513) (Gazetted 10 August 2017)

Canberra Hospital and Health

Ashleigh Walker: 844-35051

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22497) (Gazetted 24 August 2017)

Justice and Community Safety

ACT Corrective Services

Executive Support and Governance

Pia Marbaniang: 846-96278

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

Transport Canberra and City Services

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

Justice and Community Safety, Canberra (PN. 12666) (Gazetted 13 September 2017)

ACT Corrective Services

Community Corrections

Sentence Administration Section

Alana Kylie McInerney: 827-42410

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

Community Services

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

Justice and Community Safety, Canberra (PN. 45892) (Gazetted 13 September 2017)

Transport Canberra and City Services

City Services

City Presentation

Sport and Recreation Facilities

Charmaine Canonigo: 836-15261

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39133) (Gazetted 6 October 2017)