



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 02 May 2019**

## VACANCIES

### Calvary Public Hospital

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](mailto:jobs@act.gov.au)

#### **Internal Pharmacist**

**Health Professional Level 1 \$57,941 - \$73,823**

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

Reference Number: 21672

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

Contact Officer: John Wso [john.wsol@calvary-act.com.au](mailto:john.wsol@calvary-act.com.au)

### Canberra Institute of Technology

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

#### **Education and Training Services**

##### **Technology and Design**

##### **Building, Engineering and Surveying**

##### **Building and Construction Management Asbestos Teacher**

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 16743)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Canberra Institute of Technology (CIT) is looking for a qualified current asbestos removalist/assessor to conduct industry based training in asbestos related qualifications.

##### QUALIFICATIONS AND EXPERIENCE:

##### MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING

New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and

At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the *Standards for RTOs 2015*

Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent).

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning & Development (or equivalent).

##### Industry Experience

In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017.

All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Current industry experience and currency in the asbestos removal industry is essential for this position

##### Mandatory Qualifications/Licences:

CPCCCD3014A Remove non-friable asbestos; and

CPCBC3015A Remove friable asbestos; and

CPCBC4051A Supervise asbestos removal

Current Certificate IV in Work Health and Safety or equivalent.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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 position is for temporary filling for a period of three years with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

How to Apply: Please provide your resume, Application Coversheet and your response to the Selection Criteria and email to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Anthony Cowlshaw (02) 6205 9840 [anthony.cowlshaw@cit.edu.au](mailto:anthony.cowlshaw@cit.edu.au)

### **Chief Minister, Treasury and Economic Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Shared Services ICT**

#### **Customer Engagement Services Branch (CESB)**

#### **Service Management**

#### **Service Support Officer**

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 43863)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Are you a self-starter who accepts challenges and takes initiative when working in a team to deliver outcomes? Do you possess excellent verbal and written communication skills? Do you demonstrate sound organisational skills including the ability to effectively manage multiple tasks with varying priorities? Are you detail oriented and possess skills to accurately assess qualitative and quantitative data? If your answer is yes, then you may be the person that Shared Services is looking for. The Service Management team within Shared Services ICT Customer Engagement Services Branch is seeking a suitably qualified and energetic individual to perform the role of Service Support Officer. 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 for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please submit: an Application Coversheet; a written application, of no more than two pages, responding to the required professional skills and knowledge, and behavioural capabilities outlined in the position description, a current Curriculum Vitae, and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification.

Contact Officer: Patrick Biden (02) 6207 5635 [patrick.biden@act.gov.au](mailto:patrick.biden@act.gov.au)

#### **Access Canberra**

#### **Customer Coordination**

#### **Complaints Management Team**

#### **Case Manager**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 43467)**

Gazetted: 06 May 2019

Closing Date: 13 May 2019

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. The Complaints Management Team are looking for dynamic, flexible, solutions-focused individual to join the

team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants should address the Selection Criteria (with a maximum of 500 words per criterion), provide an Application Coversheet and details of two referees and a current Curriculum Vitae. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Gerard Hodshon (02) 6205 1597 [gerard.hodshon@act.gov.au](mailto:gerard.hodshon@act.gov.au)

## **Access Canberra**

### **Fair Trading and Compliance**

#### **Compliance**

##### **Strategic Compliance Coordination Officer**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 42494)**

Gazetted: 02 May 2019

Closing Date: 9 May 2019

Details: Are you a coordination wizard? The Compliance team in Access Canberra is looking for someone who can think on their feet, provide administrative support and coordinate the team's workload. This role offers a lot of variety as the team is responsible for regulating gaming, liquor, security and fair trading (to name just a few!). The successful applicant will be able to demonstrate their ability to analyse information and contribute to reports/briefs to inform the team's activities and operational processes. Please review the Position Description for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description.

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

How to Apply: Please include an Application Coversheet, a Curriculum Vitae including the details of two referees and a two page response detailing: 1) Your most relevant achievement in the last five years and how it relates to this position and its duties; and 2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Janelle Grattidge (02) 6207 0067 [janelle.grattidge@act.gov.au](mailto:janelle.grattidge@act.gov.au)

## **Partnership Services**

### **Service Centre**

#### **Recruitment and Information Services**

##### **Administrative Support Officer**

##### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 37981)**

Gazetted: 06 May 2019

Closing Date: 20 May 2019

Details: Recruitment and Information Services are seeking an Administrative Support Officer who has a keen eye for detail and who is committed to delivering excellent customer service. The successful applicants will be responsible for managing job applications, probation reports, medicals and police checks as well as assisting with general administrative support across Recruitment and Information Services. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position requires an ACT Government baseline security clearance which will be completed as part of the pre-employment process if not already obtained.

Note: This is a temporary positions available for six months with the possibility of extension up to 12 months.

How to Apply: Please ensure you include a two page personal pitch which reflects your skills and capabilities against the 'What you will Do' and the Professional and Behavioural Capabilities in the Position Description. The Application Coversheet and a copy of your current Curriculum Vitae with contact details for at least two referees is required to be submitted with your application. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Nermina Durakovic (02) 6205 1649 nermina.durakovic@act.gov.au

**Workforce Capability and Governance**

**Public Sector Management**

**Workforce Inclusion**

**Assistant Director**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 16895)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: The Public Sector Management Group is looking for a dynamic and motivated individual to fill the role of Assistant Director, Workforce Inclusion. In this position you will develop and implement strategies relating to the employment of People with Disability, Aboriginal and Torres Strait Islander Peoples and Veterans in the ACTPS. You will also research, advise and undertake projects on recruitment and retention initiatives that will increase the potential pool of candidates for position in the ACTPS. 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 from 1 July 2019 until 30 June 2020. This position is in an activity-based working (ABW) environment. Under these arrangements, officers do not have a designated workstation/desk.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au: a completed Application Coversheet, your current resume and a statement addressing the Selection Criteria to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities. Contact Officer: Denise Ernst (02) 6207 5995 denise.ernst@act.gov.au

**Access Canberra**

**Regulatory Solutions and Compliance**

**Investigations and Enforcement**

**Assistant Director**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 33943)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Access Canberra seeks to employ responsive and helpful people who will contribute new and innovative ideas to how we do things and will actively look for new ways to solve problems. Under the broad direction of the Director – Investigations and Enforcement you will: Lead, manage, and monitor performance of a diverse team of Inspectors and Investigators; Develop and monitor individual achievement and development plans and setting of team work priorities in line with corporate objectives; Have a role in contributing to the development of the strategic plan and focus of the team; Lead and direct staff in the team in the conducting of Investigations for Access Canberra; Implement and monitor corporate policies and processes to provide best outcomes across the range of responsibilities of the team and broader Access Canberra; Establish and maintain effective working relationships with stakeholders, both internal and external; Deal appropriately with confidential and sensitive information; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to workplace diversity, participative works practices and promote work safe principles; Represent Access Canberra at a range of forums both locally and interstate and have direct supervision of personnel.

Eligibility/Other Requirements: A Certificate IV in Government (Investigations).

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: In two pages or less, your pitch will include your greatest achievement in the past five years, how it relates to this role and its duties, and what you will bring to the role. In your pitch you will also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge components of the role. Your Curriculum Vitae will be part of your application and include two referees.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Tanja Warre 0466 869 893 tanja.warre@act.gov.au

**Shared Services ICT**

**Customer Engagement Services Branch (CESB)**

**Service Management**

**Service Offerings Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 43864)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Are you a self-starter who accepts challenges and takes responsibility for delivering outcomes? Do you possess excellent verbal and written communication skills? Do you demonstrate sound management and organisational skills including the ability to effectively manage multiple tasks with varying priorities? Are you detail oriented and possess skills to accurately assess qualitative and quantitative data? Can you work independently or part of a team? If your answer is yes, then you may be the person that Shared Services is looking for. The Service Management team within Shared Services ICT Customer Engagement Services Branch is seeking a suitably qualified and energetic individual to perform the role of Service Offerings Manager. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

How to Apply: Please submit an Application Coversheet; a written application, of no more than two pages, responding to the required professional skills and knowledge, and behavioural capabilities outlined in the position description; a current Curriculum Vitae; and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description but indicate your capacity to perform the duties and responsibilities at the specified classification. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Patrick Biden (02) 6207 5635 [patrick.biden@act.gov.au](mailto:patrick.biden@act.gov.au)

**Shared Services ICT**

**Customer Engagement Services Branch (CESB)**

**Service Management**

**Service Development Manager**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 14493)**

Gazetted: 03 May 2019

Closing Date: 10 May 2019

Details: Are you a self-starter who accepts challenges and takes responsibility for delivering outcomes? Do you possess excellent verbal and written communication skills? Do you demonstrate sound management and organisational skills including the ability to effectively manage multiple tasks with varying priorities? Are you detail oriented and possess skills to accurately assess qualitative and quantitative data? Can you work independently or part of a team? If your answer is yes, then you may be the person that Shared Services is looking for. The Service Management team within Shared Services ICT Customer Engagement Services Branch is seeking a suitably qualified and energetic individual to perform the role of Service Development Manager. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Current baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

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

How to Apply: Please submit: an Application Coversheet; a written application, of no more than two pages, responding to the required Professional Skills and Knowledge, and Behavioural Capabilities outlined in the Position Description; a current Curriculum Vitae, and contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position

Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.  
Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).  
Contact Officer: Patrick Biden (02) 6207 5635 [patrick.biden@act.gov.au](mailto:patrick.biden@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](mailto:jobs@act.gov.au)**

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

##### **Practice and Performance**

##### **Case Analysis Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37468, several)**

Gazetted: 08 May 2019

Closing Date: 19 May 2019

Details: The independent Case Analysis Officers are focused on influencing and supporting operational staff to deliver high quality casework to children, young people and their families. The positions will have a focus on contributing to Child and Youth Protection Services (CYPS) as a learning organisation and continuous improvement. The positions will undertake a diverse range of complex case analysis on individual matters to ensure the ongoing response to children, young people and their families is informed and influenced by all of the information available and the risks and vulnerabilities have been considered. The positions will contribute to improved decision making and case work by providing timely independent advice, quality assurance on decision making and guidance to caseworkers and team leaders. A key component of these roles will therefore be the provision of constructive feedback to peers regarding the findings of a case analysis.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline; two years' experience working with children, youth, and/or families in a social work/case management role; and current Driver's Licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This recruitment will be used to fill both permanent and temporary vacancies. An order of merit will be established from this selection process and may be used to fill future identical permanent and temporary vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide your resume, Application Coversheet and response to the Selection Criteria and send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Will Constantine (02) 6207 7764 [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@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.

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

##### **Legal Services**

##### **Legal Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 11631)**

Gazetted: 03 May 2019

Closing Date: 21 May 2019

Details: The Legal Officer is responsible for the provision of legal service delivery including the processing of cases, routine court matters, providing training for Case Managers on legal aspects of their role including preparation for Court. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Essential qualifications and experience: Experience and/or desire to work in a community services environment; previous experience working in a legal office and/or currently studying Law.

Desirable qualifications and experience: Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: All applications, including Application Coversheet, your written response to Selection Criteria and current resume must be submitted to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Cassandra Pentreath (02) 6207 2431 [cassandra.pentreath@act.gov.au](mailto:cassandra.pentreath@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](mailto:jobs@act.gov.au)**

### **School Performance and Improvement**

#### **North and Gungahlin Network**

#### **Neville Bonner Primary School**

#### **Upper Primary Classroom Teacher**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 42128)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Neville Bonner Primary is a Preschool to Year Six School with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children - focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspective. We are currently seeking a highly motivated Year 3-6 Teacher with a passion for teaching and learning, and a willingness to work collaboratively in a team-teaching environment. The successful applicant will see themselves as a life-long learner who focuses on continued development of their professional knowledge, practice and engagement.

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 required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Please follow the instructions in the Classroom Teacher Application Package. Please provide an Application Coversheet, Curriculum Vitae and Selection Criteria to be sent directly through to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Amy Czoban (02) 6142 1201 [amy.czoban@ed.act.edu.au](mailto:amy.czoban@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **South and Weston Network**

#### **Duffy Primary School**

#### **Classroom Teacher**



**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 17608)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Duffy Primary School is seeking a highly motivated and innovative Classroom Teacher to work collaboratively with a team of highly effective Teachers. At Duffy Primary all Teachers differentiate the curriculum to meet the needs of all learners in an inclusive environment. The successful applicant will be required to have deep knowledge of the Australian Curriculum and Google Apps for Education. The School uses an Inquiry-Based approach to student learning. The applicant will also be required to demonstrate strong inclusive practices in a mainstream setting with the ability to build strong relationships across the 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 required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please follow the instructions in the Classroom Teacher Application Package. Please provide an Application Coversheet, Curriculum Vitae and Selection Criteria to be sent directly through to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: David Corcoran (02)6205 6022 [david.corcoran@ed.act.edu.au](mailto:david.corcoran@ed.act.edu.au)

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

**School Performance and Improvement**

**South and Weston Network**

**Yarralumla Primary School**

**Italian Classroom Teacher Year 5/6**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 08481)**

Gazetted: 02 May 2019

Closing Date: 20 May 2019

Details: Yarralumla Primary School is seeking an Italian Classroom Teacher to teach full time in a bilingual setting. The successful applicant will be working in a team teaching situation delivering the Australian Curriculum. Students at Yarralumla Primary School access the Australian Curriculum 50% in English and 50% in Italian. The school is seeking an energetic and collaborative teacher who has outstanding interpersonal skills and experience in team teaching. The applicant is required to have a fluent level of Italian language.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available up to 12 months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the capabilities outlined in the application package (maximum two pages) and Application Coversheet with three referees.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Rohan Evans (02) 6142 3253 [rohan.evans@ed.act.edu.au](mailto:rohan.evans@ed.act.edu.au)

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

**School Performance and Improvement**

**North and Gungahlin Network**

**Ngunnawal Primary School**

### **Year 1/2 Classroom Teacher**

#### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 33548)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Ngunnawal Primary School is a Preschool to Year 6 School in the Gungahlin area with an enrolment of approximately 700 students. Ngunnawal Primary is currently seeking a highly motivated Teacher to join our Year 1-2 team to fill a full-time temporary position with the possibility of extension. The successful applicant will have a solid understanding of how to support the academic, social and emotional development of students with a range of needs and a willingness and capacity to work in a highly collaborative learning environment. The successful Teacher should also have strong communication skills and high-level expertise in the teaching of literacy and numeracy. Applicants will demonstrate an ability to effectively plan and work collaboratively with colleagues in a team-teaching environment as well as show commitment to Professional Learning Communities.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available for six months with possibility of extension up to 12 months and/or permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Expressions of Interest are sought from potential candidates and should include: a supporting statement of no more than two pages outlining experiences and/or ability in the job description and Australian Professional standards for Teachers; contact details for three referees; and Curriculum Vitae of no more than two pages.

Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Arilia Abell (02) 6142 1266 [arilia.abell@ed.act.edu.au](mailto:arilia.abell@ed.act.edu.au)

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

### **School Performance and Improvement**

#### **South and Weston Network**

#### **Yarralumla Primary School**

#### **Building Services Officer**

#### **Building Service Officer 1 \$49,040 - \$53,553, Canberra (PN: 24518)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: Yarralumla Primary School is a beautiful 62 year old school located in the leafy suburb of Yarralumla. The school is seeking a Building Service Officer (BSO) who will take pride in the school grounds and buildings.

Outstanding interpersonal skills with both adults and students is essential when working within the school environment. Due to the age of the school a BSO with initiative and a proven skill set to undertake a range of building and equipment repairs and maintenance is essential.

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

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/answers/detail/a\\_id/3093/kw/asbestos](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3093/kw/asbestos). A pre-employment medical clearance is required prior to commencement. Mandatory Training in other Work Health and Safety procedures may be required during employment such as Working at Heights or Safe Handling of Sharps. A current First Aid certificate is desirable.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please provide a current Curriculum Vitae, Application Coversheet and response to the Selection Criteria. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Rohan Evans (02) 6142 3253 rohan.evans@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**

#### **Belconnen Network**

#### **Charnwood-Dunlop School**

#### **Deputy Principal**

#### **School Leader B \$136,828, Canberra (PN: 14291)**

Gazetted: 03 May 2019

Closing Date: 13 May 2019

Details: Charnwood-Dunlop School is seeking Expressions of Interest for a School Leader B from motivated individuals with a passion for education and leadership to join our team. We are looking for demonstrated ability to embed school wide initiatives, respond to challenging situations, make decisions in line with school policy, and communicate effectively.

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

Note: This is a temporary position available until 26 January 2020 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applications should be written to the ACT School Leadership Capability Framework, with reference to the position statement that contextualises the advertised role. The application should include a Curriculum Vitae and supporting statement of up to two pages. Completed applications to be forwarded to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Robert Lans (02) 6142 2680 robert.lans@ed.act.edu.au

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

### **Business Services Division**

#### **Strategic Finance and Procurement**

#### **Budgets and Reporting**

#### **Director, Business Improvement**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43037)**

Gazetted: 08 May 2019

Closing Date: 15 May 2019

Details: The Strategic Finance and Procurement branch within the Education Directorate requires an experienced and dynamic officer in the Budgets and Reporting sub-section who has excellent analytical and communication skills as well as strong project management skills to undertake a complex and challenging role. The successful applicant will be required to assess, review and implement innovative approaches to meet financial reporting requirements, review current finance related policies, procedures and guidelines, and develop new policies, procedures and guidelines where required to support best practice and compliance. The position will also be required to prepare policy proposals, guidelines and reports as required to support the delivery of priorities identified in the Directorate's Strategic Plan, and undertake specific project based tasks to resolve outstanding resourcing and operational issues. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of up to 12 months with possibility of permanency. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applications are to include the Application Coversheet, a written response to the Selection Criteria of no more than two pages, and a current Curriculum Vitae (including details of two referees). Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Peter Podnar (02) 6205 3145 [peter.podnar@act.gov.au](mailto:peter.podnar@act.gov.au)

### **Service Design and Delivery**

#### **Student Engagement**

#### **Inclusion and Engagement**

#### **SLB/SOGB Inclusion and Wellbeing**

#### **School Leader B/Senior Officer Grade B \$120,981 - \$136,828, Canberra (PN: 33861)**

Gazetted: 03 May 2019

Closing Date: 17 May 2019

Details: Are you passionate about inclusive education? Are you committed to seeing students with disability in our schools receive the support they need to belong to the school community, be effective learners achieve their best?

An exciting opportunity exists for an innovative, high performing officer to join senior leadership team of the Inclusion and Wellbeing team within the Student Engagement Branch, and contribute to a significant program of reform in relation to support for students with disability. The successful applicant will: Lead and manage a small high performing team responsible for current processes associated with the resourcing, appraisal and placement of students with disability; work closely with the Director of Inclusion and Wellbeing, Strategic Policy and key stakeholders to support Disability Education reform initiatives; lead planning and implementation of process changes required to support implementation of a new funding model for students with disability; have demonstrated capacity to provide financial accountability and oversight of a complex Excel database management system; participate in inter-jurisdictional working groups and contribute to national policy issues in relation to students with disability, including the Nationally Consistent Collection of Students with Disability and funding models for students with disability. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: This position will be filled at either the Senior Officer Grade B (SOGB) or School Leader B (SLB) classification dependent on qualifications. The following qualifications are essential to be appointed at the SLB classification: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required for both classifications. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available for up to 12 months with possibility of permanency.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package and Application Coversheet with two referees. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jean Walker (02) 6207 9994 [jean.walker@act.gov.au](mailto:jean.walker@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.

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Wanniassa School**

#### **School Leader C – Wanniassa School Junior Campus P-6**

#### **School Leader C \$117,515, Canberra (PN: 02043)**

Gazetted: 08 May 2019

Closing Date: 22 May 2019

Details: As a member of the P-6 and P-10 executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students. As a member of the leadership team, collaborate and support the implementation of the Annual Action and School Strategic Plans to

ensure success for all students. Lead and manage a team with a focus on improving curriculum, pedagogy, assessment and reporting outcomes. Proven ability in using a coaching and mentoring model to build the capacity of staff in using high impact instruction and effective teaching strategies. Build strong, quality relationships at the system, school, community and external agency levels to design and deliver successful initiatives and interventions to address student needs. Contribute to the on-going development of a positive school culture through engaging with the school and broader community. The successful candidate must meet the prescribed eligibility criterion of the School Leader Capability Framework.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). A current registration issued by Access Canberra under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available until 26 January 2020 with the possibility of extension. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Candidates must provide the following documentation: Current Resume. Statement of claims based on the capability framework. This document should be two pages in length and specifically address Capabilities 1, 2 and 5. Application Coversheet and at least two referees. Please email applications to [jobs@act.gov.au](mailto:jobs@act.gov.au)  
Contact Officer: Cymantha Cantrill (02) 6142 1840 [cymantha.cantrill@ed.act.edu.au](mailto:cymantha.cantrill@ed.act.edu.au)

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Isabella Plains Early Childhood School**

##### **School Leader C**

##### **School Leader C \$117,515, Canberra (PN: 16263)**

Gazetted: 02 May 2019

Closing Date: 16 May 2019

Details: Isabella Plains Early Childhood School is a birth to eight years setting focused on high quality learning, integrated service delivery and family participation and engagement. We are seeking a dynamic school leader with a passion for early childhood education to join our united leadership team. The successful applicant will: As a member of the leadership team, support the school to achieve strategic priorities and implement the action plan; lead and manage a professional learning team with a focus on high levels of learning for all children, collaboration and data informed practice. Support staff to enhance partnerships with families and the community; demonstrate understanding and commitment to contemporary early childhood pedagogies and coach and mentor beginning and experienced teachers; lead evidence based-literacy practices across the school, including the implementation of the 10 Essential Literacy Instructional Practices; undertake an appropriate teaching load and other duties as determined by the Principal Early childhood teaching qualifications are highly desirable for this position. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Early childhood teaching qualifications are highly desirable for this position.

How to Apply: All applicants are to provide a Curriculum Vitae, Application Coversheet and response to the five leadership capabilities provided in the application package with reference to the job description to [jobs@act.gov.au](mailto:jobs@act.gov.au) by the due date.

Contact Officer: Simon Parker (02) 6142 3777 [simon.parker@ed.act.edu.au](mailto:simon.parker@ed.act.edu.au)

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

**Environment, Planning and Sustainable Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Planning Delivery**

**Merit Assessment**

**Assessment Officer**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 42885, several, expected vacancies)**

Gazetted: 06 May 2019

Closing Date: 21 May 2019

Details: Planning Delivery is seeking a motivated and enthusiastic person(s) to assess and determine a wide range of development applications and undertake other tasks associated with the delivery of planning and environmental objectives. The successful applicant(s) may manage all aspects of the development application process, exercise delegations under relevant legislation, and may assist with matters in ACT Civil and Administrative Tribunal and other courts in relation to development applications. This position requires experience or the ability to undertake complex development assessments, strong analytical skills, high level communication skills and a strong focus on working with the development industry, the community, agencies and other ACT Government directorates.

Eligibility/Other Requirements: Experience and/or qualifications in Architecture, Urban Planning, Landscape Architecture, Urban Design, Planning/Environmental Law, Environmental Science/Policy, Engineering or similar is highly desirable.

Note: These are expected vacancies. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria (limited to 2 pages), along with your current Curriculum Vitae.

Contact Officer: Craig Weller (02) 6205 3846 [craig.weller@act.gov.au](mailto:craig.weller@act.gov.au)

**Planning Delivery**

**Merit Assessment**

**Assessment Officer**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 42882, several, expected vacancies)**

Gazetted: 06 May 2019

Closing Date: 21 May 2019

Details: Planning Delivery is seeking a motivated and enthusiastic person(s) to assess and determine a wide range of development applications and undertake other tasks associated with the delivery of planning and environmental objectives. The successful applicant(s) may manage all aspects of the development application process, exercise delegations under relevant legislation, and may assist with matters in ACT Civil and Administrative Tribunal and other courts in relation to development applications. This position requires experience or the ability to undertake development assessments, strong analytical skills, high level communication skills and a strong focus on working with the development industry, the community, agencies and other ACT Government Directorates.

Eligibility/Other Requirements: Experience and/or qualifications in Architecture, Urban Planning, Landscape Architecture, Urban Design, Planning/Environmental Law, Environmental Science/Policy, Engineering or similar is highly desirable.

Note: These are expected vacancies. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria (limited to 2 pages), along with your current Curriculum Vitae.

Contact Officer: Craig Weller (02) 6205 3846 [craig.weller@act.gov.au](mailto:craig.weller@act.gov.au)

**Office of Director-General  
Engagement and Executive  
Government Services  
Ministerial Liaison Officer  
Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 27297)**

Gazetted: 06 May 2019

Closing Date: 20 May 2019

Details: Government Services is looking for an administration star - someone who is not fazed by an active email inbox and thrives on working on multiple tasks. If this sounds like you, you will enthusiastically: Coordinate and track Ministerial and Directorate correspondence; provide advice relating to the preparation of correspondence, and Ministerial and Directorate processes and procedures; assist with other coordination and administrative tasks as required as part of the Government Services team; and maintain records in accordance with the *Territory Records Act 2002*.

Note: Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: If you are keen to join the Government Services team, please send a two-page pitch responding to the Selection Criteria (as in the Position Description) and tell us what interests you about the role. We also require an Application Coversheet and contact details of two referees and a current Curriculum Vitae. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Lisa Sampson (02) 6207 1667 [lisa.sampson@act.gov.au](mailto:lisa.sampson@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>**

### **Clinical Services**

#### **Mental Health Justice Health Alcohol and Drug Services**

##### **Office of the Chief Psychiatrist**

##### **Clinical Director Adult Acute Mental Health Service**

##### **Senior Specialist \$222,205, Canberra (PN: 14037)**

Gazetted: 09 May 2019

Closing Date: 06 June 2019

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services. Strong research links are maintained with the ANU, University of Canberra and the Australian Catholic University. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks. The preferred candidate maybe considered for a conjoint position in ANU at an academic level commensurate with the candidate's qualifications and experience. The academic position will be held for the duration of the Canberra

Health Services employment and will be subject to regular performance reviews. No remuneration is attached to the University position. The employee will be responsible to the University on academic matters and to The Canberra Hospital & Health Services / Canberra Health Services for clinical/ research matters. For more information in relation to conjoint positions with the ANU please contact Professor Imogen Mitchell, Dean, ANU Medical School (02) 6125 2622 [dean.medicalschool@anu.edu.au](mailto:dean.medicalschool@anu.edu.au) About our great city, Canberra, Australia's National Capital: Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>. Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- Rehabilitation and Specialty Mental Health Services
- Adult Acute Mental Health Services
- Alcohol & Drug Services
- Child & Adolescent Mental Health Services (CAMHS)
- Adult Community Mental Health Services
- Justice Health Services
- Dhulwa Mental Health Unit

The Adult Mental Health Services at the Canberra Hospital campus include the 37 bed Adult Mental Health Unit, the six bed Mental Health Unit within the Emergency Department and the Consultation Liaison Psychiatry Services within the Emergency Department and general hospital at the Canberra Hospital. The two inpatient wards facilitate integrated and multidisciplinary care and treatment within a safe, functional and comfortable environment. The care delivered is person-centred and consistent with the recovery model framework. The Consultation Liaison Psychiatry Services assess and manage those referred by other Divisions within the Canberra Hospital and Health Services campus.

Under broad direction of the MHJHADS Director of Clinical Services, the Clinical Director of Adult Acute Mental Health Services (AAHMS) is responsible for the management and provision of clinical leadership and clinical duties for the AAMHS. In conjunction with the Director of Clinical Services, the Clinical Director of AAMHS is responsible for provision of high level clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. Key responsibilities are to ensure medical engagement with the Division, and to efficiently manage medical staff recruitment, placement and leave arrangements. The Clinical Director works in collaboration with the Operational Directors for each AAMHS program area to ensure high quality outcomes for the people who use the program. Additionally, the Directors work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division. The role is also heavily involved with the ongoing development of the acute adult inpatient services within the new ACT Territory-wide Health Services Framework. It is expected that (approximately) 75% of the Clinical Director's time will be focused on their substantive clinical service delivery role and 25% will be allocated to the other duties. **Mandatory:** 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 Psychiatrists or equivalent specialist qualifications including evidence of satisfactory participating on the RANZCP's Continuing Professional Development program. Be registered under the Working for Vulnerable People Act. **Desirable:** Advanced knowledge of the Mental Health ACT 2015 and other related legislations. Current Drivers licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1098 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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606



## **Clinical Services**

### **Mental Health Justice Health Alcohol and Drug Services**

#### **Office of the Chief Psychiatrist**

#### **Older Persons Mental Health**

#### **Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 22942)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS) Adult Community Mental Health Services (ACMHS) Adult Acute Mental Health Services (AAMHS) Alcohol & Drug Services (ADS) Child & Adolescent Mental Health Services (CAMHS) Justice Health Services (JHS) The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,494 - \$359,948 Group Attraction and Retention Incentive: \$50,000 - \$75,000

Please note: The ARIn will be reviewed every 12 months where the ARIn may be terminated or adjusted under the terms of the ARIn policy. To continue payment the ARIn must continue to meet the eligibility criteria as outlined in the ARIn framework. The maximum combined salary and ARIn amount for this position is \$424,725

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 Psychiatrist or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing professional development program. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Denise Riordan, Chief Psychiatrist (02) 5124 1098

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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

## **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](mailto:jobs@act.gov.au)**

### **Emergency Services Agency**

#### **ACT Ambulance Service**

#### **Ambulance Operations**

#### **Ambulance Paramedic**

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties, Canberra (PN: 14207, several)**

Gazetted: 03 May 2019

Closing Date: 24 May 2019

Details: Applications are sought from Ambulance Paramedics holding current qualifications that may be interested in joining the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity or in small teams, have highly developed written and oral communications skills, demonstrate sound clinical skills and show a commitment to personal and professional development of others. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Diploma of Paramedical Science (Ambulance) or Bachelor Degree (Paramedical Science) or equivalent; C Class Driver's Licence; registration as an Ambulance Paramedic with Australian Health Practitioner Regulation Agency (AHPRA); minimum of 12 months recent experience as a qualified Ambulance Paramedic is preferred. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Please refer to the attached package for full details including the mandatory Selection Criteria.

Note: This position is a shift work position involving weekends and public holidays. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00. Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applications received after the nominated date of closure will not be accepted unless an extension to lodgement has been approved.

How to Apply: Your application must contain, in the following order: a completed Application Coversheet; a brief employment history; copies of relevant qualification documentation; a statement addressing each of the Selection Criteria (maximum half A4 page 12 font per criteria); a points demerit transcript from the relevant motor registry authority in your State or Territory; completed Statutory Declaration; completed medical consent form; evidence of current Tetanus and Hepatitis B immunisation; evidence of Paramedic Registration with AHPRA. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Barbara Stephens (02) 6207 8482 [esagraduateinternenquiries@act.gov.au](mailto:esagraduateinternenquiries@act.gov.au)

## **Emergency Services Agency**

### **People and Culture**

#### **Emergency Services Agency Training**

#### **ESA Training Administration Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 28958)**

Gazetted: 02 May 2019

Closing Date: 16 May 2019

Details: The Emergency Services Agency (ESA) comprises the ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service, ACT State Emergency Service and ESA Support Services. ESA Training supports all services to ensure training is contemporary, compliant and safe. ESA are an enterprise Registered Training Organisation (RTO) that provide nationally accredited training to its members and other government agencies. The ESA Training Team are looking for an organised and efficient person to manage training administration for the agency. The role is essential in the entering, collection and reporting of training information, including RTO data compliance obligations. The successful applicant will be able to prioritise their work and manage their time effectively to meet deadlines.

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

Note: This is a temporary position available for up to 12 months with possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide your resume, Application Coversheet and a two page pitch addressing the following questions: 1) Explain the various types of data you have had to process in the past. How was this used for reporting or decision-making processes; 2) Describe how you would work to establish relationships in a multi-service organisation. This can be demonstrated through your previous experiences. In your pitch, you will

incorporate how you meet the Behavioural Capabilities, Professional/Technical Skills and Knowledge components of the role. All applications are to be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Mark Harriott (02) 6207 3964 [mark.harriott@act.gov.au](mailto:mark.harriott@act.gov.au)

**Emergency Services Agency**

**ACT Ambulance Service**

**Ambulance Operations**

**Graduate Paramedic Intern**

**Graduate Paramedic Intern \$67,706 plus penalties, Canberra (PN: 09274, several)**

Gazetted: 08 May 2019

Closing Date: 31 May 2019

Details: The ACT Ambulance Service (ACTAS) is responsible for providing emergency and non-emergency ambulance services to the ACT community. The Graduate Paramedic Intern is the entry level position within the emergency operations arm of the ACT Ambulance Service. As an intern, you will be placed into a 15 – 18 month supported graduate program which includes a series of study blocks. Successful applicants will be engaged with appointment to ACT Government being subject to successful completion of all practical and theoretical components of the Graduate Paramedic Intern program (Nominal length of program is less than 18 months). For further information please email the Contact Officer.

Eligibility/Other Requirements: Applications are invited from University Graduates with a Bachelor degree in Paramedical Science (by whatever title), or equivalent post graduate qualification, to join the ACT Ambulance Service (ACTAS) as a Graduate Paramedic Intern. Applicants who are able to provide proof of enrolment in final semester of their studies will also be considered. Studies must have been undertaken with a tertiary institution currently accredited by, or provisionally accredited by, the Council of Ambulance Authorities.

Note: This position is a shift work position involving weekends and public holidays. Reasonable relocation expenses may be payable to successful interstate applicants to assist with relocation to the Australian Capital Territory. These positions are also entitled to salary packaging with fringe benefits tax-free threshold up to \$9095.00. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applications should be submitted prior to the advertised closing date and should be marked confidential. Please include a completed Application Coversheet; a two page A4 statement addressing the above two capabilities for this position, showing your experience and what you can bring to the position of Graduate Paramedic Intern with ACTAS (these capabilities are listed in the "Package"); a brief employment history/resume; copy of your Bachelor degree in Paramedical Science (by whatever title) or equivalent post graduate qualification academic transcript (to date); a scanned copy of your AHPRA registration or application receipt; a scanned copy of both sides of your Class C Driver's Licence; a points demerit transcript from the relevant motor registry authority in your State or Territory; evidence of current immunisations; which should include Tetanus and Hepatitis B completed Statutory Declaration; completed personal and medical information release consent form. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Greg Brown NA [esgraduateinternenquiries@act.gov.au](mailto:esgraduateinternenquiries@act.gov.au)

**ACT Courts and Tribunal**

**Magistrates Court**

**Civil Registry, Listing Cell**

**Registry Support Officer**

**Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 38925, several)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: The ACT Courts are seeking highly motivated client-focused Registry Support Officers with good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds. As a Registry Support Officer you will assist Team Leaders in: Performing administrative functions and working collaboratively across the Law Courts; providing procedural advice to clients and relevant agencies and proactively seeking assistance when required; undertaking computer based tasks with a high level of accuracy and work output; working within defined policy, legislation and guidelines; receiving, invoicing and

acquitting monies. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit four items: 1) ACT Government Application Coversheet; 2) statement of claim against each specified Selection Criteria (limited to two pages); 3) a current Curriculum Vitae; 4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items. When addressing the Selection Criteria you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role. Try not to duplicate information that can already be found in your Curriculum Vitae. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Renae Myers (02) 6207 1326 [renae.myers@courts.act.gov.au](mailto:renae.myers@courts.act.gov.au)

## Legislation, Policy and Programs

### Restorative Justice Unit

#### Director

#### Senior Officer Grade A \$143,116, Canberra (PN: 43800)

Gazetted: 03 May 2019

Closing Date: 10 May 2019

Details: The Restorative Justice unit Director is responsible for delivering the ACT's Restorative Justice Program. Restorative Justice is a process where parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and the implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The Restorative Justice unit is the dedicated government agency responsible for assisting the voluntary personal engagement of the people affected by a crime (victims, offenders, their families and the community) to provide a social context for addressing crime, its impacts and how to put things right. The responsibilities of the position include:

Manage a team of staff to conduct best practice restorative justice voluntary conferencing for victims and offenders in the ACT community.

Support sound decisions about suitability to proceed with a restorative justice option, including for matters of high seriousness and related risk.

Prepare high quality reports, submissions, briefs and correspondence to the Executive Group and Branch managers Legislation, Policy and Programs (LPP), Deputy Director-General, Director-General and the Minister.

Provide high level policy and program advice in relation to restorative justice.

Represent at a high level, the Directorate in its dealings with other agencies.

Ensure compliance with all relevant legislation including the *Crimes (Restorative Justice) Act 2004*, *Crimes (Sentencing) Act 2005* and the *Territory Records Act 2002*.

The ideal applicant will have a sound knowledge of restorative justice principles and processes; a sound knowledge of the broader criminal justice system and its impacts on offenders and victims; excellent communication and conflict resolution skills; the ability to manage strong emotions in group processes, and the ability to adhere to the principals of restorative justice to encourage outcomes that are safe, ethical and constructive. The person in this role is expected to work collaboratively, providing support to convenors and demonstrate an understanding of the person-centred client service restorative justice provides along with principles of workplace diversity, participative work practices and occupational health and safety.

Eligibility/Other Requirements: The Restorative Justice unit is conferencing cases that include domestic violence and sexual assault. It is advantageous for applicants to have experience and/or qualifications in these complex areas. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per Criteria, and current Curriculum Vitae listing two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Kelly Williams (02) 6207 0522 [kelly.williams@act.gov.au](mailto:kelly.williams@act.gov.au)

**Legislation, Policy and Programs  
Liquor, Racing and Gaming Policy  
Senior Policy Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 38743)**

Gazetted: 08 May 2019

Closing Date: 22 May 2019

Details: Legislation, Policy and Programs are seeking a motivated Senior Policy Officer to join the Liquor, Racing and Gaming Policy team at the Senior Officer Grade C level. Key priorities in this area include: Policy development; implementation of Government commitments; and monitoring, reviewing and reforming policy, legislative and regulatory settings applying to the ACT's liquor, racing and gaming industries. The successful applicant will provide high level analysis and advice to Government on liquor, racing and gaming issues; deliver legislative reforms; support relevant government boards and committees; promote positive relationships with key stakeholders; participate in or lead internal and external meetings and briefings, including stakeholder and intergovernmental meetings; and develop, implement and manage new projects and ongoing initiatives.

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit an Application Coversheet, written application addressing the Selection Criteria limiting responses to 350 words per criteria, and current Curriculum Vitae listing two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Julie Beddoe (02) 6207 4264 [julie.beddoe@act.gov.au](mailto:julie.beddoe@act.gov.au)

**City Renewal Authority**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Business Operations**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 55174)**

Gazetted: 02 May 2019

Closing Date: 16 May 2019

Details: The City Renewal Authority is seeking applications from suitable Administration Support Officers to join our Business Operations team. The Team provides business support to the Board, Senior Executives and Management within the Authority. The Business Operations team is involved in all day-to-day business matters for the Authority, including governance, finance, human resources, work health and safety, records management, legal advice, policies and procedures, risk management, facilities, security, internal audit and executive support. Reporting to the Assistant Manager Business Operations the Administration Support Officer's main responsibilities include the preparation of the internal and external budgeting and financial management, incorporating financial reporting, annual financial statements including notes and statement of performance, and development and implementation of financial policies.

Note: This is a temporary position available until 9 February 2020 with possibility of extension up to 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please submit an Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Annette Zerial (02) 6207 9274 [annette.zerial@act.gov.au](mailto:annette.zerial@act.gov.au)

**Finance**

**Financial Controller**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43283)**

Gazetted: 07 May 2019

Closing Date: 21 May 2019

Details: The City Renewal Authority is seeking applications from qualified financial professionals to join the Business Operations and Finance team as the Senior Finance Manager. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the Authority. Reporting to the Chief Operating Officer, the Senior Finance Manager's main responsibilities include the preparation of the internal and external budgeting and financial management, incorporating financial reporting, annual financial statements including notes and statement of performance, and development and implementation of financial policies.

Eligibility/Other Requirements: Mandatory: Tertiary qualification in related field. Completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

Desirable: Advanced skills using financial management information systems, experience with Oracle and TM1 will be highly regarded.

Notes: Selection may be based on application only. An order of merit will be established for filling identical vacancies within the next 12 months from this process. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please submit an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Annette Zerial (02) 6207 9274 [annette.zerial@act.gov.au](mailto:annette.zerial@act.gov.au)

### **Canberra Health Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Special Purpose Accounts**

##### **Research**

##### **IBD Principal Research Officer**

**Principal Research Officer \$97,967 - \$106,214, Canberra (PN: 30562)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position

The Inflammatory Bowel Disease (IBD) Principal Research Officer is responsible for the overall supervision of the IBD Research Laboratory and of individual projects, staff and students within the laboratory. Participation in research activities of the laboratory unit, including hands-on laboratory work, training of staff, literature review and data management.

Eligibility/Other Requirements

*Mandatory:*

Postgraduate Research Degree

Must have experience in the field of inflammatory bowel disease research.  
PhD and at least two years postdoctoral experience in biological science, preferably with microbiology and molecular biology as principal components of the qualification and experience.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Note

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

Contact Officer: Dr Paul Pavli (02) 5124 2094 paul.pavli@act.gov.au

## **Clinical Services**

### **Cancer and Ambulatory Communications**

#### **Ambulatory Care**

##### **Team Leader - Outpatients Plastics Service**

##### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 25312)**

Gazetted: 09 May 2019

Closing Date: 22 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Service 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 Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer and Ambulatory Support (CAS) and provides clinic based care to a wide variety of medical and surgical specialties. Nursing staff work across medical and surgical services including: neurology, neurosurgery, and endocrinology, general medicine, rheumatology dermatology, infectious diseases orthopaedics, plastics, vascular, urology, ear nose & throat and oral and maxillofacial. The RN2 team leaders in the Outpatients have a primary focus on one or more specialities but are expected to deliver flexible care across the department as necessary. The primary speciality focus for this position is the plastics service.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Tertiary qualifications (or equivalent) in advanced nursing in plastics, wound care or related field.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note

This is a temporary position available for seven months.

Contact Officer: Rosemary Rummery (02) 6244 4019 rosemary.rummery@act.gov.au

**Clinical Services**

**Women, Youth and Children**

**Women, Youth and Children, Community Health Programs**

**Year 7 Health Check Coordinator**

**Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 31305)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Overview of the work area and position

The Year 7 Health Check Coordinator (Y7HC) is an innovative new school based program that will monitor risk factors for chronic diseases, such as overweight and obesity, and assess the emotional wellbeing of children in the ACT. Secondary schools, in particular, represent a time in children's lives where significant life transitions are made such as adjusting to a new school, study schedules and social structures while navigating developmental and socio emotional changes associated with becoming adolescents. Any of these changes could make young people more vulnerable to emotional and wellbeing stress.

This position sits within the School Health team who deliver the High School. Immunisation Program and the Kindergarten Health Check and, from 2019, the Y7HC. The Y7HC coordinator will work closely with the Manager, CNC and Population Health colleagues in fine tuning the operational aspects of this program and with the with the Immunisation and Kindergarten Health Check coordinators in providing these services in ACT Schools. The position is based in the office at 1 Moore Street but you will divide your time between the office and schools, traveling in an ACT Government fleet vehicle.

Eligibility/Other Requirements

*Mandatory:*

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Current Driver's Licence

*Desirable:*

Experience in youth health and/or youth mental health

Immunisation qualification (knowledge of vaccines when working in the broader School Health Team is important).

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

This is a temporary position available from 30th May 2019 to 30th June 2021. The position is based in the office at 1 Moore Street but you will divide your time between the office and schools, traveling in an ACT Government fleet vehicle.

Contact Officer: Carolyn Thomas (02) 5124 1631 carolyn.thomas@act.gov.au

**Clinical Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Justice Health Services**

**Senior Primary Health Nurses**

**Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 10844)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Overview of the work area and position



The Justice Health Services Primary Health team is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary evidence, based service providing high quality primary health care, within Canberra's custodial and secure mental health environments.

At this level you will provide clinical care for Population Health services. This role requires a high level of clinical skills, reasoning, critical thinking and knowledge. The role is required to provide leadership and guidance for colleagues and stakeholders that aids the facilitation of ongoing development of excellence in clinical practice and optimal patient outcomes within this patient group.

The role requires collection and analysis of data to allow evaluating the progress of the role and team.

This role reports to the Justice Health Services Primary Health Assistant Director of Nursing RN 4.2

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment.

Post registration Nursing qualifications or evidence of planning to work towards a post registration qualifications relevant to Justice Health services as agreed by the Operational Director Justice Health Services

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*.

Current Driver's Licence

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Amanda Chase (02) 6205 3372 amanda.chase@act.gov.au

## **Clinical Services**

### **Medical Imaging**

#### **Clinical Development Nurse, Medical Imaging Nursing**

**Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 18535)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

Canberra Health Service 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Service is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Medical Imaging Department provides comprehensive services to patients and community members requiring diagnostic and procedural imaging.

Overview of the work area and position

Applications are sought from dynamic, highly motivated and experienced Nurses to work in an autonomous educational role within the Medical Imaging Department.

This challenging role requires a Registered Nurse with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting staff and student Nurses in the workplace. This position entails being approachable, demonstrating excellent communication skills, having a passion for sharing knowledge and educating others.

If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application. Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education. Please refer to the attached Duty Statement.

**Eligibility/Other Requirements:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Cert IV in Training and Assessment or other CHHS assessment qualification desirable.

Post Graduate qualification in clinical teaching is desirable.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

**Note:**

Selection may be based on application and referee reports only.

Contact Officer: Greg Morley 0439492056 greg.morley@act.gov.au

**Clinical Services**

**Rehabilitation Aged and Community Care**

**RACS Nursing**

**Registered Nurse Ward 11B**

**Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 09486, several)**

Gazetted: 09 May 2019

Closing Date: 20 May 2019

Details: About us

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah and the University of Canberra Hospital (UCH).

A Registered Nurse Level 2 is required to provide advanced nursing care consistently and competently to patients of varying complexity in Gerontology.

**Eligibility/Other Requirements**

**Mandatory:**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

**Desirable:**

Minimum of two years' experience in geriatric setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Mercy Lukose (02) 5124 2624 mercy.lukose@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Department of Cardiology**

#### **Registered Nurse Cardiology**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 23170)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us:

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:  
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

The Cardiac Catheter Laboratory is a clinical specialty area which provides diagnostic and interventional cardiac services. Cardiac Electrophysiology services are to commence in the coming year. Canberra Hospital has two laboratories, staffed by a specialised team of Interventional Cardiologists, Cardiac Electrophysiologists, Interventional Cardiovascular Nurses and Cardiac Scientists to provide services which assist in timely diagnosis and therapeutic intervention for patients with cardiovascular disease. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with a 24/7 Primary Percutaneous Coronary Intervention (PPCI) service for patients with ST Elevation Myocardial Infarction (STEMI).

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Minimum three years post registration experience including acute care and previous experience in Cardiac Catheter Laboratory nursing.

Please note prior to commencement successful candidates will be required to:

Obtain a Compliance Certificate from the Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases

Undergo a pre-employment Police check.

Contact Officer: Alison Baldwin (02) 5124 3691 alison.baldwin@act.gov.au

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Adult Mental Health Services**

#### **Social Worker**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31734)**

Gazetted: 09 May 2019

Closing Date: 21 May 2019

Details: About us

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services

Child and Adolescent Mental Health Services (CAMHS)

Dhulwa Mental Health Unit

Justice Health Services, and

Rehabilitation and Specialty Mental Health Services

Overview of the work area and position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

The successful applicant of the HP3 social work position is responsible for conducting skilled clinical assessments and delivering individual and group based social work interventions to people. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Discipline Principal Social Work (MHJHADS).

Eligibility/Other Requirements

*Mandatory:*

Degree in Social Work

Professional membership or eligibility for membership of the Australian Association of Social Workers (AASW).

Registration under the *Working with Vulnerable People Act 2011*

Applicants must have a minimum of three years (ideal five years) post qualification.

Current driver's license.

*Desirable:*

Experience of working within mental health in either an inpatient unit or community setting.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals

Comply with ACT Health occupational screening requirements related to immunisation

Note

This is a temporary position available for six months with the possibility of extension and/or permanency.  
Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

**Clinical Services**

**Critical Care**

**Critical Care Administration**

**Emergency Department Administration Manager**

**Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 19309)**

Gazetted: 09 May 2019

Closing Date: 15 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Six community health centres: providing a range of general and specialist health services to people of all ages.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department (ED), Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position

Canberra Hospital's Emergency Department is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries.

The Administration Manager role reports directly to the Operations Manager, Division of Critical Care. Under limited direction, the Emergency Department Administration Manager is responsible for the human resource management (staffing, rostering), financial administration (budgets, salaries and operational), performance management (key performance indicators), access and quality improvement activities for the administrative services within the Emergency Department.

Eligibility/Other Requirements:

Desirable:

Business Administration or Human Resource training or desire to complete.

Knowledge and experience with Health Professional Records Manager (aka, TRIM).

Knowledge and experience utilising Health IT systems (such as EDIS, ACTPAS and the Clinical Portal).

Current driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note

This vacancy was recently advertised under Req ID: 01IHE. Previous applicants will be considered and DO NOT need to re-apply. Selection may be based on written application and referee report only.  
Contact Officer: Lisa Gilmore (02) 6205 1648 [lisa.gilmore@act.gov.au](mailto:lisa.gilmore@act.gov.au)

**Clinical Services**

**Clinical Support Services**

**Sterilising Services**

**Training Officer**

**Technical Officer Level 3 \$72,017 - \$81,387, Canberra (PN: 11741)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements:

*Desirable:*

Certificate III in Sterilising and certificate IV training and assessment.

Adept in the use of Microsoft Office and IT support systems.

Experience in working with healthcare setting

Current driver's licence

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Note

This is a temporary position available for 12 Months with possibility of extension and/or permanency.

Contact Officer: Aishwarya Konakalla (02) 6213 3295 [konakalla.aishwarya@act.gov.au](mailto:konakalla.aishwarya@act.gov.au)

## **Operational Support**

### **Operational**

#### **Revenue and Financial Support**

##### **Visiting Medical Officers Administration Support**

###### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 43234)**

Gazetted: 09 May 2019

Closing Date: 21 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

Revenue and Hospital Financial Services encompasses several area including VMO auditing, Private Practice and Medical Expenses Administration, management of the Interstate Patient Travel Assistance Scheme (IPTAS) and other associated payments to Medical Specialists. The unit reports through to the CHS Chief Finance Officer (CFO). This position will support the Visiting Medical Officers (VMO) audit officer and provide back up for the Interstate Patient Travel Assistance Scheme officer. Using the Patient Administration System (ACTPAS) and clinical records (CRIS) audit invoices from VMO to ensure accuracy and compliance. Using the Purchasing System (PICS) receipt payments to be made to the VMO and send to Shared Services for payment. Calculate and prepare the quarterly superannuation payments and advices for the VMO's.

Eligibility/Other Requirements

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Clare Crawford (02) 5124 9016 [clare.crawford@act.gov.au](mailto:clare.crawford@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Intensive Care**

##### **Intensive Care Unit Nurse - Foundation Program**

###### **Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 29565)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: About us

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Six community health centres: providing a range of general and specialist health services to people of all ages.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position

The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The ICU is a core member of Australia and New Zealand Intensive Care Society (ANZICS).

The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma.

The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

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

*ICU Foundation Program*

The ICU Foundation Program in 2019 will comprise of a 12 month course that provides a supportive framework and dynamic learning opportunities for nurses wishing to transition to the ICU environment.

The Canberra Hospital is an acute care teaching hospital and tertiary referral centre. Intensive Care services exposes successful applicants to a wide spectrum of critically ill, medical, trauma, emergency and elective surgical patients. Participants will be supported by specialty clinical development nurses and preceptors throughout the 12 month program.

Eligibility/Other Requirements

Mandatory:

Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA).

12 months Hospital based Registered Nurse experience

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

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

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

## **Clinical Services**

**University of Canberra Hospital**

**Centre for Rehabilitation**

**Registered Nurse**

**Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 43889, several)**



Gazetted: 09 May 2019

Closing Date: 14 May 2019

Details: About us

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery or injury, or experiencing mental illness.

We are looking for enthusiastic and experienced nurses to fill positions at the Registered Nurse Level 1.

Eligibility/Other Requirements

*Mandatory:*

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

*Desirable:*

Hold a current drivers licence

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Note

There are part time and full time permanent positions available. The salary noted above will be paid pro rata for part-time hours. All positions work a 24/7 rotating roster, including a regular contribution to night shift. The successful candidates may be selected based on application and referee report only.

Contact Officer: Katherine McKinnon (02) 5124 0033 katherine.mckinnon@act.gov.au

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Justice Health Services**

##### **Registered Nurse**

##### **Registered Nurse Level 1 \$66,185 - \$88,410, Canberra (PN: 37315, several)**

Gazetted: 09 May 2019

Closing Date: 6 June 2019

Details: About us

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

Overview of the Work Area and Position

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The DMHU is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the Mental Health, Justice Health, Alcohol and Drug Services Division.

In this position it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements:

Mandatory:

Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA).

Minimum 12 months nursing experience within a forensic, acute or mental health setting.

Current driver's licence.

Desirable:

Co-morbidity or Alcohol and Drug Service experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

These positions are full time shift working positions with Secure Mental Health Services. There are several temporary positions available. Successful applicants will be expected to work rotationally at both Dhulwa Mental Health Unit and the Extended Care Unit

Contact Officer: Tasha Lutz (02) 5124 1863 tash.lutz@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Surgical Administration**

##### **Receptionist - Pre-Admission Clinic**

##### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 29730)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and

Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Surgery 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.

The Surgical Bookings Department maintains the Elective Surgery Waiting List for the Canberra Hospital and co-ordinate theatre bookings and associated equipment requirements for individual surgical specialists.

Overview of the work area and position

Under direction of the Assistant Director of Nursing – Surgical Bookings, the Receptionist will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements

*Desirable:*

Experience with Dictaphone typing.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

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

Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Medical Staff**

##### **Personal Assistant - Department of General Surgery**

##### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 21214)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Surgery 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 and the Trauma and Orthopaedic Research Unit.

Most clinical units are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians.

Overview of the work area and position

Under direction of the consultant, the Personal Assistant will provide administrative support to the unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements

Desirable:

Experience with Dictaphone typing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

Selection may be based on application and referee reports only.

Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

## **Clinical Services**

### **Surgery and Oral Health**

#### **Operating Room**

##### **Personal Assistant to Assistant Director of Nursing**

##### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 23712)**

Gazetted: 09 May 2019

Closing Date: 21 May 2019

Details: About us

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

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region.

The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Oral and Maxillofacial Unit, are supported by Personal Assistants or Office Management staff, who coordinate the Office of busy clinicians.

Overview of the work area and position

The successful applicant will be required to work effectively as Personal Assistant to Assistant Director of Nursing – Perioperative Unit. Duties would include high level administrative and secretariat assistance, diary management, coordination of sectional activities and undertake minor research and project tasks as required. A provision of high quality customer service to patients and stakeholders who contact the Unit is required.

Eligibility/Other Requirements

Desirable:

Knowledge of perioperative processes and experience working with ACTPAS and Microsoft Office Suite would be advantageous.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy (OMU)  
Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*  
Contact Officer: Rebecca Scaysbrook (02) 5124 4175 rebecca.scaysbrook@act.gov.au

## **Rehabilitation, Aged and Community Services**

### **Allied Health**

#### **Exercise Physiologist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40382)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes University of Canberra Hospital, The Canberra Hospital, and Community Health Centres. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: care, excellence, collaboration and integrity.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, opened in July 2018, is designed to meet the needs of our ageing and growing population in a sub-acute setting.

Overview of the work area and position

The RACS Rehabilitation service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. We provide assessment and therapeutic intervention for client populations in both rehabilitation and aged care settings. Exercise Physiology positions based at the University of Canberra Hospital will rotate through the RACS services, including inpatient wards, mental health services and outpatient services. The RACS exercise physiologists work closely with RACS physiotherapists and the multidisciplinary team.

Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include;

Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team.

Promoting individual or group service delivery.

Applying knowledge, skills, professional judgement and initiative in the delivery of routine services.

Clinical supervision is provided by the HP3 Exercise Physiologist at UCH, with informal and formal professional development opportunities available weekly.

Summary of duties

Work as an exercise physiologist at the University of Canberra Hospital (UCH) across rehabilitation services and mental health services.

Participate in staff movement and rotations to ensure appropriate skill mix within the team and provide backfill for leave.

Deliver a quality patient focused rehabilitation service to a variety of patients, including mental health patients, with a variety of needs, by means of involving patients in their rehabilitation through individual goal setting and treatment modification.

Support colleagues and other members of the treating team through excellent communication (both written and verbal), collaboration and education.

Work flexibly across inpatient and day patient settings.

Please read eligibility requirements in duty statement carefully before applying.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar.

Eligible for accreditation with Exercise and Sports Science Australia (ESSA).

Current drivers licence.

Desirable:

At least one year of full-time equivalent work experience as an Exercise Physiologist.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for Allied Health Professionals.

Note:

This is a full-time position (8.30 start, 16.51 finish), weekend working may be required. Rotation duration is usually six months for HP2 level, but this may vary according to service needs and staff skill mix. 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 Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Contact Officer: Judy Stone (02) 5124 0074 judy.stone@act.gov.au

## **Rehabilitation, Aged and Community Services**

### **Allied Health**

#### **Physiotherapy Assistant**

**Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40179)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes University of Canberra Hospital, The Canberra Hospital, and Community Health Centres. Our staff are committed to the delivery of health services that reflect Canberra Health Services' values: care, excellence, collaboration and integrity.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, opened in July 2018, is designed to meet the needs of our ageing and growing population in a sub-acute setting.

Overview of the work area and position

The RACS Rehabilitation service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations,

musculoskeletal injuries, mental health issues and chronic conditions. We provide assessment and therapeutic intervention for client populations in both rehabilitation and aged care settings. Under the direct or indirect supervision of an Allied Health Professional, the Physiotherapy Assistant plays a key role in the day to day functioning of the rehabilitation team, working flexibly and effectively, whilst demonstrating knowledge, skills, attitudes and experience related to allied health assistance at an advanced level.

Responsibilities include, but not limited to setting up and monitoring patients undertaking exercise either one on one or in a group setting; provision of educational materials to patients and their relatives; assisting with intake and clinic management; computer-based data entry and clinical file documentation; equipment ordering and maintenance; assisting patients to walk with a variety of mobility aids.

An opportunity is available for an energetic and enthusiastic person to join the physiotherapy and exercise physiology rehabilitation team.

The successful candidate will have worked across a variety of services including, but not limited to, aged care and rehabilitation in both an inpatient and outpatient setting. This position is based at the University of Canberra Hospital in Bruce, ACT. Duties include both administrative tasks and hands on therapy.

The Physiotherapy Assistant may be required to work flexibly across services and locations. Clinical supervision is provided by an Allied Health Professional (AHP) within the team.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance (Physiotherapy), or equivalent.

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*.

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

Note:

This is a temporary position available for a period of 12 months with the possibility of extension. This position will be required to participate in overtime, weekend, on call and/or rotation roster. The successful candidate will be expected to rotate through other services and locations within RACS. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Contact Officer: Judy Stone (02) 5124 0074 [judy.stone@act.gov.au](mailto:judy.stone@act.gov.au)

## **Clinical Services**

### **Pathology**

### **Specimen Reception**

### **Data Entry Operator**

### **Technical Officer Level 1 \$56,990 - \$59,749, Canberra (PN: C06842)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of

Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

ACT Pathology is a division of the Canberra Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community.

Overview of the work area and position

The Centralised Specimen Reception Department within ACT Pathology is responsible for accurate and efficient entry of pathology requests, preparation and dispatch of patient samples and clinical trial samples, receipt and entry of referred test results and distribution of pathology results via telephone enquiries.

Under the direction of Specimen Reception Manager, the Specimen Entry Operator plays a key role maintaining processes and procedures and is predominantly responsible for the registration of specimens into the laboratory interface system (LIS), distributing these specimens within the required laboratory areas and answering phone queries regarding pathology samples or results. The role will require participation in a 24 hour/7day roster.

Eligibility/Other Requirements

*Desirable:*

Previous experience in the use of Pathology computer databases.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note

An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Moira Begg (02) 5124 3992 [moria.begg@act.gov.au](mailto:moria.begg@act.gov.au)

## **Clinical Services**

### **Pathology**

#### **Molecular Pathology**

##### **Technical Officer**

**Technical Officer Level 1 \$56,990 - \$59,749, Canberra (PN: 42946)**

Gazetted: 09 May 2019

Closing Date: 22 May 2019

Details: [About us](#)

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

Overview of the work area and position

ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region.

The Molecular Pathology laboratory is a tertiary facility performing highly complex time consuming investigations primarily in the area of molecular Microbiology. A combination of automation for high volume PCR assays and manual techniques for more specialised PCR assays are utilised by the laboratory.

Under direction, the successful applicant will be required to run and maintain laboratory instrumentation, instrument troubleshooting, running of quality control materials, temperature monitoring, stock control, maintaining clean work areas and processing patient samples.

Eligibility/Other Requirements

**Mandatory:**

An associate diploma, science degree or equivalent medical laboratory science qualification.

**Desirable:**

Experience in Molecular techniques and procedures would be advantageous.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.



Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.  
Note

The laboratory routinely operates Monday to Friday however there is a requirement to work out of hours (Saturday and Sunday) due to seasonal variation. The successful applicant will be required to participate in the after-hours roster.

Contact Officer: Jennifer Ridgway (02) 5124 3705 [jennifer.ridgway@act.gov.au](mailto:jennifer.ridgway@act.gov.au)

## **Clinical Services**

### **Women, Youth and Children Community Health Programs**

#### **Central Regional Team**

##### **Administrative Officer, School Health Team**

##### **Administrative Services Officer Class 2 \$55,189 - \$60,941, Canberra (PN: 20885, several)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: [About us](#)

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

Overview of the work area and position

These positions sit in the broader Central Regional Team which provides a variety of services for children and young people in the ACT including the School Youth Health Nurse Program, Audiometry Nurse Service, Healthcare Access At School and the Children's Asthma Education Service.

These positions will be within the School Health Team who deliver the High School Immunisation Program, the Kindergarten Health Check and the Year 7 Health Check. The Administrative Service Officer 2 position provides a key administrative role, working closely with the administration team and registered nurses to ensure the smooth delivery of these programs. You will be well supported in the role by the Administrative Service Officer 3, other Administrative Service Officer 2s, program coordinators and the Central Team Manager and Clinical Nurse Consultant.

Year 7 Health Check

The Y7HC is an innovative new school based program that will monitor risk factors for chronic diseases, such as overweight and obesity, and assess the emotional wellbeing of children in the ACT.

School Immunisation Program

High school students in the ACT are offered free vaccinations as part of the national immunisation program in years 7 and 10. The School Health Immunisation team of nurses offers these vaccines at schools with parental consent.

Kindergarten Health Check

Registered Nurses conduct a Kindergarten Health Check at all ACT schools, with parental consent. The Kindergarten Health Check includes vision, hearing, height, weight and BMI.

Eligibility/Other Requirements:

Mandatory:

Current driver's licence

Desirable:

Ability to type with speed, efficiency and safety for yourself

Experience in Microsoft applications; in particular Excel, Word and Outlook

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A

Note:

There are two positions available, one permanent part-time at 22:05 hours per week and the full-time salary noted above will be paid pro rata and one temporary full-time available for a period of two years.

Contact Officer: Stephanie Edwards (02) 5124 7491 [stephanie.a.edwards@act.gov.au](mailto:stephanie.a.edwards@act.gov.au)

**Infrastructure Management and Maintenance  
Communications and Engagement**

**Receptionist - Health Information Service**

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296, Canberra (PN: 25132)**

Gazetted: 09 May 2019

Closing Date: 9 May 2019

Details: About us:

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position:

The Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive officer of Canberra health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

The Finance and Business Intelligence Branch has been established to implement a management approach within the CHS Directorate that supports how CHS plans, budgets, allocates and manages both activity and financial resources to deliver safe and high-quality health service for the ACT Community.

The Business Intelligence Unit (BIU) manages data and reporting and aims to be a centre of excellence for provision of key operational and strategic support information throughout CHS through the development of operational performance dashboards both for reporting and analysis including the ability to undertake predictive modelling and forecasting to address future demand growth.

The Financial Management Unit (FMU) are finance business professionals who work closely with particular divisions and underlying business units creating an active partnership with operations and management. Their role includes monthly reporting, budget development and planning, liaison, contribute to the development of business cases to support service developments and enhancements for the Division.

Revenue and Hospital Financial Services (R&HFS) provides a range of business and financial services including; Interstate Patient Travel Assistance Scheme (IPTAS), VMO claims auditing and receipting, eligible educational activity requests funded through various sources, financial reporting and liaison for Special Purpose Accounts. Patients Accounts and Debt Recovery raise and perform debt recovery functions for hospital accommodation and medical service invoicing. The office also provides administrative support, training and advice to the divisions on billing process/guidelines in a public health facility.

The Health Information Service provides a range of services including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes.

The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised ACT Health clinical record and is based at Canberra Hospital. The community-based Clinical Records Unit (CRU) is a sub unit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). The Health Information Service provides a range of services including scanning and health record management, clinical coding and casemix data generation,

patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes.

Under general direction of the Deputy Director, Health Information Service the Receptionist is responsible for coordinating all activities at the department's reception, including:

answering all telephone calls from members of the public, health professional staff, solicitors, police etc and actioning or re-directing as appropriate

dealing with all face-to-face enquiries from members of the public and health professional staff

the faxing and dissemination of relevant clinical information to patients GPs for the ongoing care of the patient

maintaining throughput statistics, performance of record filing accuracy audits and other audits as requested

receipting of clinical records of discharged patients in an accurate and timely manner

You will require excellent attention to detail, a good understanding of the ACT Public Health environment,

previous experience using clinical information systems and medium to high level computer skills in a range of

software applications including Word, Excel and Outlook.

Personal Attributes:

To be successful in this position, it is expected that the successful candidate will have the following attributes:

Strong organisational skills with a high degree of drive

Ability to multitask in a busy reception role, dealing with face-to-face enquiries, telephone enquiries, emails and faxed requests simultaneously

Qualifications and experience:

Desirable:

Previous experience working as a Receptionist in a hospital, medical practice or similar environment.

Experience in Microsoft Office and other health related applications

Please note prior to commencement successful candidates will be required to:

undergo a pre-employment Police check.

Please note - This position is available for 8 months with possible extension and is a full-time position working a 7:00am to 3:21pm weekday shift. Applicants must be able to work these hours to be considered.

Contact Officer: Gloria Spyropoulos (02) 5124 3331 gloria.spyropoulos@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Neurology Booking and Scheduling Officer**

**Administrative Services Officer Class 2 \$55,189 - \$60,941, Canberra (PN: 23699)**

Gazetted: 09 May 2019

Closing Date: 21 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Six community health centres: providing a range of general and specialist health services to people of all ages.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Canberra Health Services 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.

CHS Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region.

Overview of the work area and position

Under general direction you will be responsible for the booking and scheduling of patient appointments as well providing general reception duties, receive and filter incoming calls and provide a high level of customer service to the Neurology Department.

Eligibility/Other Requirements

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Contact Officer: Andrew Barrow (02) 5124 2063 [andrew.j.barrow@act.gov.au](mailto:andrew.j.barrow@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Critical Care Administration**

#### **Emergency Department Administration**

#### **Administrative Services Officer Class 2/3 \$55,189 - \$67,296, Canberra (PN: 20959, several)**

Gazetted: 09 May 2019

Closing Date: 22 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Six community health centres: providing a range of general and specialist health services to people of all ages.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department, Medical Emergency Team, Early Recognition of the Deteriorating Patient program, Trauma Services and the Capital Region Retrieval Service.

Overview of the work area and position

The Emergency Department Administration Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, 7 days a week.

The positions reports to the ED Administration Manager, Division of Critical Care.

Applicants will need to participate in the administrative activities within the Emergency Department such as patient registration, bed management, discharge patients and the coordination of medical records within a discreet unit to achieve the provision of high quality customer service 24 hours a day, 7 days a week.

Eligibility/Other Requirements

**Mandatory:**

The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

**Desirable:**

Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential; and

Knowledge of the Emergency Department Information System is desirable but not essential;

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

**Note**

These are temporary positions available for 12 month with the possibility of extension and/or permanency.

Candidates interested in night shifts are strongly encouraged to apply.

Contact Officer: Sarah Ryan (02) 5124 4115 sarah.ryan@act.gov.au

**Clinical Services**

**University of Canberra Hospital**

**Centre for Rehabilitation**

**Assistant in Nursing, University of Canberra Hospital**

**Assistant in Nursing \$50,916 - \$52,639, Canberra (PN: 40249, several)**

Gazetted: 09 May 2019

Closing Date: 15 May 2019

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 University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region.

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 the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

University of Canberra Hospital is Canberra's first purpose-built rehabilitation hospital and supports people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill positions at the AIN level. We have both part time and full time permanent positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift.

Eligibility/Other Requirements

**Mandatory:**

Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent.

Must hold a current driver's license and have a safe driving record.

Be registered under the Working for Vulnerable People Act.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note

The successful candidates may be selected based on application and referee report only.

Contact Officer: Katherine McKinnon (02) 5124 0033 [katherine.mckinnon@act.gov.au](mailto:katherine.mckinnon@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Acute Support Services**

##### **Nutrition Assistant**

##### **Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: C08672, several)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: [About us](#)

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

The Nutrition Department at the Canberra Hospital is seeking to attract committed, hardworking people with a good eye for detail and with an interest in food and nutrition to work as a Nutrition Assistant. This role supports the Dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet meal services, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry; patient visits with documentation, reception and other administrative duties.

Nutrition assistants of the Canberra Hospital Nutrition Department operate the Special Diet Service, Infant Feeding Service and undertake other general duties to support the operations of the Nutrition Department including direct client visits, general office and administrative duties and stock/equipment management.

Canberra Health Services supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements

Mandatory:

- Relevant Certificate III or other equivalent qualification.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check;

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals; and

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

## Notes

This is an expected vacancy for casual, permanent and temporary positions and an order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Applicants must be able to work a variable shift work roster between 6:00am – 6:30pm over seven days of the week.

Contact Officer: Andrew Slattery (02) 5124 2544 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## Clinical Services

### Surgery and Oral Health

#### Medical Staff

#### Trainee Perfusionist

#### **Cadet – Practical Training \$45,707 - \$50,280, Canberra (PN: 34411)**

Gazetted: 09 May 2019

Closing Date: 21 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The Division of Surgery 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.

Overview of the work area and position

The Cardiac Surgery Department of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. The Cardiac Surgery faculty currently consists of two consultants, three registrars and two perfusionists, as well as one full time secretary.

Eligibility/Other Requirements

*Mandatory:*

Bachelor of Medical Science/Applied Science

Eligible for Certificate of Clinical Perfusion - Australian Board of Cardiovascular Perfusion.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Note

This is a temporary position available for three years with possibility of extension and/or permanency. The successful candidate is required to complete the two year certificate of clinical perfusion- Australasian Board of Cardiovascular Perfusion (ABCP).

Contact Officer: Shannon Dougan (02) 5124 3207 [shannon.dougan@act.gov.au](mailto:shannon.dougan@act.gov.au)

## **Clinical Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Mental Health Services**

##### **Senior Manager Forensic Mental Health Services**

**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 36318)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us:

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

Forensic Mental Health Services (FMHS) is a specialist mental health service comprising four separate teams that provide mental health services in custodial and community settings:

Court Assessment and Liaison Service

Alexander Maconochie Centre Forensic Mental Health Service

Bimberi Youth Justice Forensic Mental Health Service

Forensic Community Outreach Service

FMHS is a part of Justice Health Services which is in the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division. At this level you will provide senior leadership for the clinical and administrative operations of the Forensic Mental Health Team. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements

*Mandatory:*

Registration with the Australian Health Practitioner Regulation Agency (AHPRA) or the relevant National Board where required.

Minimum 12 months leadership/management experience.

*Desirable:*

Previous management experience within a health setting.

Holds or is working towards post graduate management qualifications.

A current drivers Licence.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

This is a temporary position available for six weeks with possibility of extension.

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

## **Clinical Services**

### **Allied Health Adviser**

#### **Professional Leads Physiotherapy, Psychology, Social Work, Occupational Therapy and Nutrition**



**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 43978, several)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:  
The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

The Executive Director Allied Health Office provides professional and strategic leadership, advice and advocacy to Canberra Health Services, the ACT Health Directorate and ACT Government in relation to allied health related matters. Under the leadership of the Executive Director of Allied Health, these positions are accountable for professional leadership and support strategic planning and workforce development for their profession across CHS.

Through the Executive Director of Allied Health, the Professional Leads provide high level professional engagement and advice to the Chief Allied Health Officer as required. Willingness and capacity to provide objective, factual advice on profession specific matters is essential.

Eligibility/Other Requirements

*Mandatory:*

For registered professions

Appropriate qualification in the relevant profession and hold current registration with the Australian Health Practitioner Regulation Agency (AHPRA).

or

For self-regulated professions

Appropriate qualification in the relevant profession, and eligible for membership of the relevant professional association.

*Desirable:*

Membership of the relevant professional association and relevant post-graduate qualification(s).

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals; and

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note

These positions are temporary positions for a two year tenure period. The Profession Lead component enables a higher duties arrangement where the applicant is at HP4 level. Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in their allied health professional group. Applicants will also need to demonstrate capacity to undertake the responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that successful applicants to these roles will retain their current operational reporting lines and responsibilities and professionally report to the Executive Director Allied Health, CHS.

Selection to these positions may be based on written application and referee reports only. Salaries for these positions are paid based on a top up from a CHS HP4 position to a CHS HP5 position. Prospective applicants who

are not currently working in a HP4 position at CHS should enquire with the contact officer specifically about this, including how this may apply to their individual circumstances.

All prospective applicants are strongly encouraged to contact the contact officer for these positions to discuss the position prior to submitting an application.

Contact Officer: Kerry Boyd (02) 6205 0893 kerry.boyd@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Clinical**

##### **Clinical Care Coordinator**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 38050)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

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

Overview of the work area and position

Ward 8B is a 26 bed unit, which manages General Medicine patients including drug and alcohol, toxicology and medically unwell mental health patients.

The Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment. The Clinical Care Coordinator will work closely with the CNC, CDN and members of the MDT to ensure the delivery of best evidence based clinical care.

Eligibility/Other Requirements

*Mandatory:*

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

*Desirable:*

Holds or is working towards a tertiary management and/or nursing qualification

Proven advanced clinical experience in a leadership role

Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police check.

Contact Officer: Clare Gallagher (02) 6205 9326 clare.gallagher@act.gov.au

## **Clinical Services**

### **Critical Care**

#### **Intensive Care Unit**

##### **Clinical Care Coordinator**

##### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 21144)**

Gazetted: 09 May 2019

Closing Date: 22 May 2019

Details: About us

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

Canberra Hospital and Health Services 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 CHS include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care;

Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the Deteriorating Patient Program).

Overview of the work area and position

The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching.

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the patient flow in the Intensive Care Unit to facilitate timely access to critical care beds.

Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision as well as maintain accountability for their own practice standards, education and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements

Mandatory

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable:

Holds or progressing towards a tertiary qualification at Masters

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Comply with CHS Occupational Assessment, Screening and Vaccination policy.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Note

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

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

## **Clinical Services**

### **Clinical Support Services**

#### **Logistic Support**

#### **Operations Manager**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 27896)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Overview of the work area and position

Logistic Support Services is a section within Infrastructure and Health Support Services (I&HSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply.

Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The successful candidate will be based at Mitchell and the Canberra Hospital.

The Operations Manager Supply Services is a multi-disciplinary coordinator role and is responsible for the day-to-day activities of the Supply Services Mitchell Warehouse and Supply Services at the Canberra Hospital. The position is responsible for overseeing the day-to-day rostering, management and Human Resources for Supply Services, as well as supply chain continuity.

Eligibility/Other Requirements

*Desirable:*

A minimum of five years' experience in Supply Chain management or equivalent logistics / product handling roles is highly desirable.

Duties of the position include the requirement to occasionally drive vehicles, therefore possession of a class MR/HR/MC driver's licence and a forklift licence would be highly desirable, or a willingness to obtain one.

Qualifications and Certifications in Manual Handling, Work Health and Safety, Supply Chain Management and Procurement would be highly regarded, as well as advanced Spreadsheet, Report writing and advanced HR skills.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Permanent officers will be considered for a temporary vacancy in the first instance. Where a suitable permanent officer can undertake a temporary role, this must take precedence over a temporary employee undertaking that role. Refer *section 106 Public Sector Management Act*. This recruitment process may be used for vacancies to fill a position for up to 12 months.

Contact Officer: Avnita Nand (02) 5124 3474 amrita.nand@act.gov.au

## **People and Culture**

### **Expenditure Review**

### **Employment Services**

### **Employee Relations Manager**

### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 19561)**

Gazetted: 09 May 2019

Closing Date: 10 May 2019

Details: About us:

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.

- A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

The People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across Canberra Health Services.

Working closely with other Canberra Health Services Division's the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment.

The Branch also plans, designs, communicates and monitors Canberra Health Services Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable Canberra Health Services to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams.

Canberra Health Services People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner. The successful applicant will be responsible for providing advice and assistance to Managers and Executives about the employment framework and how to manage workplace issues primarily around preliminary assessment stage and underperformance process. Provide advice and assistance to Managers and Executives on general HR matters.

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

Personal Attributes:

To be successful in this position, it is expected that the successful candidate will have the following attributes:

- Strong organisational skills with a high degree of drive.
- Adaptability and flexibility to accommodate competing demands.
- Sound communication, liaison and negotiation skills.

Experience and skill in being an effective team collaborator and contributing to successful team dynamic.

Qualifications and experience:

Please note prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Sean McDonnell (02) 5124 9911 Sean.McDonnell@act.gov.au

## **ACT Health**

**Selection documentation for the following positions may be downloaded from**

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

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

**Health Systems Policy and Research**

**Public Health Protection and Regulation**

**Health Protection Service**

**Health Service Officer**

**Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 23703, expected vacancy)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position

Public Health, Protection and Regulation (PHPR)

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

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.

Health Protection Service

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

ACT Government Analytical Laboratory (ACTGAL)

ACTGAL undertakes scientific analyses in the areas of:

Air quality monitoring;

Asbestos;

Microbiology food, water and outbreak investigations;

Toxicology;

Forensic chemistry including illicit drugs.

To provide scientific data to support the activities of various Health Protection Service sections and ACT government agencies. These data are used to formulate policy, conduct prosecutions under various ACT and Commonwealth legislation and determine compliance with both National and ACT Standards and Guidelines. The position performs a support role within the Microbiology Unit responsible for cleaning and sterilisation of equipment and laboratory glassware.

Eligibility/Other Requirements

*Mandatory:*

Must hold a current driver's licence.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Note

This is a two month temporary expected vacancy with the possibility of extension and/or permanency.

Contact Officer: Natasha Waters (02) 5124 9176 natasha.waters@act.gov.au

## **Health Systems Policy and Research**

### **Health System Planning and Evaluation**

#### **Territory Wide Service Framework**

#### **Senior Planning Officers**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 39715, several)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future. ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

Overview of the work area and position

The Health Service Planning Unit is responsible for assessing Territory wide health service needs, developing Territory wide plans and model of care and informing priorities for service development, service redesign and infrastructure investment as well as supporting operational level service planning.

Health service planning aims to ensure that health service delivery at the individual service and system level meets the needs of a population over time. It involves analysis of:

Health service needs according to demographic, burden of disease and socio-economic considerations

Demand and supply including modelling projected activity to assess changing demand for health services

Service gaps and opportunities for redesign to improve service provision

Emerging trends in health service delivery against best practice

Capital planning for health service provision

The Senior Health Planning Officer will work as part of a team responsible for development of health service plans, specialty service plans, capital gap analysis and models of care including implementation plans. The selected applicant will be confident in working both collaboratively and independently as required, will have highly developed written and verbal communication and analytical skills, a good understanding of the health service system and operational context and good understanding of health planning processes.

Eligibility/Other Requirements

*Desirable:*

Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable.

Experience in project management and strong skills, knowledge and experience in health service planning processes, issues, and developments in the health sector in Australia.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Contact Officer: Sarah Galton (02) 5124 9877 sarah.galton@act.gov.au

## **Corporate Services**

### **Commissioning and Performance**

#### **Business Intelligence Corporate**

##### **Director - National Submission Section**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 09954)**

Gazetted: 09 May 2019

Closing Date: 23 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. The ACT Health Directorate provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The ACT Health Directorate develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

The ACT Health Directorate has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long-term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Commissioning and Performance Division will develop and administer the commissioning system through which the ACT health services receive funding from the ACT Government. The division will develop and monitor a performance framework, and systems to support and monitor the performance of all funded health services.

The Director of the National Submissions Section within the Health System Performance Branch is responsible for managing the ACT Health Directorate's responsibilities with regard to the submission of funding and activity data to relevant national bodies in line with appropriate standards and specifications.

A key focus of the role is the timely provision and analysis of data to meet national reporting and service requirements.

Eligibility/Other Requirements

*Mandatory:*

Data analysis experience and experience in managing large datasets

Bachelor's degree or Master's degree in a relevant discipline such as Analytics, Mathematics, Finance or Economics or demonstrated equivalent experience.

Structured Query Language experience

*Desirable:*

Experience with data in a Health setting environment

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check

Contact Officer: Emily Harper (02) 5124 9541 [emily.harper@act.gov.au](mailto:emily.harper@act.gov.au)

**Corporate Services**

**Commissioning and Performance**

**Business Inelegance Corporate**

**Assistant Director, Sustainable Funding and Insights**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 34187)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us



The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. The ACT Health Directorate provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The ACT Health Directorate develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

The ACT Health Directorate has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position

The Corporate Services Group performs a critical enabling function for the long-term success and sustainability of the ACT Health Directorate and the ACT health system. This Group is responsible for financial planning, budgeting and reporting; commissioning and evaluating the performance of public health services; strategic human resource management; digital solutions; strategic infrastructure and procurement; service demand planning and modelling; data management and activity-based performance; governance and risk management.

The Commissioning and Performance Division will develop and administer the commissioning system through which the ACT health services receive funding from the ACT Government. The division will develop and monitor a performance framework, and systems to support and monitor the performance of all funded health services.

The Assistant Director, Sustainable Funding and Insights within the Health System Performance Branch, is responsible for leading the delivery of relevant and timely information to support the ACT Government in meeting the needs of the community.

A focus of the area is to work with key stakeholders including clinicians, policy makers, service providers and researchers to improve service performance, enhance transparency and inform governance and oversight through access to meaningful information and insights.

Eligibility/Other Requirements

Desirable:

Bachelor's Degree or Master's Degree in a relevant discipline such as Analytics, Mathematics, Finance or Economics or demonstrated equivalent experience.

Health sector work experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

Selection may be based on application and reference only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Emily Harper (02) 5124 9541 emily.harper@act.gov.au

**Health Systems Policy and Research**  
**Health Systems, Planning and Evaluation**  
**Territory Wide Service Framework**  
**Health Planning Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 39711)**

Gazette Date: 9 May 2019

Closing Date: 20 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

Overview of the work area and position

The Health Service Planning Unit is responsible for assessing Territory wide health service needs, developing Territory wide Plans and model of care and informing priorities for service development, service redesign and infrastructure investment as well as supporting operational level service planning.

Health service planning aims to ensure that health service delivery at the individual service and system level meets the needs of a population over time. It involves analysis of:

Health service needs according to demographic, burden of disease and socio-economic considerations

Demand and supply including modelling projected activity to assess changing demand for health services

Service gaps and opportunities for redesign to improve service provision

Emerging trends in health service delivery against best practice

Capital planning for health service provision

Eligibility/Other Requirements

Desirable:

Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Contact Officer: Sarah Galton (02) 5124 9877 [sarah.galton@act.gov.au](mailto:sarah.galton@act.gov.au)

**Health Systems Policy and Research**

**Policy Partnerships and Programs Branch**

**Aboriginal and Torres Strait Islander Health Policy**

**Senior Policy Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 34229, several)**

Gazetted: 09 May 2019

Closing Date: 16 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. The Health Directorate provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

The Health Directorate develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

The Health Directorate has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million-dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position:

The Policy Partnerships and Programs Branch (PPPB) is responsible for providing policy advice to ACT Health and the ACT Government to meet the health and well-being needs of the community.

This includes, and is not limited to the provision of strategic health policy advice, project development and management, procurement of non-government services, and liaison with government, nongovernment and private sector stakeholders.

The PPPB comprises of the Strategic Health Policy Unit, the Mental Health Policy Unit and the Aboriginal and Torres Strait Islander Practice Centre.

The Aboriginal and Torres Strait Islander Practice Centre provides strategic policy advice to ACT Health to inform Aboriginal and Torres Strait Islander health and wellbeing strategies, research, policy development and community based programs.

The Aboriginal and Torres Strait Islander Practice Centre works closely with Aboriginal and Torres Strait Islander representatives, local Aboriginal Controlled Community Organisations, health services and community to achieve collective outcomes.

The Senior Policy Officer role is focused on contributing to policy development and projects that work towards improving quality life outcomes of Aboriginal and Torres Strait Islander peoples through a range of health and well-being initiatives, funding agreements and relationship management.

Eligibility/Other Requirements

Desirable:

Tertiary qualifications in a relevant field or management experience at level.

Applicants with policy and/or legislation development experience are encouraged to apply.

An understanding and/or work experience with Aboriginal and Torres Strait Islander people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note

These positions are designated 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.

Contact Officer: Jo Lesiputty (02) 5124 9793 jo.lesiputty@act.gov.au

### **Health Systems Policy and Research**

#### **Public Health Protection and Regulation**

##### **Health Protection Services**

###### **Senior Pharmacist**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26047, several)**

Gazetted: 09 May 2019

Closing Date: 30 May 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, delivers improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives.

Managing demand for and supply of health services across the territory.

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy.

Preventing, and providing a timely response to, potential public health incidents.

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers,

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups,

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities,

Monitoring and enforcement of public health regulations, and

Providing public health advice.

The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Overview of the work area and position

The Public Health, Protection and Regulation Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is responsible for development of population health strategic initiatives in ACT in the key areas of protection, prevention, and Territory-wide interventions. The Division is also responsible in exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report.

The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

The Pharmaceutical Services Section has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the Medicines, Poisons and Therapeutic Goods Act 2008 and Public Health Act 1997.

The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring supplies from pharmacies through weekly dispensing reports.

The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT as well as regulating community pharmacy ownership and premises in the ACT through issue of licences to pharmacy owners and conducting inspections.

The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

Eligibility/Other Requirements

Mandatory:

Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA).

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.  
Current driver's licence.  
Contact Officer: Michael Fitzsimons (02) 6124 9089 michael.fitzsimons@act.gov.au

## **APPOINTMENTS**

### **ACT Audit Office**

#### **Audit Manager \$107,873 - \$116,310**

Elanor Jane Hughes 858-71103, Section 68(1), 6 May 2019

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$70,519 - \$94,094**

Stuart Anderson 848-63881, Section 68(1), 7 May 2019

#### **Technical Officer Level 1/2 \$56,990 - \$70,639**

Teagan Johnston 858-71111, Section 68(1), 6 May 2019

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296**

Michael Bunt 844-01767, Section 68(1), 9 May 2019

#### **Information Technology Officer Class 2 \$79,824 - \$91,356**

Saagar Kamrani 858-69599, Section 68(1), 6 May 2019

#### **Administrative Services Officer Class 5 \$77,155 - \$81,668**

Anita Zirngast 858-58347, Section 68(1), 8 April 2019

### **Director of Public Prosecutions**

#### **Paralegal Grade 3 \$68,699 - \$72,175**

Alexander Arnott 858-57635, Section 68(1), 7 May 2019

#### **Paralegal Grade 2 \$61,541 - \$66,656**

Alicia Coutts 853-79928, Section 68(1), 7 May 2019

#### **Paralegal Grade 2 \$61,541 - \$66,656**

Isabelle Johnstone 853-78618, Section 68(1), 7 May 2019

#### **Paralegal Grade 2 \$61,541 - \$66,656**

Rebecca Maclachlan 853-60397, Section 68(1), 7 May 2019

#### **Paralegal Grade 2 \$61,541 - \$66,656**

Kiara Sheridan 858-71488, Section 68(1), 7 May 2019

### **Education**

#### **School Assistant 4 \$63,754 - \$69,033**

Tracy Miosge 858-70530, Section 68(1), 6 May 2019

#### **Senior Officer Grade C \$104,630 - \$112,626**

Rebecca Smith 858-18177, Section 68(1), 2 May 2019

**Environment, Planning and Sustainable Development**

**Professional Officer Class 2 \$83,135 - \$95,146**

Brett Howland 835-95045, Section 68(1), 9 May 2019

**Health**

**Specialist Level 1- 5 \$164,470 - \$202,960**

Catherine Lee Hayter 861-32951, Section 68(1), 22 July 2019

**Specialist Level 1- 5 \$164,470 - \$202,960**

Arash Azimi-Tabrizi 861-32978, Section 68(1), 22 July 2019

**Specialist Level 1- 5 \$164,470 - \$202,960**

Devanshi Rajput 853-44450, Section 68(1), 6 May 2019

**Independent Competition and Regulatory Commission**

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Mohammad Ali Sotoudeh Mollashahi 858-70151, Section 68(1), 6 May 2019

**Justice and Community Safety**

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Robert Barker 848-64083, Section 68(1), 6 May 2019

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Andrew Cuthel 858-54709, Section 68(1), 9 May 2019

**Senior Officer Grade A \$143,116**

Mark Harriott 766-20425, Section 68(1), 6 May 2019

**Transport Canberra and City Services**

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Kate Samantha Brennan 858-70573, Section 68(1), 29 April 2019

**Suburban Land Agency**

**Senior Officer Grade B \$123,227 - \$138,723**

Christopher James Keal Eldridge 831-27540, Section 68(1), 2 May 2019

**Canberra Health Services**

**Registered Nurse Level 1 \$66,185 - \$88,410**

Breanna Abbey 857-44913, Section 68(1), 9 May 2019

**Health Service Officer Level 3/4 \$48,385 - \$51,869**

Yani Badenoch 847-25841, Section 68(1), 7 May 2019

**Technical Officer Level 1 \$56,990 - \$59,749**

Laura Carmody 859-51496, Section 68(1), 9 May 2019

**Registered Nurse Level 3.1 \$105,372 - \$109,709**

Liam Caswell 858-71680, Section 68(1), 9 May 2019

**Technical Officer Level 1 \$56,990 - \$59,749**

Ramona Celestino 859-51883, Section 68(1), 6 May 2019

**Registered Midwife Level 1 \$66,185 - \$88,410**

Rachel Hetenyi 858-71461, Section 68(1), 6 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Alex Humphreys 857-42424, Section 68(1), 18 April 2019

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

Deepthi Kurumadathil Ponnappan 845-01581, Section 68(1), 2 May 2019

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

Huy Nguyen 858-71250, Section 68(1), 6 May 2019

**Health Service Officer Level 3/4 \$48,385 - \$51,869**

Jok Nhial 856-72948, Section 68(1), 6 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Lillian Nicholls 857-45334, Section 68(1), 9 May 2019

**Health Service Officer Level 3/4 \$48,385 - \$51,869**

Quy Tran 839-25569, Section 68(1), 3 May 2019

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

Nicole Vance: 858-71234, Section 68 (1), 3 May 2019

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

Stefan Vincent 858-71445, Section 68(1), 6 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Neelu Vinod 858-69257, Section 68(1), 6 May 2019

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

Laura Walsh 858-71349, Section 68(1), 2 May 2019

**ACT Health**

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

Natalie Johns 834-46437, Section 68(1), 7 May 2019

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Marisa Losanno: 773-0377**

From: \$100,462 - \$108,140

ACT Revenue Office, CMTEDD

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 42836) (Gazetted 4 March 2019)

**Justice and Community Safety**

**James Fogarty: 858-60236**

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 31605) (Gazetted 19 October 2018)

**Michael John Hancock: 85852498**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 11348) (Gazetted 19 October 2018)

**Renee Morton: 858-60084**

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety Directorate

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 36500) (Gazetted 19 October 2018)

**Bethany Smith: 853-7463**

From: \$62,530 - \$67,296

Chief Minister, Treasury and Economic Development Directorate

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 13594) (Gazetted 19 October 2018)

**Canberra Health Services**

**Aoife Herrick: 858-56181**

From: Allied Health Assistant 3 67,825

Canberra Health Services

To: Allied Health Assistant 3 \$61,115 - \$67,825

Canberra Health Services, Canberra (PN. 40164) (Gazetted 10 January 2019)

**Julie Johnson: 816-77581**

From: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 22271) (Gazetted 21 February 2019)

**Kyra Maher: 853-42156**

From: Senior Officer (Technical) Grade B \$123,227 - \$138,723

Canberra Health Services

To: Senior Officer (Technical) Grade B \$123,227 - \$138,723

Canberra Health Services, Canberra (PN. 42873) (Gazetted 14 March 2019)

**Tomasina Purcell: 846-99559**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services, Canberra (PN. 40711) (Gazetted 7 February 2019)



## PROMOTIONS

### ACT Audit Office

#### Financial Audit

##### **Anindita Kumar: 853-5998**

From: Auditor \$62,530 - \$81,668

ACT Audit Office

To: †Senior Auditor \$83,958 - \$102,244

ACT Audit Office, Canberra (PN. 11186) (Gazetted 18 February 2019)

#### Financial Audit

##### **Ehmar Mazhar Nazir: 848-78928**

From: Auditor \$62,530 - \$81,668

ACT Audit Office

To: †Senior Auditor \$83,958 - \$102,244

ACT Audit Office, Canberra (PN. 42821) (Gazetted 18 February 2019)

### Chief Minister, Treasury and Economic Development

#### Legislation, Policy and Programs

##### **Liquor, Racing and Gaming Policy**

##### **Alexander Ingham: 8215021**

From: Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$123,227 - \$138,723

Chief Minister, Treasury and Economic Development, Canberra (PN. 42589) (Gazetted 01 March 2019)

#### Shared Services

##### **Partnership Services Group**

##### **Paul Francis Jackson: 799-96372**

From: Senior Officer (Technical) Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development, Canberra (PN. 36427) (Gazetted 28 March 2019)

#### Revenue Management Division

##### **Business Systems**

##### **Daniel Zhi Yung Ng: 835-88208**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Chief Minister, Treasury and Economic Development Directorate

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 42844) (Gazetted 15 March 2019)

#### Shared Services ICT

##### **Technology Services**

##### **Service Assurance**

##### **Richard Perkov: 827-2218**

From: Administrative Services Officer Class 2 \$55,189 - \$60,941

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$62,530 - \$67,296

Chief Minister, Treasury and Economic Development, Canberra (PN. 14381) (Gazetted 5 February 2019)

#### Workforce Capability and Governance

##### **Secure Local Jobs**

**Jessica Pupulkovski: 835-9986**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 42362) (Gazetted 25 March 2019)

**Community Services**

**Office of the Director General**

**Organisational Governance**

**David Grace: 783-28284**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Community Services

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services, Canberra (PN. 18530) (Gazetted 1 August 2018)

**Housing ACT**

**Infrastructure and Contracts**

**Contract Management Section**

**Jenna Malligan: 848-78477**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Community Services

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services, Canberra (PN. 12258) (Gazetted 8 August 2018)

**Office of the Director General**

**Organisational Governance**

**Kaylene McGilvray: 836-00553**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Community Services

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services, Canberra (PN. 40930) (Gazetted 1 August 2018)

**Housing ACT**

**Client Services**

**Tenant Experience**

**Min McIntyre: 836-12730**

From: Senior Officer (Technical) Grade B \$123,227 - \$138,723

Community Services

To: †Senior Officer Grade A \$143,116

Community Services, Canberra (PN. 43273) (Gazetted 3 December 2018)

**Housing ACT**

**Infrastructure and Contracts**

**Finance**

**Roshini Patel: 780- 67715**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services Directorate

To: †Senior Officer Grade C \$104,630 - \$112,626

Community Services, Canberra (PN. 39755) (Gazetted 6 February 2019)

**Education**

**School Improvement**

**Belconnen Network**

**Belconnen High School**

**Rebecca Cowan: 843-26170**

From: Classroom Teacher \$68,022 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 03678) (Gazetted 29 November 2018)

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

**Business Services**

**People and Performance**

**Business Services**

**Jason Feldner: 813-01963**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Canberra Institute of Technology

To: †Senior Officer Grade C \$104,630 - \$112,626

Education, Canberra (PN. 09224) (Gazetted 16 November 2018)

**Business Services**

**People and Performance**

**Business Services**

**Tegan Jones: 835-94632**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$104,630 - \$112,626

Education, Canberra (PN. 02323) (Gazetted 16 November 2018)

**Business Services**

**People and Performance**

**Business Services**

**Kristine Reyes: 844-84355**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Education

To: †Senior Officer Grade C \$104,630 - \$112,626

Education, Canberra (PN. 00067) (Gazetted 16 November 2018)

**Business Services**

**People and Performance**

**Business Services**

**Therese Tonna: 779-12913**

From: Administrative Services Officer Class 6 \$83,135 - \$95,146

Education

To: †Senior Officer Grade C \$104,630 - \$112,626

Education, Canberra (PN. 42213) (Gazetted 16 November 2018)

**Justice and Community Safety**

**ACT Courts and Tribunal**

**Registry Operations**

**Linda Bode: 853-58537**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Justice and Community Safety

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety, Canberra (PN. 43644) (Gazetted 27 February 2019)

**ACT Courts and Tribunal**

**Registry Operations**

**Sarah Colleen Spicer: 853-58588**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Justice and Community Safety

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety, Canberra (PN. 43618) (Gazetted 27 February 2019)

**ACT Corrective Services**

**Custodial Operations**

**Karly Yates: 843-9941**

From: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Justice and Community Safety, Canberra (PN. 35184) (Gazetted 22 February 2019)

**Transport Canberra and City Services**

**City Places and Infrastructure**

**City Presentation**

**Place Management**

**Sarah Clifford: 836-06824**

From: General Service Officer Level 3/4 \$49,040 - \$53,553

Transport Canberra and City Services

To: †General Service Officer Level 5 \$54,363 - \$57,228

Transport Canberra and City Services, Canberra (PN. 33865) (Gazetted 7 September 2018)

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

**Transport Canberra**

**Public Transport Operations**

**Fleet Services**

**Marcel John Janssen: 848-84834**

From: EGSO4.2 - Workshop Staff \$61,964

Transport Canberra

To: †EGSO4.4 - Workshop Staff \$63,587

Transport Canberra and City Services, Canberra (PN. I14031) (Gazetted 6 February 2019)

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

**Canberra Health Services**

**Clinical Services**

**Nadia Burkholter: 848-83743**

From: Registered Nurse Level 3.2 \$119,122

Canberra Health Services

To: †Registered Nurse Level 5.3 \$136,004

Canberra Health Services, Canberra (PN. 30749) (Gazetted 21 March 2019)

**Canberra Hospital and Health Services**

**Kirsty Cummin: 735-34935**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services

To: †Registered Nurse Level 3.2 \$119,122

Canberra Health Services, Canberra (PN. 40333) (Gazetted 11 April 2019)

**Clinical Services**

**Julie Hanson: 845-20475**

From: Registered Nurse Level 3.1 \$105,372 - \$109,709

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 21885) (Gazetted 7 March 2019)

**Canberra Hospital and Health Services**

**Anith Jacob Purackan: 825-49792**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 16804) (Gazetted 21 February 2019)

**Canberra Hospital and Health Services**

**Natalie Monkivitch: 607-97453**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Canberra Health Services

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Canberra Health Services, Canberra (PN. 25023) (Gazetted 28 February 2019)

**Canberra Hospital and Health Services**

**Donna Preston-Bond: 827-22233**

From: Registered Nurse Level 1 \$66,185 - \$88,410

Canberra Health Services

To: Registered Nurse Level 2 \$91,910 - \$97,413

Canberra Health Services, Canberra (PN. 40426) (Gazetted 21 February 2019)

**Clinical Services**

**Michelle Ramsay: 827-24546**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Canberra Health Services

To: †Senior Officer Grade C \$104,630 - \$112,626

Canberra Health Services, Canberra (PN. 13137) (Gazetted 28 February 2019)

**Clinical Services**

**Carl Wenke: 853-69287**

From: Health Service Officer Level 4 \$49,958 - \$51,869

Canberra Health Services

To: Technical Officer Level 1 \$56,990 - \$59,749

Canberra Health Services, Canberra (PN. 17149) (Gazetted 7 June 2019)

**Clinical Services**

**Natalie Zantis: 787-18418**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Canberra Health Services

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Canberra Health Services, Canberra (PN. 33403) (Gazetted 7 March 2019)