



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 03 October 2019**

## VACANCIES

### ACT Health

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)

#### **Digital Solutions Division Technology Operations Information Management Hub**

#### **Assistant Director, Records Management System Administrator Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 11451)**

Gazette Date: 9 October 2019

Closing Date: 16 October 2019

Details: The Records Management System Administrator is responsible for providing technical Electronic Document and Records Management Systems expertise. The Records Management System Administrator ensures alignment with best practice and compliance with the *Territory Records Act*, for the management of administrative records across ACT Health Directorate and Canberra Health Services. The role reports to the Director, Records Management and as part of the leadership team for the unit is crucial to the implementation of digital recordkeeping across ACT Health Directorate (ACTHD) and Canberra Health Services (CHS). The role will be required to oversee and manage the integration of ACTHD and CHS records into the Whole of Government Content Manager and provide strategic advice and direction on progressing associated projects. The role will be required to undertake specialist and technical research and analysis and provide ongoing advice relating to records management requirements to ensure consistent compliance with obligations under the Territory Records Act.

Eligibility/Other Requirements:

Desirable

- Professional membership (ie at the level of Associate, Chartered or Fellow), or the ability to gain such membership, of Records and Information Management Professionals Australasia (RIMPA).
- Extensive experience in supporting staff as part of the conversion of a government agency from a paper-based records management environment to a fully digital one.
- Experience in the management of a back-scanning project of legacy paper records.

Mandatory:

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

- Undergo a pre-employment Police check
- Hold a current baseline security clearance or be able to obtain one.

How to Apply: Applicants are to address the Selection Criteria located in the Position Description and provide a current curriculum vitae and the names and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kelly Brown (02) 5124 9624 [kellym.brown@act.gov.au](mailto:kellym.brown@act.gov.au)

#### **Corporate**

#### **Governance and Corporate People Strategy**

#### **Advisor, People Strategy**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 44133)**

Gazette Date: 8 October 2019

Closing Date: 22 October 2019

Details: The ACT Health Directorate are seeking applications from highly motivated and experienced HR administrators to fill the position of Advisor, People Strategy. The successful candidate will be working in

a fast paced and high-volume area, being the first point of contact in the directorate for persons seeking advice on a range of HR matters. 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 six months with the possibility of extension and/or permanency.

How to Apply: Applicants are required to submit three items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; and 3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jessica Palazzo (02) 5124 9826 [jessica.palazzo@act.gov.au](mailto:jessica.palazzo@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.

## **Policy, Partnerships and Programs**

### **Health Policy and Strategy**

#### **Policy Officer**

#### **Administrative Services Officer Class 6 \$84,257 - \$96,430 , Canberra (PN: 26035)**

Details: The Health Policy and Strategy Branch is seeking an enthusiastic Policy Officer with well-developed interpersonal, communication and liaison skills to contribute to the design, development, implementation and evaluation of health policies. The ideal candidate will have the ability to prepare a range of complex documents, including Ministerial briefs, submissions, and reports (preferably in a government setting). Health Policy and Strategy Branch is responsible for all strategic health policy advice, project development and implementation and liaison with government, and non-government and private sector stakeholders. Health Policy and Strategy Branch leads Policy Partnerships and Programs' (PPP) engagement with the policy cycle and is usually the first point of response for matters referred to the Division for action and advice for the Minister for Health. 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: Preferred, but not essential: Relevant experience and/or tertiary qualifications in a relevant field. Experience working in a human services policy setting.

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 submit a written application of no more than three pages, responding to the required Selection Criteria in the Position Description, a current curriculum vitae, and contact details of at least two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Rowan Ford (02) 5124 9784 [rowan.ford@act.gov.au](mailto:rowan.ford@act.gov.au)

## **Health Systems, Policy and Research**

### **Office of Professional Leadership and Education**

#### **Clinical Placement Office Administrative Officer**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771 , Canberra (PN: 33812)**

Details: Are you an administrator with excellent communication skills and looking to develop your career with the ACT Health Directorate? Join the friendly Clinical Placement Office team and develop your skills liaising with education providers and managing the deeds and schedules which support student and trainee placements across the ACT public health service. We are after someone who possesses excellent organisation skills, shows attention to detail in their work and can help identify

opportunities for growth. A key role will be engaging with education providers to ensure deeds and insurances are in place and providing administrative support for placements. It is also important that you fit in with our positive team culture and contribute to maintaining our upbeat momentum. 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 commencement successful candidates will be required to undergo a pre-employment National Police check.

**Note:** This is a part-time position at 29:24 hours per week and the full-time salary noted above will be pro-rata.

**How to Apply:** Applicants are asked to provide a curriculum vitae and a response to Selection Criteria in no more than two pages.

*Applications should be submitted via the Apply Now button below.*

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

**Contact Officer:** Sian Finch (02) 5124 9885 [sian.finch@act.gov.au](mailto:sian.finch@act.gov.au)

### **Canberra Institute of Technology**

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

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

#### **Industry Engagement and Strategic Relations**

##### **Strategic Communications**

##### **Communications Officer**

##### **Public Affairs Officer 2 \$87,665 - \$99,290, Canberra (PN: 11468)**

Gazetted: 03 October 2019

Closing Date: 14 October 2019

**Details:** An opportunity exists for a motivated Communications Officer at Canberra Institute of Technology (CIT). Under the direction of the Senior Manager, Strategic Communications, the Communications Officer will be responsible for internal and external communications at CIT, will monitor the media for industry-relevant issues and provide reports of relevant media coverage to the Chief Executive, the Executive team and other CIT staff. The Communications Officer will work to develop and deliver communication and media content for CIT to meet its strategic objectives and client service outcomes. You will work collaboratively with staff at all levels across the Institute and for that reason excellent communication skills and the ability to develop rapport, credibility and maintain networks across ACT Government and external stakeholders is a must! If you think this is the job for you, we'd like to hear from you. For more information please get in touch with the Contact Officer. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with disability.

**Eligibility/Other Requirements:** Relevant tertiary qualifications and/or a minimum of three years experiences in Media, Communication, Public Relations, Journalism or related discipline or in a similar role are essential.

**Note:** This is a temporary position available immediately up until August 2020. Selection may be based on application and referee reports only.

**How to Apply:** Please submit a written application that outlines your suitability for the position addressing the Selection Criteria in a two-page pitch and a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

**Contact Officer:** Andrea Garcia (02) 6207 3050 [andrea.garcia@cit.edu.au](mailto:andrea.garcia@cit.edu.au)

## **Education and Training Services**

### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 55297)**

Gazetted: 03 October 2019

Closing Date: 24 October 2019

Details: Canberra Institute of Technology (CIT) is looking for a high performing Executive Assistant to support the Executive Director of Education and Training Services. This role plays an integral part of the Executive Office and is the key point of contact for the Executive Director. The suitable person for this role will have knowledge of Vocational Education and Government protocol as well as being a “people” person. This role is a pivotal point for contact for the Executive Director and most days will be fast paced, the suitable person will display energy and flexibility. Applicants must demonstrate experience in managing confidentiality across a range of external and internal stakeholders at senior levels. 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.

Eligibility/Other Requirements: Experience working within a customer facing role within the Vocational Education and Training (VET) sector. Experience using information management systems (such as eLearn, eLR, Banner, CRM and TRIM) is desirable.

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

How to Apply: To apply for this role please state your claims against the Selection Criteria in a one page pitch.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rachal McKay (02) 6207 4873 rachal.mckay@cit.edu.au

## **Education and Training Services**

### **Trade Skills**

#### **Automotive, Metals & Logistics**

##### **Automotive Panel and Paint Technical Officer**

#### **Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 45311)**

Gazetted: 08 October 2019

Closing Date: 16 October 2019

Details: CIT is seeking a Technical officer Level 1 who will perform educational support, administrative and purchasing duties such as:

Assisting in preparation of teaching resources delivered across all units of competency within the Body Repair and Refinishing trade as prescribed in the position statement.

Use skills to create new and maintain current training resources as well as work on commercial projects across the department.

Develop skills to become qualified to deliver training and assessment for both qualifications.

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.

Eligibility/Other Requirements: Possession of a current ACT driver’s licence. Desirable: Trade qualifications preferably in Automotive Body Repair and/or Refinishing trades at a certificate III level and current forklift licence.

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

How to Apply: Interested applicants should submit a one page application stating your experience, qualifications and knowledge against the duties and skills of the position along with a current curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Patricia Collins, [patricia.collins@cit.edu.au](mailto:patricia.collins@cit.edu.au), (02) 6205 5491

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

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

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

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

#### **Shared Services ICT**

##### **Technology Services Branch**

##### **Executive Assistant to the Chief Technology Officer**

##### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 24719)**

Gazetted: 04 October 2019

Closing Date: 20 October 2019

Details: Are you a natural administrator, organised, self-motivated and have great attention-to-detail? Do you have an interest in technology and do you have a "can-do attitude"? Then this opportunity is for you! The Chief Technology Officer, Shared Services ICT is currently seeking an enthusiastic and highly organised person for the role of Executive Assistant to provide professional administrative support. Responsibilities of the position include: diary management, co-ordination of correspondence and briefs, consolidation of responses for internal and external reporting, and maintaining efficient and effective office systems. The position requires commitment to quality customer service, a high level of attention-to-detail, and the ability to exercise sound judgement, flexibility, tact and discretion. 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: Previous experience as an Executive Assistant would be highly regarded but is not necessary.

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

How to Apply: If this sounds like you please submit a two-page "pitch" detailing how you are the right person for this opportunity. Use examples to demonstrate how your skills, knowledge, behavioural capabilities and experience are suitable to the role. Please attach your curriculum vitae and the contact details of two current referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ashlee Hall (02) 6207 8107 [ashlee.hall@act.gov.au](mailto:ashlee.hall@act.gov.au)

#### **Policy and Cabinet Division**

##### **Executive Branch Manager, Economic and Regional Policy Branch**

##### **Executive Level 1.4 \$251,027 - \$260,803 depending on current superannuation arrangements, Canberra (PN: E382)**

Gazetted: 08 October 2019

Closing Date: 23 October 2019

Details: Policy and Cabinet is looking for an individual who can bring people and ideas together.

We are seeking candidates for the position of Executive Branch Manager in Chief Minister, Treasury and Economic Development Directorate (CMTEDD's) Policy and Cabinet Division. The Executive position leads the Economic and Regional Policy Branch in developing, implementing and coordinating key government and strategic policy initiatives. The Executive Branch Manager is also responsible for providing advice to the Attorney General regarding regulatory reform matters, the Chief Minister in their role of Chair of Cabinet and the Head of Service as the Cabinet Secretary. A commitment to public service values is essential. The team works in an activity-based work environment, without an office or allocated desk.

The role has a broad span of responsibility, from representing the ACT on the COAG regulatory reform taskforce through to providing policy advice on municipal issues. There is a good variety of work that includes in-depth legislative reform, higher-level central agency policy advice, and representation at various intergovernmental fora.

Remuneration: The position attracts a remuneration package ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$195,520.

Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that details of long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates should address the Selection Criteria and provide a curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Further information about the position is available from Alexandra Slobodian [alexandra.slobodian@act.gov.au](mailto:alexandra.slobodian@act.gov.au) (02) 6205 5461

## **Treasury**

### **Economic Budget and Industrial Relations**

### **Workplace Safety and Industrial Relations**

#### **Senior Analyst**

#### **Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 34745)**

Gazetted: 04 October 2019

Closing Date: 18 October 2019

Details: The Data and Analytics Team within Workplace Safety and Industrial Relations is seeking an experienced analyst to join the team. The successful officer will need to possess great communication and technical skills, working in a small team. Applicants should be able to operate autonomously in a busy yet supportive environment as they manage the Division's ICT systems and conduct statistical analyses of workplace safety and workers' compensation data. The Senior Analyst must have excellent organisation and relationship management skills and be able to provide professional technical advice to internal and external stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in Computer Science/Software Engineering, business analysis, data analytics, system administration and other related disciplines. Experience with contemporary reporting and analytical tools such as Microsoft SQL Server Reporting Services, QlikView, Microsoft Power BI, or equivalent.

How to Apply: Applicants are to submit a two page pitch outlining their relevant experience and skill set along with a copy of their curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Rachel Hughes (02) 6207 8322 [rachel.hughes@act.gov.au](mailto:rachel.hughes@act.gov.au)

## **Economic Development**

### **Skills Canberra**

### **Analytics and Policy Services**

#### **Assistant Director**



**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 30943)**

Gazetted: 08 October 2019

Closing Date: 31 October 2019

Details: Do you have great writing, data and critical analysis skills? Then bring your sought-after skill set and put it to good use in a supportive and interdisciplinary-minded team environment! If you haven't worked in government before but think you have what it takes, then please call the contact officer to find out more or submit an application.

What will you do?

As an Assistant Director you will manage a small team undertaking writing and research tasks of a complex nature encompassing a major area of Skills Canberra's operations. Your work will assist in answering critical questions for decision makers and guide allocation of training expenditure. You will liaise with national and state/territory jurisdictions, ACT Government agencies and external stakeholders and prepare briefs and advice for national committees, the Minister and the Deputy Director-General.

What you require?

You will have highly developed research, analysis, synthesis and evaluation skills, with the ability to apply these skills to crafting well-reasoned recommendations about policy issues. You will bring your skills in setting priorities and monitoring workflow, together with your aptitude for developing efficient work practices, to assisting Skills Canberra meet a range of deliverables and timelines. Your excellent written and oral communications skills and ability to tailor research findings to a range of audiences will set you apart from the rest.

About Skills Canberra

Skills Canberra is responsible for the provision of strategic advice and overall management of vocational education and training (VET). Skills Canberra also manages Commonwealth and ACT funding directed to VET programs in the ACT. 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 until 30 June 2020, with the 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. This position is in an activity-based working (ABW) environment. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please review the attached Position Description and include the following documents with your application:

Your current curriculum vitae, including contact details for at least two referees

A supporting statement, of no more than 1800 words, providing evidence of your suitability for the role. Include examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Anita Dolstra (02) 6205 7092 [anita.dolstra@act.gov.au](mailto:anita.dolstra@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)**

**Child, Youth and Families**

**Child and Youth Protection Services**

**Legal Services**

**Interstate Liaison Officer**



**Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 07817)**

Gazetted: 03 October 2019

Closing Date: 22 October 2019

Details: The Interstate Liaison Officer position is responsible for co-ordinating requests for information including Subpoenas from Child Welfare agencies, Commonwealth agencies, Police and the Courts. The Interstate Liaison Officer is responsible for liaising with interstate counterparts in relation to the facilitation of transfer of Child Welfare orders and Case Work responsibilities between the ACT and other jurisdictions. The position will also provide assistance and support to the other members of the Legal Services team as required. The position is required to handle sensitive and protected information and will be required to fulfil the role in line with legislation, policy, procedures and protocols.

Eligibility/Other Requirements: Experience and/or desire to work in a Community Services environment.

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 to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Anne Saunderson (02) 6207 0661 [anne.saunderson@act.gov.au](mailto:anne.saunderson@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**

**Belconnen Network**

**Kingsford Smith School**

**Finance Officer**

**Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 45247)**

Gazetted: 04 October 2019

Closing Date: 21 October 2019

Details: Kingsford Smith School is a Preschool to Year 10 cohort, seeking a highly efficient, organised and self-motivated person to undertake the role of Finance Officer. The successful applicant will possess sound knowledge and skills relating to MAZE financial, administrative and resource management systems. Duties include preparation of budgets, estimates and financial returns and conduct regular reviews against approved allocations providing statements/returns to show trends. The applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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).

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

How to Apply: Applicants are to address the Selection Criteria located in the Position Description, and provide a current curriculum vitae and the names and contact of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Lyndsee Mahl (02) 6142 3403 [lyndsee.mahl@ed.act.edu.au](mailto:lyndsee.mahl@ed.act.edu.au)

**Business Services**

**People and Performance**

### **Assistant Director People Cases**

#### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 43946)**

Gazetted: 03 October 2019

Closing Date: 17 October 2019

Details: Do you have exceptional analytical skills, well-honed writing skills and demonstrated experience providing advice on complex employment and conduct matters? The People and Performance team in the Education Directorate are seeking a proactive and self-motivated Human Resource professional to join our People Cases team.

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

How to Apply: Applicants are required to provide a maximum one page pitch outlining their Skills, Experience and Suitability based on the requirements of the role as set out in the Position Description. *Applications should be submitted via the Apply Now button below.*

Contact Officer: Megan Moriarty (02) 6205 8271 [megan.moriarty@act.gov.au](mailto:megan.moriarty@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>**

### **Medical Services**

#### **Imaging**

#### **Medical Officer**

#### **Radiologist**

#### **Senior Specialist \$222,205, Canberra (PN: 44341)**

Gazetted: 10 October 2019

Closing Date: 10 October 2019

Overview of the work area and position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload. The preferred applicant will be offered a conjoint appointment with The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the Clinical Director of Medical Imaging at the Canberra Hospital. Experience and qualifications in Paediatric Radiology or other sub-speciality radiology interests would be desirable to meet the current and future demands of our community and department. 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, \$360,864 Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications. o Eligibility for a Medicare provider number. Contact Officer: Dr Charles Ngu (02) 5124 2528 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

**Division of Surgery**

**Oral and Maxillofacial Surgeon**

**Specialist 1-5**

**\$164,470 - \$202,960 Indicative total package value of between: \$272,410 - \$331,380 inclusive of salary, applicable allowances and 10.5% super.**

**Gazette Date: 9 October 2019**

**Closing Date: 23 October 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:

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, specialist surgical ward areas, medical and nursing Outpatient services, and the Trauma and Orthopaedic Research Unit.

The Oral & Maxillofacial Surgery Unit (OMFS) of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 1100 patient separations per annum. The OMFS faculty currently consists of 3 staff specialists and 2 Accredited Registrars and junior medical officers. The unit covers trauma for a population base of 700,000 along with contributions to Head & Neck Cancer, oral pathology, and dentoalveolar surgery.

For more information on this position and how to apply, visit the Health website [here](#).

## **Clinical Services**

### **Critical Care**

### **Emergency**

### **ED Paediatrician**

#### **Senior Specialist \$222,205, Canberra (PN: 41147)**

Gazetted: 10 October 2019

Closing Date: 23 October 2019

Overview of the work area and position: We are a large medical team of 28 FACEMs, 3 Senior Registrars, 28 registrars, and multiple other junior medical staff. It is a very exciting time for Canberra Hospital ED, with a modern, expanded physical space consisting of a 5 bed resuscitation area, 30 acute beds, 12 short stay beds, fast track stream with a sub-wait and 14 treatment spaces and a dedicated paediatric area with 6 beds and 2 consult rooms. The coming years include the building of "SPIRE" - new build dedicated ED and critical care building. We are one of the busiest EDs in the country; o We are seeing over 89,000 presentations per annum o We have approximately 20% paediatric presentations o We have high acuity with admission rates of more than 35% o We have a significant trauma case-load o Rostering is flexible and innovative o There are opportunities to make a significant contribution to a growing department o Highly competitive remuneration with extensive support for professional development Canberra is a large city with high quality restaurants, cafes and bars to enjoy after work. The real joys of Canberra are the options available on your days off. Take your pick of the fabulous beaches of the South Coast, the excitement of Sydney, the nearby award winning wineries, or the many galleries and museums of the Nation's Capital. If adventure's more your thing, imagine the midweek trips to ski fresh powder snow, world standard mountain bike tracks, hiking, kayaking, sailing, rock climbing and fishing, all on your doorstep. The weather is great and traffic not an issue. The Emergency Department at The Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital. 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, \$360,864 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Physicians (Paediatric) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Contact Officer: Dr Gregory Hollis, Clinical Director Emergency Medicine (02) 5124 3309 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**

### **Medicine**

#### **Gastroenterology and Hepatology**

##### **Specialist - Inflammatory Bowel Diseases**

##### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38225)**

Gazetted: 10 October 2019

Closing Date: 3 January 2020

Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Participation in the on call and weekend arrangements for the GEHU roster is expected. 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 \$272,410 - \$331,380 Eligibility/Other Requirements: Qualifications and experience: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology or equivalent specialist qualifications. Desirable: o Gastrointestinal endoscopy certification in upper and lower GI endoscopy. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary full time position available for 16 - 24 months. Contact Officer: Vipul Aggarwal (02) 5124 2195 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**

### **Medicine**

#### **Chronic Disease**

##### **Chronic Disease Management**

##### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 45341)**

Gazetted: 10 October 2019

Closing Date: 28 October 2019

Overview of the work area and position: The 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. The Obesity Management Service, located at Belconnen Community Health Centre, and the Chronic Care Program, located at The Canberra Hospital, are multidisciplinary teams which sit within Chronic Disease Management in the Division of Medicine. Chronic Disease Management works closely with the other medical units in the Division and the wider health system. The Staff Specialist in Obesity Medicine plays a key role in coordinating the selection and management of patients for publicly-funded bariatric surgery in the ACT. The Staff Specialist within the OMS will have the opportunity to undertake other clinical and research activities relevant to the Chronic Disease Management unit in collaboration with the Unit Director. The Chronic Care Program (CCP) provides clinical support, education and care coordination for patients living with chronic health

conditions. The focus of the CCP is on improving the management of patients with chronic disease, particularly chronic obstructive pulmonary disease, chronic heart failure (CHF), Parkinson's disease and obesity. This position(s) may be required to participate in overtime, on call and/or rotation roster. 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 \$272,410 - \$331,380 Eligibility/Other Requirements: Mandatory: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship in a recognised Australian specialist medical college in a specialty, relevant to the management of obese adult patients or equivalent specialist qualifications. o Experience in managing patients with obesity and one or more common obesity-related complications including type 2 diabetes, metabolic syndrome, non-alcoholic steatohepatitis, sleep disordered breathing, cardiovascular disease and/or other areas. o Experience in managing patients with multi-morbid chronic conditions. Desirable: o Significant experience in general medicine. o Current driver's licence. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This position is permanent part time for 24 hours per week. Contact Officer: Alison Lancaster 0478 620 158 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**

### **Medicine**

#### **Gastroenterology and Hepatology**

##### **Specialist - Inflammatory Bowel Diseases**

##### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38225)**

Gazetted: 10 October 2019

Closing Date: 8 November 2019

Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is well established with 14 consultant medical staff and Advanced Trainees. Canberra Hospital provides secondary and tertiary referral services for gastroenterology and liver disease, and is the hub for continuing medical education, quality assurance, teaching and research in these specialities within the ACT and southern NSW regions. Participation in the on call and weekend arrangements for the GEHU roster is expected. 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 \$272,410 - \$331,380 Eligibility/Other Requirements: Qualifications and experience: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Fellowship of the Royal Australasian College of Physicians (FRACP) in Gastroenterology/Hepatology or equivalent specialist qualifications. Desirable: o Gastrointestinal endoscopy certification in upper and lower GI endoscopy. Please note prior to commencement successful candidates will be required to: o Be granted with their Scope of Clinical Practice through the Medical Dental Appointments Advisory Committee (MDAAC). o Undergo a pre-employment Police check. o Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary full time position available for 16 - 24 months. Contact Officer: Vipul Aggarwal 02 5124 2195 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

### **Major Projects Canberra**

**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)

Ministerial, Governance and Corporate Support  
Director, Ministerial and Government Business  
Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45348)

Gazette Date: 4 October 2019

Closing Date: 18 October 2019

Details: Ministerial, Governance and Corporate Services works collaboratively with the Minister's Office, the Chief Projects Officer and other members of the Executive Team, Project Boards, Executives across the ACTPS, and key government and non-government stakeholders. The Branch will provide leadership and expertise to Major Projects Canberra on Governance including risk and safety, audit, policy development, ministerial and Cabinet, human resources and corporate support. The Director, Ministerial and Government Business reports to the Executive Branch Manager, Ministerial, Governance and Corporate Support, and assists with the management of a small team to provide a range of support functions in the preparation of ministerial replies, briefs, constituent inquiries, Cabinet and Assembly documentation and Questions on Notice. The position helps manage the requests from the Minister(s) Offices, ensuring the Department responds to all requests in a timely fashion, and provides high quality briefing material as required. 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: Previous experience in a similar role at this level would be 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. Selection method: Selection may be based on application and referee reports only.

How to Apply: Please submit a written application of no more than two pages addressing the capabilities that form the Selection Criteria. In a separate document, please also provide a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Nikki Pulford (02) 6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

### **Communications and Engagement**

#### **Assistant Director Digital**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 45421)**

Gazette Date: 9 October 2019

Closing Date: 23 October 2019

Weeks to Close: 2

Details: Are you ready to lead the development of our digital content? Do you like a challenge and want to be part of a high-performing team delivering best-practice communications on large infrastructure projects such as the next stage of light rail?

Major Projects Canberra (MPC) was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. The Communications and Engagement division at MPC is



responsible for delivering both internal and external communications and engagement activities that support the successful delivery of these infrastructure projects.

In this role you will work collaboratively with the engagement team and will ensure the directorate's content informs and engages the Canberra community. You will create, implement and evaluate engaging, evidence-based and digital content strategies for MPC projects, services and initiatives. This will include content development based on best-practice design principles for publications, websites, intranets and other digital channels (including video content).

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: Relevant tertiary qualifications and significant experience working professionally in digital communications is preferred. The ability to work flexibly with some out of hours work is required.

Other desirable skills include:

- Understanding of and experience in using and administering Content Management Systems such as Squiz and Drupal.
- Understanding of the Digital Service Standard and Australian accessibility standards
- Understanding of HTML, JavaScript, CSS, responsive design and some experience with User Experience (UX) preferred.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two-page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Amanda Cant (02) 6205 9951 [amanda.cant@act.gov.au](mailto:amanda.cant@act.gov.au)

## **Communications and Engagement**

### **Communications and Engagement Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 20364)**

Gazette Date: 9 October 2019

Closing Date: 23 October 2019

Details: Are you our new Communications and Engagement Officer? Do you like a challenge and want to be a key part of a high-performing team working to deliver the next stage of light rail?

Major Projects Canberra (MPC) was established on 1 July 2019 to lead the procurement and delivery of the Territory's infrastructure program. The Communications and Engagement division at MPC is responsible for delivering both internal and external communications and engagement activities that support the successful delivery of these infrastructure projects.

This role will support the delivery of best-practice communications and engagement for the next stage of light rail – extending the network from the city to Woden. The role will assist in coordinating a range of face-to-face engagement activities such as events, exhibitions, presentations and displays, as well as support the development of accurate and engaging content for a range of communications products and channels. This may include maintaining digital channels (website and social media), copywriting, liaising with designers, arranging print and distribution of communication collateral and responding to queries as required.

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: Relevant tertiary qualifications and experience working professionally in communications is preferred. The ability to work flexibly with some out of hours work is required.

Note: This is a temporary position available for a period up to 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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two-page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Amanda Cant (02) 6205 9951 [amanda.cant@act.gov.au](mailto:amanda.cant@act.gov.au)

## **Light Rail**

### **Commercial**

#### **Senior Director Commercial**

#### **Senior Officer Grade A \$145,048 , Canberra (PN: 45420)**

Gazette Date: 4 October 2019

Closing Date: 23 October 2019

Details: Are you experienced in managing the life span of project infrastructure work, from development and procurement through to delivery? Do you have strong skills in risk, change and issues management within an infrastructure project? The Light Rail team is looking for a new team member and this could be the opportunity for you! Major Projects Canberra is responsible for the planning and delivery of light rail services to the people of Canberra. Light rail aims to provide incentives for people to use public transport and help manage congestion caused by population growth along the project corridor and across Canberra more broadly. Integrating light rail with urban development policies will maximise the broader economic and social benefits of investing in light rail and help achieve the objectives set out in the Transport Improvement Plan (2015). The Light Rail Network will be implemented to reduce congestion on our roads and deliver a modern transport system that can meet the requirements of our growing, changing city. As Senior Director Commercial you will lead the day to day commercial management of the Light Rail project. The Commercial Director is expected to provide leadership, contribute to the management of project assignments within the Project Team, and maintain and manage business standards and documentation. The Senior Director Commercial will liaise closely with staff and advisors across the Project Team, MPC and the ACT Government. The Commercial Director will also engage closely with contractor agencies and the Territory's delivery partners, such as the Canberra Metro consortium. 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:

Mandatory:

- A degree or diploma in a relevant technical field of Business Administration, Contract Management, Project Management, Construction Management or Law or a related discipline (copy to be provided with application) - or demonstrated relevant equivalent experience;

Desirable:

- Experience in delivering significant infrastructure projects especially in PPP or collaborative contracting environments; and
- Experience in managing contractual documents for significant infrastructure projects.

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: If the above role sounds like you and you want to be part of a dynamic and dedicated team please submit a two page pitch addressing your suitability for the role, a current curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Ashley Cahif (02) 6205 1212 [ashley.cahif@act.gov.au](mailto:ashley.cahif@act.gov.au)

## **Justice and Community Safety**

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

### **ACT Emergency Services Agency**

#### **Governance and Logistics**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 12188)**

Gazetted: 08 October 2019

Closing Date: 22 October 2019

Details: ACT Emergency Services Agency (ESA) is looking for an Executive Assistant who is comfortable with change and has a track record of providing a high level of executive assistance. This position provides significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows.

Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT.

The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Applications are sought for the position of Executive Assistant to the Executive Branch Manager of Governance and Logistics. The successful applicants will report directly to the Executive Branch Manager. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required.

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

Note: This is a temporary position available for a period of eight months with a possibility of an extension up to 12 months. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

How to Apply: If you're interested in the role, please send through a one page pitch with your curriculum vitae and contact details of at least two referees. Please limit your response to the following selection criteria: 1. Detail your greatest achievements in the last five years and how they relate to this position and its duties in at least one functional area. 2. Demonstrated ability, ingenuity, experience and qualifications making you the best person for this role in at least one functional area. 3. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Alicia Zerner (02) 6207 3254 [alicia.zerner@act.gov.au](mailto:alicia.zerner@act.gov.au)

### **ACT Courts and Tribunal**

#### **ACT Magistrates Court**

#### **Senior Support Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 42366, several)**

Gazetted: 09 October 2019

Closing Date: 23 October 2019

Details: The ACT Courts and Tribunal are seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Registry Support Officer. As a Senior 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 is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: These are temporary positions available immediately for up to 12 months. Selection may be based on written application and referee reports only. An order of merit may be established from this process and used to fill other temporary vacancies.

How to Apply: Applicants are required to submit a curriculum vitae, provide contact details of two referees and a covering letter (maximum one page) telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Felicity Perkins (02) 6207 1386 [felicity.perkins@courts.act.gov.au](mailto:felicity.perkins@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **ACT Magistrates Court**

#### **Registry Support Officer**

#### **Administrative Services Officer Class 3 \$63,374 - \$68,204, Canberra (PN: 12442, several)**

Gazetted: 09 October 2019

Closing Date: 23 October 2019

Details: The ACT Courts and Tribunal are seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Registry Support Officer.

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 is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: These are temporary positions available immediately for up to 12 months. Selection may be based on written application and referee reports only. Interviews may not be held. An order of merit may be established from this process and used to fill temporary vacancies.

How to Apply: Applicants are required to submit a curriculum vitae, provide contact details of two referees and a covering letter (maximum one page) telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your curriculum vitae.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Felicity Perkins (02) 6207 1386 [felicity.perkins@courts.act.gov.au](mailto:felicity.perkins@courts.act.gov.au)

## **ACT Courts and Tribunal**

### **Magistrates Court**

#### **MC Registrar**

#### **Director Alternative Dispute Resolution**

**Legal 2 \$135,195 - \$140,752, Canberra (PN: 37052)**

Gazetted: 09 October 2019

Closing Date: 28 October 2019

Details: The ACT Courts and Tribunal is seeking a dynamic, high performing and experience lawyer and accredited mediator for the role of Director Alternative Dispute Resolution (ADR) of the ACT Magistrates Court.

The Director ADR will be required to mediate complex dispute resolution matters in relation to civil litigation and workers compensation matters, triage and direct civil matters to the appropriate ADR forum and undertake ADR services in other areas of the court.

The successful applicant will:

- have effective legal management and analytical skills to undertake judicial functions and the provision of legal services.
- provide legal and policy advice as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters.
- build sound working relationships with a range of key stakeholders and members of the community on matters relating to the functions of the ACT Courts.
- be a self-motivated person with highly developed communication and interpersonal skills, sound judgement, very good planning and organisational skills (particularly in relation to work prioritisation), and a commitment to the delivery of high quality services.
- manage and lead a team of ADR practitioners and provide advice to the Chief Magistrate and Magistrates Court Registrar on ADR practice and procedure.

The ACT Courts and Tribunal 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: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory and with five years' experience post qualification in law. Accreditation under the National Mediation Accreditation System.

Notes: This is a full-time position. This position will close at 9:00am on Monday 28 October 2019.

Selection may be based on application and referee reports only. 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 supporting statement (no more than two pages) outlining practical experience and examples related to the role with reference to the six capabilities (refer to the Professional and Behavioural Capabilities outlined in the Position Description), along with your curriculum vitae and contact details of two referees.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Jayne Reece (02) 6207 1054 [jayne.reece@courts.act.gov.au](mailto:jayne.reece@courts.act.gov.au)

## **Legislation, Policy and Programs**

### **Senior Policy Officer**

**Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42743, several)**

Gazetted: 04 October 2019

Closing Date: 18 October 2019

Details: Legislation, Policy and Programs is seeking two motivated Senior Policy Officers to join the Justice Planning and Safety Programs Group and the Road Safety and Transport Regulation Group at the

Senior Officer Grade C level. The Justice Planning and Safety Programs Group has a key role in driving the Government's justice reform agenda to reduce crime, increase public safety and strengthen communities. It also advises on and develops policy and programs in relation to all aspects of the justice system and its administration. The Road Safety and Transport Regulation Group researches and develops programs, policy, regulation and legislation on a range of road safety and transport matters. Current priorities include: creating a framework for e-scooter usage; implementation of reforms to the ACT's graduated licensing scheme, road safety strategy and road safety action plan and evaluation of road safety programs. The successful candidate(s) will be involved in working on a wide range of issues. These could include assisting to; develop innovative responses to issues; coordinate strategies that invoke a whole of government and community approach; and, developing policies and programs that meet the needs of the community. Important functions of the positions include being able to successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage contracts.

Eligibility/Other Requirements: Relevant related tertiary qualifications, or significant study towards gaining qualifications, or experience within a related environment would be highly desirable.

How to Apply: Applicants should provide a personal pitch (maximum 2 pages) that outlines specific evidence-based examples of your past experience to demonstrate your ability to:

Apply the results of analysis to provide advice to government

Develop government policy

Implement government reforms

Present a convincing argument

Compose or refine complex government documents.

Please refer to the Applicant Information Kit for more advice on your application

[https://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0017/1207700/applicant-information-kit.pdf](https://www.jobs.act.gov.au/_data/assets/pdf_file/0017/1207700/applicant-information-kit.pdf)

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Kym Copeman and Belinda Owen (02) 6205 3749 and (02) 6205 4631  
kym.copeman@act.gov.au and belinda.owen@act.gov.au

### **Transport Canberra and City Services**

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

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

#### **City Services**

#### **Territory and Business Services**

#### **Capital Linen Service**

#### **Customer Service Officer**

#### **Capital Linen Service Band 5 \$69,157 - \$76,409, Canberra (PN: 27232)**

Gazetted: 08 October 2019

Closing Date: 15 October 2019

Details: Capital Linen Service (CLS) provides a managed linen service to a wide range of clients in the ACT, which include public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services. Capital Linen Service Values and Behaviours: We think about our customers and our people in all that we do. As people we lead by being safe and responsible. The little things we do reflect the effort we put in and display the pride we have. We display a positive and proactive attitude and we support and respect individuals. As teams we co-ordinate and manage activity and outcomes. We inquire, seek and share knowledge to realise our opportunities. To all we effectively communicate, listen and develop shared understandings and we do everything with quality. This position reports directly to the Business Manager. The primary responsibility for this position is to work collaboratively with the administration and production teams

to assist in the delivery of a quality linen service. Further details of the position can be found in the position description. 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: Mandatory: Current driver's licence. Must be able to work weekends, public holidays out of hours and overtime. Work current Australian class MR driver's licence and knowledge of Canberra is desirable.

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

How to Apply: Applications should take care to address each of the Selection Criteria providing examples that demonstrate your experience in each area. A curriculum vitae which includes referees should accompany your written response.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Susan Wilkins (02) 6213 3274 [susan.wilkins@act.gov.au](mailto:susan.wilkins@act.gov.au)

### **Suburban Land Agency**

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

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

#### **Finance**

#### **Financial Accounting**

#### **Finance Officer**

#### **Administrative Services Officer Class 4 \$70,359 - \$76,184, Canberra (PN: 33683)**

Gazetted: 04 October 2019

Closing Date: 18 October 2019

Details: The Suburban Land Agency is seeking applications to join our finance, valuations and systems team as a Finance Officer. This is an exciting opportunity to grow and advance your career in finance, ideal for someone who enjoys liaising with key stakeholders and working as part of a supportive team. As a dedicated, reliable and highly motivated person, you will work within the accounts team to assist with a range of accounts payable and accounts receivable functions. The successful candidate could be a recent graduate, or someone progressing towards a relevant qualification in finance or accounting. The successful candidate will also have access to ongoing personal development opportunities with a view to long term career progression within the organisation.

Note: This is a temporary position available for six months 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. 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 a written application addressing the selection criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

*Applications should be submitted via the Apply Now button below.*

Contact Officer: Benjamin Jackson (02) 6207 1678 [benjamin.jackson@act.gov.au](mailto:benjamin.jackson@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)**



**Clinical Services**

**Medical Services**

**Medical Imaging**

**Director Business Operations**

**Medical Imaging Level 6 \$152,301, Canberra (PN: 44540)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

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.

Four 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.

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:

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

The Director Business Operations in Medical Imaging oversees the strategic and operational management of the Medical Imaging Department. Under broad direction from the Clinical Director of Medical Imaging, you will play a key role in planning the strategic direction of the service. You will also direct operational matters, including asset management and replacement, contract management, financial management and advice to the Minister, and provide support and advice to managers and staff of the Department.

Eligibility/Other Requirements:

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Nuclear Medicine Technologist or Radiographer; or

Be accredited or be eligible for accreditation with the Australian Sonographer Accreditation Registry (ASAR) as a Sonographer.

Tertiary qualifications or equivalent in a Medical Imaging field.

Experience in a clinical operations or clinical management role.

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

Undergo a pre-employment National Police check.

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

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

Contact Officer: Kate Saunder (02) 5124 2111 kate.saunder@act.gov.au

## **Clinical Services**

### **Medical Services**

#### **Medical Imaging**

##### **Assistant Director of Nursing**

##### **Registered Nurse Level 4.1 \$120,730, Canberra (PN: 45339)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Canberra Health Services

Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

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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.

Overview of the work area and position:

The Medical Imaging Department of CHS operates 24 hours, seven days a week, offering a wide range of imaging modalities. The service provides state of the art radiology, MRI, PET, interventional radiology, ultrasound and nuclear medicine services for patients in Canberra and the South East Region of NSW.

We are committed to providing our patients with cost-effective, easily accessible subspecialty expertise along with a strong commitment to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

The Medical Imaging Department is part of the CHS Medical Services Group, which also includes ACT Pathology, CHS Pharmacy, Healthcare Technology Management, the Physician Training Office, the

Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), the GP Liaison Unit (GPLU) and the CHS Library.

The Assistant Director of Nursing (ADON) for Medical Imaging holds a senior Nursing leadership position within Medical Services. The ADON, in consultation with the Medical Imaging Clinical Director, provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within Medical Imaging. The ADON for Medical Imaging reports directly to the Clinical Director of Medical Imaging and has a professional reporting line to the Director of Nursing and Midwifery Patient Support Services (DONM PSS).

Eligibility/Other Requirements:

Mandatory:

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

Desirable:

- An appropriate post-graduate qualification.
- Experience in the specialty area of Medical Imaging Nursing and/or acute care.
- Experience working at a senior management level.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Comply with Canberra Health Service occupational screening requirements related to immunisation.

Contact Officer: Catherine Burns 02) 5124 3642 catherine.burns@act.gov.au

## **Clinical Services**

### **Women, Youth and Children**

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

##### **Clinical Development Nurse**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22654)**

Gazetted: 10 October 2019

Closing Date: 25 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.

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Four 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, alcohol and drug services.

Overview of the Work Area and Position

Maternal and Child Health (MACH) nurses support the National Framework for Universal Child and Family Health services. MACH Nurses adhere to the Competency Standards (Victoria). These domains are:

Legal, professional and ethical practice

Promotion of child and family health and wellbeing through knowledge and practice

Promotion of maternal and child health within the context of public health policy

Knowledge development and research

Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context.

All MACH Nurses deliver services across the ACT from health centre locations, to outreach clinic sites and Child and Family centres.

Eligibility/Other Requirements:

Mandatory:

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

Post graduate qualifications in Child and Family Health or equivalent.

Hold a current driver's licence without restrictions.

Desirable:

Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training.

Relevant tertiary qualifications including midwifery, paediatrics/primary health and education are highly desirable.

Family Partnership Model Training (or commitment to complete training).

Circle of security Training (or commitment to complete training).

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.

Contact Officer: Sally Campbell (02) 5124 1538 sally.campbell@act.gov.au

## **Clinical Services**

### **Women, Youth and Children**

#### **Department of Neonatology**

##### **Newborn and Parent Support Service**

##### **Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 22255)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Our Vision: creating exceptional health care together

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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.

Four 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, alcohol and drug services.

Overview of the work area and position:

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

Newborn and Parent Support Service (NAPPS) provides a 7 day a week, early discharge programme for the Neonatal Intensive care Unit (NICU) and Special Care Nursery. NAPPS is a home visiting service for the families of infants who no longer require intensive medical and nursing treatment but still require some nursing care, support and advice at home.

As a NAPPS nurse you will require expert neonatal skills and knowledge while working in this semi-autonomous role. You will work in a small team supporting the parents/carers with the home care of their infant until the infant's needs are met by other support services in the community. Please note that this position is a permanent part time role at 24hrs per week.

Qualifications and experience:

Mandatory:

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

Desirable:

Post-graduate qualifications in Neonatal Nursing and/or Paediatric Nursing and/or MACH

Current driver's 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 and vaccination processes against specified infectious diseases.

Note:

This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Kerry Pope (02) 6142 6331 [kerry.pope@act.gov.au](mailto:kerry.pope@act.gov.au)

## **Clinical Services**

### **Medical**

#### **Medicine**

##### **Acute Stroke Nurse**

**Registered Nurse Level 2 \$93,151 - \$98,728, Canberra (PN: 42264, several)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: 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.

Overview of the work area and position

The Canberra Health Service Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Acute Stroke Team aims to provide a multidisciplinary service to acute stroke patients presenting to the Emergency Department or in inpatient areas through Canberra Hospital. The team also facilitates the co-ordination of hyperacute therapies for patients referred from peripheral hospitals.

The team works closely with the emergency department and medical imaging to ensure patients receive the most appropriate treatment in a safe and efficient way.

The Acute Stroke Nurse (ASN) will support the medical staff in providing such care. This will involve working alongside the stroke fellow and neurology consultants in the Emergency Department (ED) or inpatient areas of Canberra Hospital, taking responsibility for organising the safe and efficient flow of patients to medical imaging for investigations and intervention and into the stroke unit.

Eligibility/Other Requirements

Mandatory:

- Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current driver's licence.

Desirable:

- Post graduate studies relevant to the speciality field

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.
- Comply with Canberra Health Service Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes:

Selection may be based on written application and referee reports only.

Contact Officer: Brett Jones (02) 5124 2535 [brett.jones@act.gov.au](mailto:brett.jones@act.gov.au)

## **Allied Health**

### **Acute Allied Health Services**

#### **Social Work**

##### **Social Worker**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 16883)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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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.

Four 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 Acute Allied Health Services Social Work team is responsible for the care and support of patients across a range of critical and acute care areas of The Canberra Hospital. These include the Medical and Surgical inpatient wards, Intensive Care Unit, the Emergency Department, Maternity and Paediatric inpatient wards and a range of paediatric and adult outpatient clinics.

Whilst the advertised position focuses specifically on outpatients under the care of the Pain Management Unit and the Cystic Fibrosis Clinic, the successful applicant may be required to work in other areas of Acute AH SW in order to meet operational demand.

Eligibility/Other Requirements:

Mandatory:

Tertiary qualifications in Social Work,

Membership or eligibility for membership of the Australian Association of Social Workers

A minimum of three years (desirable five years) experience post qualification in Social Work.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

This position is part-time at 18:75 hours per week and the full-time salary noted above will be pro-rata.

An order of merit list may be established to fill future vacancies; permanent, temporary and casual, at level over the next 12 months. While this position is part-time increased hours may be possible.

Selection maybe based on written applications and referee reports only.

Contact Officer: Nancy Jacobs (02) 5124 2316 nancy.jacobs@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Chronic Disease**

#### **Exercise Physiologist/Physiotherapist**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 38487)**

Gazetted: 10 October 2019

Closing Date: 23 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.

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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 position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion activities and education.

Clinical service delivery may include group and individual therapy for people with morbid obesity.

Strategies for commencing or improving physical activity in this target group may include group physical activity sessions run by the Exercise Physiologist/ Physiotherapist, a home based physical activity program, or assistance accessing community based physical activity programs.

Eligibility/Other Requirements:

Appropriate degree or diploma in Exercise Science or the equivalent from a recognised tertiary institution.

Eligibility for accreditation with national association Exercise and Sports Science Australia (ESSA)

OR

Appropriate Degree or Diploma in Physiotherapy, or recognised equivalent qualification and eligibility for AHPRA Physiotherapy registration.

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

Current driver's licence is essential.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check; and

Be registered under the *Working with Vulnerable People Act 2011* (not required, if registered with AHPRA); and

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals,

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

Note:

This is a temporary position available until 18 September 2020 with the possibility of extension. This position is full-time but part-time will be considered. Selection for the position may be based on application and referee reports only.

Contact Officer: Ana O'Rourke (02) 5124 4093 ana.o'rourke@act.gov.au

## **Clinical Services**

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

#### **Women's Health Service**

##### **Counsellor, Women's Health Service**

**Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade), Canberra (PN: 31447)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Our Vision: Creating exceptional health care together.

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Four 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

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The ACT Women's Health Service (WHS) provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the interprofessional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements:

This position is a protected position and is open to women only as Canberra Health Services, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service

*Mandatory:*

*For Psychology:*

Be registered or be eligible for general registration with Psychology Board of Australia

HP3: Minimum of three years (ideal five years) post qualification

*Highly Desirable:*

HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students

*For Social Work:*

Degree in Social Work

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

HP3: Minimum of three years (ideal five years) post qualification

*For Counselling:*

Eligible qualification pathways

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

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

Comply with Canberra Health Service occupational screening requirements related to immunisation

Note:

This is a temporary position available until December 2021, with possibility of extension and/or permanency. This is a part-time position at 32 hours per week, 4 days per week 8.30am – 5:00pm and the full-time salary noted above will be paid pro rata.

Contact Officer: Nikki Goddard (02) 5124 1787 [nikki.goddard@act.gov.au](mailto:nikki.goddard@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Medical**

#### **Administration Manager**

#### **Administrative Services Officer Class 5 \$78,197 - \$82,771, Canberra (PN: 18274)**

Gazetted: 10 October 2019

Closing Date: 23 October 2019

Details: 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.

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 Quality Strategy and government priorities, and aligning them with CHS 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.

The CHS Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Overview of the work area and position:

Under the general direction of the Administration Manager be responsible for the administrative functions of outpatient clinics in the Division of Medicine. Managing the day to operations of administrative staff, recruiting and training new staff to main a high standard of safe, effective and person-centred service.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

This is a temporary position available for the period 11 November 2019 to 17 August 2020.

Contact Officer: Jean Robertson (02) 6244 3659 [jean.i.robertson@act.gov.au](mailto:jean.i.robertson@act.gov.au)

## **Clinical Services**

### **Critical Care**

#### **Intensive Care Unit**

##### **Registered Nurse, Intensive Care Unit**

##### **Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 24696, several)**

Gazetted: 10 October 2019

Closing Date: 25 October 2019

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

Eligibility/Other Requirements

Mandatory:

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

Previous experience in the Intensive Care Unit.

Desirable:

Holds or working towards Post Graduate Certificate in Critical Care.

Prior to commencement successful candidates will be required to:

Comply with CHS Occupational Assessment, Screening and Vaccination policy. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Undergo a pre-employment National Police check.

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

Contact Officer: Joshua Heard (02) 5124 2756 [joshua.heard@act.gov.au](mailto:joshua.heard@act.gov.au)

## **Clinical Services**

### **Nursing and Midwifery**

#### **Department of Neonatology**

#### **Transition Program Neonatology**

#### **Registered Nurse Level 1 \$67,078 - \$89,604, Canberra (PN: 44241, several)**

Gazetted: 10 October 2019

Closing Date: 25 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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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:

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Four 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

Are you looking for a change and would like to work in Special Care Nursery (SCN) and the Neonatal Intensive Care Unit (NICU) at the Centenary Hospital for Women, Youth and Children. The department of Neonatology is looking for enthusiastic, dedicated and caring staff for the 2019 Transition to Neonatal Nursing Practice Program.

The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care, Special Care, ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 29 funded beds with the growth capacity of 34 beds. There are approximately 3,800 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

NICU and SCN are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by our Clinical Support Nurse and Clinical Development Nurses.

The program supports staff to rotate between NICU and SCN over a 12 month period with the support of a structured learning program allowing staff to achieve their clinical competencies whilst caring for neonates and their families in a safe, fun and supportive environment.

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 Neonatal or Child Health Nursing

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There are several temporary positions available for 12 months. Applications may be considered for staff wishing complete the transition program in Special Care Nursery only. Staff are required to work a rotating roster including morning/evening/night shifts, 7 days per week.

Contact Officer: Kerry Pope and Lori Grlj (02) 6142 6331 and (02) 6142 6352 [kerry.pope@act.gov.au](mailto:kerry.pope@act.gov.au) and [lori.grlj@act.gov.au](mailto:lori.grlj@act.gov.au)

## **Clinical Services**

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

## **Adult Mental Health Services**

### **Social Worker**

#### **Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 17267)**

Gazetted: 10 October 2019

Closing Date: 18 October 2019

Details: 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, alcohol and drug services.

Mental Health, Justice Health, Alcohol and Drug Services (MHJADS) 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 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Level HP1, Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

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).
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- 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.
- Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note

This is a permanent full time position within Adult Mental Health Unit working Monday to Friday.

Contact Officer: Roz Fitzgerald (02) 5124 5401 roz.fitzgerald@act.gov.au

## **Medical Services**

### **Pathology**

#### **Microbiology**

##### **Scientist Microbiology**

**Health Professional Level 2 \$65,216 - \$89,528, Canberra (PN: 26566)**

Gazetted: 10 October 2019

Closing Date: 25 October 2019

Details: 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.

ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures.

Overview of the work area and position

The successful applicant will be required to undertake duties associated with performance of clinical microbiological testing including specimen set-up, culture plate reading, organism identification and interpretation of susceptibility results. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements

- A Degree or Associate Diploma in Science or equivalent relevant qualification.
- A minimum of 12 months professionally relevant laboratory experience in diagnostic clinical microbiology is essential.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy.

Notes

This is a temporary position is available for 12 months with the possibility of extension and/or permanency. Applicants will be shortlisted on the basis of written application and referee reports only.



Current curriculum vitae and written referee reports should accompany the applications. Shortlisted applicants may be required to attend a further assessment. A commitment to own professional development and availability to work out of hours and on weekends is essential.

Contact Officer: Susan Bradbury (02) 5124 2510 [susan.bradbury@act.gov.au](mailto:susan.bradbury@act.gov.au)

## **Medical Services**

### **Imaging**

#### **Radiography**

#### **Radiographer**

#### **Medical Imaging Level 2 \$65,216 - \$89,528, Canberra (PN: C08612, several)**

Gazetted: 10 October 2019

Closing Date: 3 November 2019

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Our Role: To be a health service that is trusted by our community.

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Four 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, Alcohol and Drug Services.

#### **Overview of the Work Area and Position**

The Medical Imaging department of CHS offers radiological services to the people living in the ACT and surrounding region. The service operates 24 hours, seven days a week, offering a wide range of radiology procedures.

The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer in the area.

Participate in weekend, out of hours and on-call rosters.

#### **Eligibility/Other Requirements:**

##### **Mandatory:**

Tertiary qualifications or equivalent in a Medical Imaging field.

Registration or eligibility for registration as a Health Professional in radiography or a related Professional Association.

Hold or be eligible to hold an ACT Radiation Licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Note:

These are casual positions.

Contact Officer: Kate Saunder (02) 5124 2159 kate.saunder@act.gov.au

### **Clinical Services**

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

##### **Community Care Program**

##### **Occupational Therapist Allied Health Assistant**

**Allied Health Assistant 3 \$64,509 - \$67,676 (up to 71,593 depending on qualification level), Canberra (PN: 27165)**

Gazetted: 10 October 2019

Closing Date: 18 October 2019

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Our Role: to be a health service that is trusted by our community

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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**

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 and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect CHS's 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, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under the direct or indirect supervision of an Allied Health Professional, the Occupational Therapy Allied Health Assistant will play a key role in the day to day functioning of the Community Care Occupational Therapy team, including but not limited to: delivering and setting up assistive technology in client homes as well as following up these devices, provision of educational materials as determined by the supervising clinician, assisting with intake and clinic management, computer-based data entry and clinical files documentation.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance (Occupational Therapy) or recognized equivalent.

Current driver's licence.

Desirable:

Experience working with participants in a community setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National 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.

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 CHS credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note:

This recruitment round is for a full-time permanent Allied Health Assistant. Applications from this recruitment process may be used to fill other temporary or permanent identical positions within the next 12 months. It is recommended that applicants make contact with the Contact Officer prior to applying.

Contact Officer: Kerryn Maher (02) 5124 1671 [kerryn.maher@act.gov.au](mailto:kerryn.maher@act.gov.au)

## **Clinical Services**

### **ACT Pathology**

#### **Quality Team**

##### **Quality Team Technical Officer**

##### **Technical Officer Level 1 \$57,759 - \$60,556, Canberra (PN: 13934)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Canberra Health Services

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Our Role: To be a health service that is trusted by our community.

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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

ACT Pathology is a division of 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.

The Quality Team plays a major role within ACT Pathology to ensure that the Division is compliant with accreditation requirements. The team ensures that patient safety and care is maintained at a high level by maintaining equipment and documentation, identifying risks, and ensuring that continual improvements are implemented.

Under direction you will play a key role in providing day to day maintenance and monitoring of general laboratory equipment such as timers, pipettes, temperature measuring devices and analytical balances, assist in document control and audits; generate routine reports; and maintain records in the quality system.

Eligibility/Other Requirements:

Mandatory:

Knowledge of basic Pathology tests and general Pathology laboratory equipment.

Desirable:

Minimum tertiary qualifications are a TAFE level certificate in Pathology Techniques or equivalent.

Calibration of general Pathology laboratory equipment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Note:

This is a temporary position available for a period of eight months with the possibility of permanency.

There is no shift work required with this position.

Contact Officer: Lloyd Allen (02) 5124 4004 [lloyd.allen@act.gov.au](mailto:lloyd.allen@act.gov.au)

## **Clinical Services**

### **Surgery**

#### **Medical Staff**

##### **Booking Clerk, Pain Management Unit**

##### **Administrative Services Officer Class 2 \$55,934 - \$61,764, Canberra (PN: 27188)**

Gazetted: 10 October 2019

Closing Date: 23 October 2019

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#### **Overview of the work area and position.**

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

**Note:**

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

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

## **Clinical Services**

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

#### **Community Care Program**

#### **Occupational Therapy Allied Health Assistant**

**Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 32938)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

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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.

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The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of CHS's network of health facilities designed to meet the needs of our ageing and growing population.

RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

Overview of the work area and position

Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Under the direct or indirect supervision of an Allied Health Professional, the Occupational Therapy Allied Health Assistant will play a key role in the day to day functioning of the Community Care Occupational Therapy team, including but not limited to: delivering and setting up assistive technology in client homes as well as following up these devices, provision of educational materials as determined by the supervising clinician, assisting with intake and clinic management, management of day-to-day duties at the Independent Living Centre, computer-based data entry and clinical files documentation.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance (Occupational Therapy) or recognized equivalent

Desirable:

Current driver's licence.

Experience working with participants in a community setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National 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 ACT Health credentialing and scope of clinical practice requirements for Allied Health Profession. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note:

An order of merit may be established for filling identical vacancies within the next 12 months from this process. It is highly recommended that applicants contact the contact officer prior to submitting their application.

Contact Officer: Hayley Roll (02) 5124 1212 hayley.roll@act.gov.au

## **Clinical Services**

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

#### **Rehabilitation Allied Health**

##### **Physiotherapist Assistant**

##### **Allied Health Assistant 2 (Qualified) \$52,820 - \$58,807 (up to 60,556 depending on qualification level), Canberra (PN: 40181)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Canberra Health Service (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.

Our Vision: Creating exceptional health care together

Our Role: To be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind.

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 and 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 Rehabilitation, Aged and Community Service (RACS) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community based care across a range of settings. A purpose built rehabilitation hospital, the University of Canberra Hospital (UCH), is part of Canberra Health Service's planned network of health facilities designed to meet the needs of our ageing and growing population.

Overview of the work area and position

The RACS Physiotherapy and Exercise Physiology 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, and chronic conditions. There are a wide variety of service delivery teams within RACS including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program (TTCP) and community based physiotherapy services. Under the direct or indirect supervision of an Allied Health Professional (AHP), the Physiotherapy Assistant plays a key role in the day to day functioning of the Physiotherapy Exercise Physiology Rehabilitation team, working flexibly and effectively as a team member providing services to the community.

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 and booking appointments using an electronic patient administration system.

The Physiotherapy Assistant is required to work flexibly across services, locations and participate in a weekend roster.

Eligibility/Other Requirements:

Mandatory:

Certificate IV in Allied Health Assistance.

Current Australian 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 Service credentialing and scope of clinical practice requirements for Allied Health professionals. 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 Service facilities, the person occupying this position will be required to comply with Canberra Health Service credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note:

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

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

**Clinical Services**

**Medicine**

**Clinical**

**Business Manager**

**Senior Officer Grade B \$124,891 - \$140,596, Canberra (PN: 44408, several)**

Gazetted: 10 October 2019

Closing Date: 23 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.

Four 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, alcohol and drug services.

Overview of the Work Area and Position

Reporting to the Executive Director of Medicine the Business Manager/s will provide support to the Unit Directors in the delivery of all operational functions within their relevant specialties. This will include overseeing the administrative functions within the department, ensuring all key performance targets are met and standard Operating Procedures are adhered to. The Business Manager will be responsible for ensuring that the appropriate data is available, analysed and presented to support business decision making, forging the gap between financial and business management. The role will provide an increased focus on the delivery of streamlined, efficient services which are managed and benchmarked nationally. These roles will lead on the project management of new models of care and organisational change and on the development of services going forward.

Eligibility/Other Requirements:

Mandatory:

Relevant qualifications in public sector management and/or relevant public sector experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note:

There is currently one permanent position and two temporary positions available for 12 months with the possibility of permanency within this recruitment process which include:

DoM Business Manager – Executive Director, HITH, Medical Day Unit and General Medicine

DoM Business Manager - Gastroenterology and Hepatology Unit, Neurology

DoM Business Manager - Cardiology and Respiratory

Contact Officer: Jacqui Taylor (02) 5124 3603 jacqui.h.taylor@act.gov.au

**Clinical Services**

**Rehabilitation, Aged and Community Services**

**Community Care Program**

**CNC Palliative Care and Oncology**

**Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 41417)**



Gazetted: 10 October 2019

Closing Date: 18 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.

Four 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

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 Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: reliable, progressive, respectful, kind.

A number of RACS services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services.

This full-time consultancy role provides high level clinical leadership in a palliative care and oncology environment to staff managing patients with a broad range of needs. In this role the CNC liaises between the Community Nursing Service, the various palliative care services and oncology services in the ACT; and actively fosters staff knowledge of primary palliative care and oncology across the community nursing teams. The position is physically based at the City Health Centre.

Eligibility/Other Requirements:

Mandatory:

Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Hold current driver's licence.

Desirable:

Tertiary or post graduate qualifications and recent experience in oncology and palliative care applicable to the position

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

Contact Officer: Gail Hawke (02) 5124 1672 gail.hawke@act.gov.au

## **Clinical Services**

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

### **Community Care Program**

#### **Clinical Nurse Consultant (CNC) Post-Acute Care (PAC)**

#### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 22637)**

Gazetted: 10 October 2019

Closing Date: 20 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.
- Four 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

Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community services across a range of settings. This includes Canberra Hospital, Community Health Centres and the Village Creek Centre in Kambah. Our staff are committed to the delivery of health services that reflect Canberra Health Service's values: Reliable, Progressive, Respectful and Kind.

This full time consultancy role provides high level clinical leadership in a complex post-acute environment to staff managing patients with a broad range of needs. The position is physically based at the TCH campus to enable ready access to patients transitioning between the hospital and the community.

Consultation and liaison with the Community Complex Care CNC's, Discharge Planners as well as other specialist practitioners focuses on enabling patients to remain independently in their own environment wherever possible.

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

Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs

Individual initiative with strong problem solving and consultation skills

Well-developed communication and interpersonal skills

The ability to work autonomously and as part of the MDT

Eligibility/Other Requirements: Mandatory: Registered with the Australian Health Practitioner Regulation Agency (AHPRA) and hold current Australian driver's licence. Desirable: Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings applicable to the position.

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 is a full-time vacancy. Flexible arrangements such as job sharing may be considered.

Contact Officer: Leontine Muis (02) 5124 2900 leontine.a.muis@act.gov.au

## **Clinical Services**

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

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

##### **Clinical Nurse Educator**

##### **Registered Nurse Level 3.1 \$106,795 - \$111,190, Canberra (PN: 31318)**

Gazetted: 10 October 2019

Closing Date: 24 October 2019

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

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.

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

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

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

Overview of the work area and position:

Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team across the Emergency Department and The Canberra Hospital (TCH).

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 consumer, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic environment. This position reports to the AMHU Team Leader and will liaise with the CNC to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AMHU.

You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

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

Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Desirable:

Current driver's licence.

Note:

This is a temporary position available for a period of 22 months.

Contact Officer: Helen Braun (02) 5124 1623 helen.braun@act.gov.au

## **Quality, Safety, Innovation and Improvement**

### **Clinical Effectiveness**

#### **Policy Advisory Team**

##### **Senior Officer**

##### **Senior Officer Grade C \$106,043 - \$114,146, Canberra (PN: 42261)**

Gazetted: 10 October 2019

Closing Date: 3 December 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.

Four 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, alcohol and drug services.

Overview of the Work Area and Position

Quality, Safety, Innovation and Improvement provides strategic leadership, oversight and advice on Canberra Health Services' Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement across Canberra Health Services.

Branches within Quality, Safety, Innovation and Improvement include:

Clinical Effectiveness

Patient Safety

Patient Experience

The role of Quality, Safety, Innovation and Improvement is to support the improvements in person-centred, safe and effective care delivery. This is achieved through:

Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation.

Continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement.

The Clinical Effectiveness Unit is within Quality, Safety, Innovation and Improvement, and includes the National Standards and Policy Team and the Quality Assurance Team. The unit provides support to clinical and non-clinical staff to assist in the delivery of safe, effective and person-centred health care. The unit is located at the Canberra Hospital and staff will occasionally be required to attend other Canberra Health Services facilities.

Under the direction of the Manager, National Standards and Policy, the senior officer position works as part of a dynamic team to inform, educate, and support policy development and governance processes and coordination of activities to embed the National Standards across Canberra Health Services

Eligibility/Other Requirements:

Desirable:

Tertiary or post graduate qualification in a health related discipline.

Prior experience in organisational accreditation against the National Standards.

Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Note

This is a temporary full-time position for three months with possibility of extension.

Contact Officer: Katherine Macpherson (02) 5124 9590 [katherine.macpherson@act.gov.au](mailto:katherine.macpherson@act.gov.au)

## **Clinical Services**

### **Women, Youth, and Children**

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

##### **Manager Women's Health Service**

**Health Professional Level 4 \$106,043 - \$114,146, Canberra (PN: 26575)**

Gazetted: 10 October 2019

Closing Date: 16 October 2019

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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.

Four 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

Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

The ACT Women's Health Service provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use.

In this role you will provide leadership and management to the multidisciplinary Women's Health Service team.

Eligibility/Other Requirements:

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

Mandatory:

Tertiary qualifications (or equivalent) in a Health Profession

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or if from a profession that is not AHPRA regulated, be eligible for membership of relevant professional association

Desirable:

Current driver's licence.

Clinical experience working with women affected by violence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals,

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

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

Note:

This is a full-time 14 month position from 2 December 2019 - February 2021, with the possibility of extension and/or permanency.

Contact Officer: Deborah Colliver (02) 5124 1616 [deborah.colliver@act.gov.au](mailto:deborah.colliver@act.gov.au)

## **APPOINTMENTS**

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

**Administrative Services Officer Class 6 \$84,257 - \$96,430**

Andrew Harrold 858-79674, Section 68(1), 7 October 2019

**Senior Officer Grade C \$106,043 - \$114,146**

Simon Joyce 863-13170, Section 68(1), 7 October 2019

**Senior Officer Grade C \$106,043 - \$114,146**

Janet Kaye 863-13031, Section 68(1), 8 October 2019

**Senior Officer Grade C \$106,043 - \$114,146**

Kyaw Kyaw Maung 863-13402, Section 68(1), 21 October 2019

### **Community Services**

**Administrative Services Officer Class 4 \$70,359 - \$76,184**

Anne Baker 863-12602, Section 68(1), 7 October 2019

**Senior Officer Grade A \$145,048**

Peter Perez 858-74881, Section 68(1), 30 September 2019

### **Education**

**Administrative Services Officer Class 4 \$70,359 - \$76,184**

Breanna Blight 858-17676, Section 68(1), 14 October 2019

### **Environment, Planning and Sustainable Development**

**Administrative Services Officer Class 5 \$78,197 - \$82,771**

Sara Banks 844-82923, Section 68(1), 1 October 2019

### **Exhibition Park in Canberra**

### **Health**

**Specialist Level 1- 5 \$164,470 - \$202,960**

Pearl Pei-Yun Chan, 858-41721 Section 68(1), 18 October 2019

### **Justice and Community Safety**

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties**

Liam Johnston 853-81489, Section 68(1), 2 October 2019

Note: Non-advertised vacancy - In accordance with the ACT Public Sector ACT Ambulance Service Enterprise Agreement 2013-2017, under clause P1.2 (a), (b) and (c).

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Zoe Podmore 858-51241, Section 68(1), 4 October 2019

Note: In accordance with the Public Sector Management Standards 2016, 14) Direct appointment of employee-general

**Transport Canberra and City Services**

**Technical Officer Level 3 \$72,989 - \$82,486**

Adrian Dehelean 832-75543, Section 68(1), 7 October 2019

**Canberra Health Services**

**Administrative Services Officer Class 2/3 \$55,934 - \$68,204**

Waseem Alajrab 863-13584, Section 68(1), 17 October 2019

**Administrative Services Officer Class 2/3 \$55,934 - \$68,204**

Nicola Bowell 857-43478, Section 68(1), 7 October 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Sarah Cooper 861-30948, Section 68(1), 3 October 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Lisa Davidson 737-59448, Section 68(1), 8 October 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Sabrina George 859-52704, Section 68(1), 17 October 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Sherin Kathrukunnel Philip 857-93686, Section 68(1), 3 October 2019

**Registered Nurse Level 2 \$93,151 - \$98,728**

Adele McGee 861-31115, Section 68(1), 31 October 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Maychelle Ornos 857-42811, Section 68(1), 4 October 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Liny Parakkal Valappil 857-45211, Section 68(1), 31 October 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Janelle Rogers 859-52077, Section 68(1), 4 October 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Lilibeth Salomon 853-63176, Section 68(1), 21 October 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Esther Scerri 857-42272, Section 68(1), 3 October 2019



**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Jenae Smith 857-45131, Section 68(1), 8 October 2019

**Administrative Services Officer Class 3 \$63,374 - \$68,204**

Tibin Varghese Vadakel 861-32740, Section 68(1), 3 October 2019

**Health Professional Level 2 \$65,216 - \$89,528**

Candice Woods 862-11713, Section 68(1), 3 October 2019

**Administrative Services Officer Class 2/3 \$55,934 - \$68,204**

Rachel Yakimov 862-08514, Section 68(1), 1 November 2019

**Registered Nurse Level 1 \$67,078 - \$89,604**

Victoria Yip 845-02701, Section 68(1), 31 October 2019

**Administrative Services Officer Class 4 \$70,359 - \$76,184**

Rikki Yonzon 846-99073, Section 68(1), 8 October 2019

**ACT Health**

**Senior Officer Grade A \$145,048**

Daniel Landon 827-52424, Section 68(1), 4 October 2019

**Administrative Services Officer Class 5 \$78,197 - \$82,771**

Eden Ybas 863-13883, Section 68(1), 9 October 2019

**TRANSFERS**

**Canberra Health Services**

**Kristen Franks: 856-73561**

From: Registered Nurse Level 2 \$93,151

Canberra Health Services

To: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services, Canberra (PN. 41432) (Gazetted 2 August 2019)

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Shared Services ICT**

**Business Application Management**

**Business Application Management**

**Tony Kraljevic: 817-43075**

From: Information Technology Officer Class 2 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Chief Minister, Treasury and Economic Development, Canberra (PN. 05462) (Gazetted 17 August 2018)

**Access Canberra**

**Fair Trading and Compliance**

### **The Compliance Team**

**Katherine Musgrove: 848-65342**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development, Canberra (PN. 38414) (Gazetted 14 August 2019)

### **Community Services**

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

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

**Mollie Boyton: 848-83436**

From: Child and Youth Protection Professional Level 1 \$66,160 - \$82,923

Community Services

To: Child and Youth Protection Professional Level 2 \$70,216 - \$94,528

Community Services, Canberra (PN. 23724, several) (Gazetted 31 January 2019)

#### **Housing ACT**

##### **Client Services**

##### **Tenant Relocation Team**

**Paul McGuinness: 835-79467**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Community Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Community Services, Canberra (PN. 38582) (Gazetted 20 March 2019)

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

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

**Phyo Wai: 853-72494**

From: Child and Youth Protection Professional Level 2 \$70,216 - \$94,528

Community Services

To: Child and Youth Protection Professional Level 3 \$97,103 - \$102,049 (up to \$106,862 on achieving a personal upgrade)

Community Services, Canberra (PN. 32253) (Gazetted 31 January 2019)

### **Education**

#### **School Performance and Improvement**

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

##### **Ngunnawal Primary School**

**Peter Dray: 820-98055**

From: Building Service Officer 1 \$49,702 - \$54,276

Education

To: Building Service Officer 2 \$58,001 - \$60,637

Education, Canberra (PN. 42077) (Gazetted 26 August 2019)

#### **School Performance and Improvement**

##### **Tuggeranong Network**

##### **Taylor Primary School**

**Annie McAppion: 820-97175**

From: \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 15122) (Gazetted 22 August 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.

**School Performance and Improvement**

**Tuggeranong Network**

**Taylor Primary School**

**Helen Wilson: 787-57222**

From: \$71,113 - \$106,448

Education

To: †School Leader C \$122,856

Education, Canberra (PN. 18447) (Gazetted 22 August 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.

**Environment, Planning and Sustainable Development**

**Environment**

**Parks and Conservation Service**

**Biosecurity and Rural Services**

**Rebecca McLeod: 846-83848**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Environment, Planning and Sustainable Development

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Environment, Planning and Sustainable Development, Canberra (PN. 45141) (Gazetted 28 August 2019)

**Justice and Community Safety**

**ACT Government Solicitor**

**Helen Banks: 741-75006**

From: Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety

To: †Government Solicitor 3 \$139,152 - \$157,416

Justice and Community Safety, Canberra (PN. 34383, several) (Gazetted 20 June 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.

**ACT Government Solicitor**

**Rebecca Piesse: 853-74166**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Justice and Community Safety

To: †Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety, Canberra (PN. 35145) (Gazetted 10 July 2019)

**ACT Ambulance Service**

**Christopher Tyrrell: 835-95563**

From: Ambulance Paramedic \$70,647 - \$79,475 plus penalties  
Justice and Community Safety  
To: Intensive Care Paramedic 1 \$82,062 - \$90,926 plus penalties  
Justice and Community Safety, Canberra (PN. 23160)

### **Transport Canberra and City Services**

#### **City Services**

##### **Domestic Animal Services**

##### **Operations Manager**

##### **Meaghan O'Connor: 853-7890**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184  
Transport Canberra and City Services

To: †Administrative Services Officer Class 5 \$78,197 - \$82,771

Transport Canberra and City Services, Canberra (PN. 43916) (Gazetted 5 March 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.

#### **City Places and Infrastructure**

##### **City Presentation**

##### **Place Management**

##### **Kyie Turel: 827-31332**

From: General Service Officer Level 3/4 \$49,702 - \$54,276

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$55,097 - \$60,637

Transport Canberra and City Services, Canberra (PN. 56994) (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.

### **Suburban Land Agency**

#### **Program Solutions**

##### **Office of Deputy CEO**

##### **Jing Yang: 853-55037**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

Suburban Land Agency, Canberra (PN. 44834) (Gazetted 7 August 2019)

### **Canberra Health Services**

#### **Canberra Hospital and Health Services**

##### **Lauren Baden: 799-99231**

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 44806) (Gazetted 29 August 2019)

#### **Canberra Hospital and Health Services**

**Donna Bicker: 786-46493**

From: Registered Nurse Level 2 \$93,151 - \$98,728  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$106,795 - \$111,190  
Canberra Health Services, Canberra (PN. 44807) (Gazetted 29 August 2019)

**Canberra Hospital and Health Services**

**Shannon Broadrick: 827-25557**

From: Registered Nurse Level 2 \$93,151 - \$98,728  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$106,795 - \$111,190  
Canberra Health Services, Canberra (PN. 43223) (Gazetted 29 August 2019)

**Canberra Hospital and Health Services**

**Bonnie Chu: 827-18162**

From: Radiation Therapist Level 3.1 \$100,856 - \$104,153  
Canberra Health Services  
To: †Radiation Therapist Level 4.1 \$121,668 - \$125,693  
Canberra Health Services, Canberra (PN. 28824)

**Clinical Services**

**Cheryl Gregory: 748-53380**

From: General Service Officer Level 5/6 \$55,097 - \$60,637  
Transport Canberra and City Services  
To: Administrative Services Officer Class 2/3 \$55,934 - \$68,204  
Canberra Health Services, Canberra (PN. 44721) (Gazetted 22 August 2019)

**Canberra Hospital and Health Services**

**Kylie Johns: 608-13644**

From: Registered Nurse Level 2 \$93,151 - \$98,728  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$106,795 - \$111,190  
Canberra Health Services, Canberra (PN. 44723) (Gazetted 29 August 2019)

**Clinical Services**

**Fiona McAllister: 846-86440**

From: Administrative Services Officer Class 3 \$63,374 - \$68,204  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$70,359 - \$76,184  
Canberra Health Services, Canberra (PN. 20011) (Gazetted 4 July 2019)

**Canberra Hospital and Health Services**

**Katherine McCallum: 796-73418**

From: Registered Nurse Level 2 \$93,151 - \$98,728  
Canberra Health Services  
To: †Registered Nurse Level 3.1 \$106,795 - \$111,190  
Canberra Health Services, Canberra (PN. 44809) (Gazetted 29 August 2019)

**Canberra Hospital and Health Services**

**Gwynne Murray (Thomas): 820-98207**

From: Registered Nurse Level 2 \$93,151 - \$98,728

Canberra Health Services

To: †Registered Nurse Level 3.1 \$106,795 - \$111,190

Canberra Health Services, Canberra (PN. 40410) (Gazetted 29 August 2019)

**Clinical Services**

**Ida Raco: 840-51218**

From: Administrative Services Officer Class 4 \$70,359 - \$76,184

Canberra Health Services

To: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services, Canberra (PN. 29707) (Gazetted 8 November 2018)

**Canberra Hospital and Health Services**

**Boby Thomas: 836-00799**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services

To: Administrative Services Officer Class 6 \$84,257 - \$96,430

Canberra Health Services, Canberra (PN. 44846) (Gazetted 21 June 2018)

**ACT Health**

**Health Systems, Policy and Research Group**

**Office of Professional Leadership and Education**

**Clinical Placement Office**

**Rebecca Cesnik: 839-27732**

From: Health Professional Level 2 \$65,216 - \$89,528

Canberra Health Services

To: Health Professional Level 3 \$92,103 - \$97,049 (up to \$101,862 on achieving a personal upgrade)

ACT Health, Canberra (PN. 18726) (Gazetted 14 August 2019)

**Health Systems, Policy and Research**

**Health Systems, Planning and Evaluation**

**System Innovation Group**

**Jessica Miko: 853-29453**

From: Administrative Services Officer Class 5 \$78,197 - \$82,771

Canberra Health Services

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 40340) (Gazetted 25 July 2019)

**Coprrporate Services**

**Strategic Finance**

**Internal Management Reporting**

**Sabeen Saleem: 799-83811**

From: Administrative Services Officer Class 6 \$84,257 - \$96,430

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$106,043 - \$114,146

ACT Health, Canberra (PN. 41969) (Gazetted 15 August 2019)