



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 24 November 2016**

## VACANCIES

### ACT Audit Office

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

#### Financial Audits

##### **Auditor (including Graduates) – Financial Audits**

##### **Audit Band 1 - Auditor \$57,648 - \$75,432, Canberra (PN: 42821, several)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

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

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

Note: These are temporary positions available for a period of 12 months with the possibility of permanency from this process. Applicants must provide a written response to the Selection Criteria. Applicants shortlisted for interview will be asked nominate two referees that can be contacted by the Selection Committee. Interviews will be conducted in December 2016.

Contact Officer: David O'Toole (02) 6205 3087 [david.o'toole@act.gov.au](mailto:david.o'toole@act.gov.au)

### Calvary Health Care ACT (Public)

#### Intensive Care Unit/Coronary Care Unit

##### Registered Nurse

##### **Registered Nurse Level 1 Year 2 - Year 4 \$65,041 - \$70,901, Canberra (PN: TBA)**

Gazetted: 18 November 2016

Closing Date: 18 December 2016

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

<https://calvary.mercury.com.au> Reference Number 14041

Contact Officer: Rachel Longhurst (02) 6264 7180 [rachel.longhurst@calvary-act.com.au](mailto:rachel.longhurst@calvary-act.com.au)

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

#### Physiotherapy

**Senior Physiotherapist**

**Health Professional Level 3**

\$85,967 - \$90,583

Gazetted: 24 November 2016

Closing Date: 22 January 2016

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

Reference Number: 14129

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

**Canberra Institute of Technology**

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

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

**CIT Corporate Services**

**CIT Training and Initiatives Unit**

**Employer Liaison Officer**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37063)**

Gazetted: 22 November 2016

Closing Date: 6 December 2016

Details: To be successful in the position you will be able to identify business opportunities and work collaboratively with Colleges and Departments to coordinate and undertake activities which advocate, promote and broker the benefits of uptake of Australian Apprenticeships, Skilled Capital places or other training products available through Canberra Institute of Technology (CIT). You will be customer focused, participate proactively as a team member, and autonomously, to achieve performance benchmarks and quality outcomes in accordance with relevant government compliance standards. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Current driver's licence is essential. Mandatory General Construction Induction

White Card Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. Familiarity with Australian Apprenticeship systems is highly desirable.

Note: This is a temporary position available from 30 December 2016 to 30 December 2017. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards 2016, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Rikki Norris (02) 6207 4877 [rikki.norris@cit.edu.au](mailto:rikki.norris@cit.edu.au)

**CIT Corporate Services**

**CIT Training and Initiatives Unit**

**CRN Creation and Timetabling Team Leader**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 17202)**

Gazetted: 18 November 2016

Closing Date: 25 November 2016

Details: To be successful in this position you will lead the provision of high level administrative and clerical support in relation to the development and maintenance of Centralised CRN's and Timetabling. This includes co-ordination and maintenance of related project, procurement and human resources documentation. You will be required to work with Senior Management and staff to analyse business requirements and develop quality solutions which ensure streamlined business processes and effective workflow. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards 2016, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Eligibility/Other Requirements: A sound knowledge of Banner and CIT internal policies and procedures is required for this position.

Note: This is a temporary position available from 30 December 2016 to 30 December 2017. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Rikki Norris (02) 6207 4877 rikki.norris@cit.edu.au

### **CIT Business, Tourism and Accounting**

#### **CIT Accounting and Law**

#### **Bookkeeping Teacher**

#### **Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51981)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

Details: Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally. The Accounting, Bookkeeping and Legal Services Department are seeking to fill a Teacher Level 1 position within the Business, Tourism, and Accounting College. Key knowledge skills and attributes of the position include: Relevant industry experience in the financial services industry (minimum experience five years); Passionate about sharing their industry knowledge with students studying in the financial services industry and students in other disciplines requiring finance skills; Digital literacy in Microsoft Office suite; Experience in Cloud Accounting principles. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Appropriate industry competencies demonstrated by the following qualifications: Certificate IV or higher in Accounting or Bookkeeping Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Note: This is a temporary position available for a period of 12 months with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Vanessa Whelan (02) 6207 4984 vanessa.whelan@cit.edu.au

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

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

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

#### **Access Canberra**

#### **Construction, Environment and Workplace Protection**

#### **Deputy Director, Regulation**

#### **Senior Officer Grade A \$135,384, Canberra (PN: 35631)**

Gazetted: 18 November 2016

Closing Date: 25 November 2016

Details: Access Canberra is seeking a high performing team player to lead delivery of regulatory services in the Construction, Environment and Workplace Protection division (CEWP). The Deputy Director will provide practical and strategic leadership to ensure the division is working together, across Access Canberra, the broader ACTPS and with stakeholders to deliver good regulatory outcomes. Access Canberra is undergoing significant cultural and business transformation. We embrace the ACTPS values, are committed to valuing and investing in our people and building trust and teamwork across the organisation. We take an evidence-led, risk based approach to regulatory services, with a strong focus on securing compliance through engaging and educating our stakeholders. We are customer focussed, always looking for new and better ways to deliver superior experience, have a positive impact on the industries we regulate and increase compliance. This is a challenging but rewarding role and ideally suited to somebody who embraces modern management practices, who is not afraid to think outside the box and thrives working in a fast-paced environment.

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

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

Contact Officer: Derise Cubin (02) 6205 3732 Derise.cubin@act.gov.au

### **Office of the Coordinator General for Urban Renewal**

#### **Manager**

**Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37863)**

Gazetted: 22 November 2016

Closing Date: 6 December 2016

Details: An exciting opportunity exists to lead City Activation Unit in the implementation of the City Action Plan as part of an ongoing urban renewal agenda. The role includes managing a whole of government approach to coordination of activities in the City, and advising on policy reform to facilitate transformational opportunities for the City. Stakeholder management is another key responsibility of the position.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Public Policy, Environmental Management, Town Planning or any other related field is desirable.

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@act.gov.au

### **Office of the Under Treasurer**

#### **Treasury Directorate Liaison Officer**

**Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 55315)**

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: The Treasury stream of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) seeks expressions of interest for temporary employment to the Treasury Directorate Liaison Officer (DLO) position in the Chief Minister/Treasurer's Office. This is a valuable career opportunity. As the DLO represents Treasury among the highest levels of the ACT Government, among Members of the legislative Assembly and also the community, applicants must possess integrity, sound judgement and excellent communication skills. The successful candidate will have a strong knowledge of Treasury; its role and responsibilities, and will also show exceptional organisation skills. Officers at Level or seeking higher duties will be considered.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline.

Note: This is a temporary position available 9 January 2017 until 5 January 2018.

Contact Officer: Margaret Stewart (02) 6207 0280 margaret.stewart@act.gov.au

### **Economic Development**

#### **Office of the Director General/Chief Executive Officer**

##### **Community Engagement and Media**

##### **Senior Community Engagement Officer**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 33016)**

Gazetted: 22 November 2016

Closing Date: 6 December 2016

Details: The Community Engagement team at Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated Senior Community Engagement Officer to join the team. The successful candidate will have strong experience in community engagement with the ability to prepare, implement and undertake community engagement strategies on major directorate initiatives.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in community engagement is desirable.

Contact Officer: Simon Lansdown (02) 6205 2980 [simon.lansdown@act.gov.au](mailto:simon.lansdown@act.gov.au)

### **Access Canberra**

#### **Community, Business and Transport Regulation**

#### **Advice, Investigation and Enforcement**

#### **Manager – Compliance and Enforcement**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 33943)**

Gazetted: 22 November 2016

Closing Date: 29 November 2016

Details: Access Canberra seeks to employ responsive and helpful people who will contribute new and innovative ideas to how we do things and will actively look for new ways to solve problems. Under the broad direction of the Senior Manager – Advice, Investigation and Enforcement you will: Lead, manage, and monitor performance of a diverse team of Inspectors and Investigators, including the development and monitoring of individual achievement and development plans and setting of team work priorities in line with corporate objectives; Lead and direct staff in the team in the provision of Inspection, Investigation and compliance activities for Access Canberra; Implement and monitor corporate policies and processes to provide best outcomes across the range of responsibilities of the team and broader Access Canberra; Perform the functions of an authorised Inspector in accordance with relevant legislation; Establish and maintain effective working relationships with stakeholders, both internal and external; Deal appropriately with confidential and sensitive information; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to workplace diversity, participative works practices and promote work safe principles; Represent Access Canberra at a range of forums both locally and interstate and have direct supervision of personnel, including those that are on-call, working across several locations and that deploy directly into the field. Availability to participate in after hours and on-call compliance activities may be required; does not require a pre-employment medical; may require a Working with Vulnerable People Check and involves direct supervision of personnel. Some local and interstate travel may be required; wearing of a uniform may be required.

Eligibility/Other Requirements: A Certificate IV in Government (Investigations); or a Certificate IV in Government (Inspections); or a Certificate IV in WHS and/or other relevant qualification or relevant industry experience is desirable but not essential. Qualifications in Investigations, Audit are desirable but not essential.

Note: This is a temporary position available for a period of two years with the possibility of extension up to five years. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Michael Azize (02) 6207 9179 [michael.azize@act.gov.au](mailto:michael.azize@act.gov.au)

### **Shared Services**

#### **Shared Services Information and Communication Technology (ICT)**

#### **Business Application Management**

#### **Senior Pathology Technical Administrator**

#### **Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 19648, expected vacancy)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

Details: This position will provide technical leadership in supporting ACT Pathology's business applications.

Eligibility/Other Requirements: Education and professional qualifications checks may be undertaken prior to employment. Completion of tertiary qualifications in Information Technology or Information Management would be advantageous. Participation in the afterhours on-call support is mandatory.

Note: This is a temporary position available from 1 January 2017 to 20 June 2017 with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Mark Woodward (02) 6244 3067 [mark.woodward@act.gov.au](mailto:mark.woodward@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.

**Revenue Management**

**Policy**

**Assistant Manager, Policy**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 43075)**

Gazetted: 21 November 2016

Closing Date: 6 November 2016

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation administration, as well as management of the Territory's taxation base including the development of revenue and taxation legislation. The Policy Team is seeking an Assistant Manager to help prepare advice on strategic and legislative policy for internal and external stakeholders, including the Commissioner, the Under Treasurer, and staff within the Division. The successful applicant will have experience in interpreting and applying ACT tax legislation, guidelines, policy and procedures. As well as excellent written skills with the ability to draft the most complex submissions and briefs in a clear, well structured and concise manner in a timely manner.

Eligibility/Other Requirements: Tertiary qualifications in Law, Economics or another relevant discipline.

Note: Selection may be based on written application and referee reports only. Applicants are advised the response to the Selection Criteria should not exceed one page per criteria. Contact details of at least two referees are to be provided along with a current curriculum vitae.

Contact Officer: Victoria Pullen (02) 6207 0063 victoria.pullen@act.gov.au

**Shared Services**

**Strategic Business**

**Project Hub**

**Project Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 01341)**

Gazetted: 22 November 2016

Closing Date: 29 November 2016

Details: Shared Services is currently seeking suitably experienced applicants for the role of Project Manager within the Strategic Business Branch. The successful applicant would be expected to manage a range of business and/or information technology projects from initiation through to benefits realisation.

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

Contact Officer: Kristina Carroll (02) 6207 0046 kristina.carroll@act.gov.au

**Revenue Management**

**Executive**

**Office of the Commissioner**

**Executive Support Officer**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 03662)**

Gazetted: 23 November 2016

Closing Date: 7 December 2016

Details: Office of the Commissioner The Office of the Commissioner is seeking a highly motivated and experienced Executive Support Officer to provide support to the Commissioner for ACT Revenue and the Managers of the Revenue Management Division. The successful applicant will have excellent interpersonal and communication skills, with a proven ability to maintain relationships with internal and external stakeholders. This position will be responsible for maintaining whole of office records in accordance with the *Territory Records Act 2002*, and maintaining business documentation including invoicing and position number variations. Ideally, the successful applicant will have demonstrated knowledge of ACT Tax Legislation.

Note: Selection may be based on application and referee reports only. Applicants are advised the response to the Selection Criteria should not exceed one page per criteria. Contact details of at least two referees are to be provided along with a current curriculum vitae. A merit list will be established from this process and may be used to fill identical positions which may arise over the next 12 months.

Contact Officer: MaryJane Lalliard (02) 6205 8796 maryJane.lalliard@act.gov.au

**Enterprise Canberra**

**VisitCanberra**

**Marketing**

**Public Relations and Media Services Officer**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 16867)**

Gazetted: 18 November 2016

Closing Date: 2 December 2016

Details: VisitCanberra is seeking a motivated and passionate Canberra advocate to research, write, curate and publish content for the organisation's marketing channels. A key part of this role is publishing content via VisitCanberra's digital channels – so you will need to be proficient in producing content for organisations via digital channels, in particular Instagram, Facebook and Twitter. The Public Relations and Media Officer is required to undertake the following duties: Proactively research, create and publish relevant content (editorial and visual) to the organisation's owned digital channels and partner distribution channels. Assist in writing articles, media releases, draft speeches and talking points for both the organisation and Tourism Minister. Write releases and pitch story angles for distribution to national travel and lifestyle media. Liaise and develop partnerships with tourism industry colleagues, stakeholders and content providers to build product knowledge, source and share stories and images. Ensure published organisation content is accurate and current on both owned channels and third party sites. This position does not require a Working with Vulnerable People check and does not involve direct supervision of staff.

Eligibility/Other Requirements: A current driver's licence and the flexibility to work weekends and evenings when required.

Note: This is a temporary position available from 9 January 2017 until 29 January 2018.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

**Shared Services**

**Strategic HR and Corporate**

**Change Management**

**Communications Officer**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 37899)**

Gazetted: 18 November 2016

Closing Date: 2 December 2016

Details: Shared Services is seeking applications from highly skilled and motivated individuals who can use their strong written and oral communications skills to support the delivery of our programs and services. As well as needing to demonstrate drive and initiative, the role requires a person who has excellent customer service and organisational skills.

Contact Officer: Erin Emery (02) 6207 8462 erin.emery@act.gov.au

**Revenue Management**

**Objections**

**Objections Officer**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 56035)**

Gazetted: 21 November 2016

Closing Date: 6 December 2016

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation administration, as well as management of the Territory's taxation base including the development of revenue and taxation legislation. The Objections Team is seeking an individual to undertake routine objections in relation to revenue-related legislation, especially for objections to unimproved value for rates and land tax purposes. The successful applicant will have demonstrated knowledge in ACT tax legislation and have excellent customer service skills.

Note: Selection may be based on written application and references only. Applicants are advised the response to the Selection Criteria should not exceed one page per criteria. Contact details of at least two referees are to be provided along with a current curriculum vitae.

Contact Officer: Russell Stroud 6207 5875 russell.stroud@act.gov.au



## **Shared Services**

### **Finance and Payroll Services**

#### **Payroll Services**

##### **Payroll Officer**

##### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 09694, several)**

Gazetted: 18 November 2016

Closing Date: 25 November 2016

Details: Applications are sought from experienced Payroll Officers to work within the Payroll Services, Shared Services. The Payroll Officer will contribute to an effective team environment involved in administering personnel services including calculation and processing of salary entitlements, salary variations, allowances, leave, superannuation and other services as required; Maintain accurate records on Chris21 and exercise delegation appropriately; Interpret legislation, enterprise agreements and policies; Respond to enquiries and provide expert professional advice; Prepare correspondence on conditions of service; Communicate effectively with team members to deliver an effective customer service; and uphold and support the values of the ACT Public Service. Eligibility/Other Requirements: Chris21 experience is highly desirable.

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

Contact Officer: Maria Webster (02) 6207 5406 maria.webster@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)**

### **Housing and Community Services**

#### **Housing ACT**

##### **Tenancy Operations**

##### **Manager Tenant Relocation**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37045)**

Gazetted: 23 November 2016

Closing Date: 7 December 2016

Details: The Manager Tenant Relocation is responsible for the management of the Tenant Relocation Strategy and associated work. This Strategy will oversee the relocation of up to 1288 public housing tenants as part of the Public Housing Renewal Taskforce activity. The occupant of this position is required to oversee the implementation of the project that provides a strategic framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. The successful candidate will need to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Experience in a Human Services field and/or a relevant tertiary qualification. An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services. Current driver's licence. Experience in using a range of Information Technology business and office applications, including Microsoft Office Project would be desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available from 2 January 2017 for up to 12 months.

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@act.gov.au

**Corporate Services**

**People Management**

**Manager People Management**

**Senior Officer Grade B/A \$116,570 - \$135,384, Canberra (PN: 33213)**

Gazetted: 22 November 2016

Closing Date: 6 December 2016

Details: The Manager, People Management role will support the Director, People Management and the functions of the broader People Management Branch by: Providing technical and strategic advice to Executive on a range of Human Resource matters Managing the Directorate's on-going industrial relations and human resource policy, program and strategic activities Undertake high level liaison, negotiation and co-ordination within the Directorate, and with other agencies, jurisdictions and unions as required, build and sustain relationships with a range of stakeholders across Community Services Directorate and other organisations to achieve outcomes.

Note: This position will be filled at either a Senior Officer Grade B or the Senior Officer Grade A level, dependant on the skills, knowledge and experience of the successful applicant.

Contact Officer: Christine Murray (02) 6205 0413 christine.murray@act.gov.au

**Corporate Services**

**Asset Management**

**Facilities Management Team**

**Facilities Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36245)**

Gazetted: 23 November 2016

Closing Date: 7 December 2016

Details: The position is responsible for leading and managing the Community Services Directorate (CSD) Facilities Team and undertake the following functions: Daily management of the Directorate's office and non-office accommodation. Management and delivery of capital works and budgets. Managing team performance for day to day service, responsiveness and standards in the provision of repairs, maintenance and upgrading works to facilities. Providing policy and strategic advice to Senior Management and Executive. Daily Management of the Directorate's fleet of vehicles. This position reports to the Senior Director, Corporate Services.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting are essential. Membership of a professional accounting body is desirable, but not essential.

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@act.gov.au

**Housing and Community Services**

**Housing ACT**

**Operational Services**

**Tribunal Advocate**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 31097)**

Gazetted: 21 November 2016

Closing Date: 5 December 2016

Details: The Operational Services Unit is responsible for providing support services for Housing ACT including legal services, managing compensation matters and secretariat services for review mechanisms. The Tribunal Advocate is part of the Operational Services team and is responsible for representing the Commissioner for Housing in matters before the Civil and Administrative Tribunal (ACAT) and other courts or tribunals in accordance with agreed parameters. The Tribunal Advocate is required to liaise with clients and their legal representatives, the Government Solicitor's Office, ACAT and other parties as required and to prepare documentation associated with legal and administrative matters. We are seeking a motivated individual with relevant practical representational experience who can demonstrate that they have highly developed communication, negotiation and liaison skills, the ability to exercise sound judgement and meet tight deadlines.

Eligibility/Other Requirements: Legal or relevant representation experience or qualification desirable. Experience in using a range of IT business and office applications. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Christopher Adkins (02) 6205 3804 christopher.adkins@act.gov.au

**Child and Youth Protection Services**

**Operations North/South**

**Case Manager**

**Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 32980, several)**

Gazetted: 21 November 2016

Closing Date: 7 December 2016

Details: The Health Professional Level 1 (HP1) Case Manager is the entry level position into Child and Youth Protection Services case management. It is expected that HP1's will grow in skill and experience through formal and informal development, supervision by Health Professional Level 3 Case Managers and support from team leaders and other staff. The role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Proficiency with Microsoft Office programs. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: To be eligible to apply, applicants must have graduated by March 2017.

Contact Officer: Larissa Sellars (02) 6207 6643 cypsrecruitment@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)**

**Office for Schools**

**South/Weston Network**

**Hughes Primary School**

**Principal**

**School Leader A \$143,712 - \$172,560, Canberra (PN: 31778)**

Gazetted: 21 November 2016

Closing Date: 5 December 2016

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

Contact Officer: Wayne Prowse (02) 6205 7193 wayne.prowse@act.gov.au

**Office for Schools**

**North/Gungahlin Network**

**Palmerston District Primary School**

**Executive Teacher**

**School Leader C \$112,381, Canberra (PN: 02197)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

Details: As a member of the Executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Melissa Travers (02) 6205 7241 melissa.travers@ed.act.edu.au

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

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Black Mountain School**

##### **Executive Teacher**

##### **School Leader C \$112,381, Canberra (PN: 32852)**

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: As a member of the Executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Contact Officer: Frank Fogliati (02) 6205 6377 frank.fogliati@ed.act.edu.au

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

#### **Office for Schools**

##### **North/Gungahlin Network**

##### **Gungahlin College**

##### **Inclusion Support Teacher**

##### **Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 34676)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

Details: Gungahlin College is seeking an enthusiastic and outstanding Inclusion Support teacher.

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

Note: This is a temporary position available 24 January 2017 until 26 January 2018.

Contact Officer: John Alston-Campbell (02) 6142 1000 john.alston-campbell@ed.act.edu.au

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

#### **Student Engagement**

##### **Disability Education**

**Network Student Engagement Team  
Hearing Support Itinerate Teacher  
Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 34684, several)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

Details: An exciting opportunity exists for innovative, high performing teachers to join the Student Engagement Branch as a Hearing Support Itinerate Teacher. In accordance with Directorate policies, Hearing Support Itinerate Teachers will work within the Network Student Engagement Teams (NSET) to support school leadership teams and Classroom Teachers, develop an effective school-wide support model that addresses universal, selected and targeted interventions including: Undertaking effective case management, including maintenance of records in accordance with existing NSET procedures; Provide broad and targeted support in order to build school capacity to better meet the needs of students with hearing impairments. Support may include: Providing guidance to teachers on how to prepare learning materials to allow students to adequately access the curriculum; Providing strategies for making reasonable adjustments to the physical school environment; Providing professional learning to teachers, teaching teams and the whole school on effective strategies that can be used to support students with hearing/complications; Providing specialised information which schools can communicate to families about how students with hearing and/or complications are being supported; Working with Executive teams to support the school and adhere to the Disability Education Standards; Working with schools to manage the integration of disability services provided by ACT Education for students who are accessing or eligible for the NDIS; Provide limited targeted in class teaching support for students. Teaching duties may include: Undertaking a teaching load as negotiated with the school to model teaching strategies provided; Providing targeted, in class support to students; Providing observations of the student/teacher/support staff, in order to provide feedback and advise on improving practice; Maintaining accurate student assessment; Providing detailed reporting on student achievement. The Hearing Support Itinerate Teacher will be expected to deliver professional learning, and demonstrate classroom management strategies when working with teachers. School based conditions apply to these positions.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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) Masters in Special Education and/or experience in the field is desirable.

Note: These temporary positions are available 27 January 2017 to 26 January 2018.

Contact Officer: Lachlan Ellis (02) 6207 1985 lachlan.ellis@ed.act.edu.au

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

## **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>**

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

**Women, Youth and Children**

**Department of Neonatology**

**Neonatology Specialist**

**Specialist / Senior Specialist \$162,039 - \$199,961**

**Senior Specialist \$218,921, Canberra (PN: 10840)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Overview of the work area and position: The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery

population of 8000. Canberra Hospital's Centre for Newborn Care has 700 admissions per year with 13 NICU/HDU and 14 SCN beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 27 cots to 34 cots over the next years. The department is supported by five Neonatologists, eight Neonatal Registrars two fellows and one CMO. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. Involvement in Neonatal teaching and research is recommended and highly encouraged by Canberra Hospital's management.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 Senior Specialist: \$218,921 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5%

superannuation, ranges from \$265,033 - \$351,512 Eligibility/Other Requirements: Mandatory: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Tertiary qualifications or equivalent in Neonatology and eligibility for membership of Royal Australasian College of Physicians (SAC in Neonatology), o must hold a current ACT drivers license. o Be registered under the Working for Vulnerable People Act.

Desirable: o Demonstrated experience in clinician performed ultrasound and long term developmental follow up. Please note prior to commencement successful candidates will be required to: o

undergo a pre-employment Police check. Note: o This position is a temporary full time position commencing from

6 February 2017 until 1 December 2017 with a possibility of extension. Contact Officer: Dr Hazel Carlisle, Clinical

Director Department of Neonatology (02) 6174 7565 [hazel.carlisle@act.gov.au](mailto:hazel.carlisle@act.gov.au) Applications can be forwarded to:

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

## **Canberra Hospital and Health Services**

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

#### **Department of Neonatology**

##### **Neonatology Specialist**

**Specialist / Senior Specialist \$162,039 - \$199,961**

**Senior Specialist \$218,921, Canberra (PN: 25835)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Overview of the work area and position: The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 8000. Canberra Hospital's Centre for Newborn Care has 700 admissions per year with 13 NICU/HDU and 14 SCN beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 27 cots to 34 cots over the next years. The department is supported by five Neonatologists, eight Neonatal Registrars two fellows and one CMO. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. Involvement in Neonatal teaching and research is recommended and highly encouraged by Canberra Hospital's management.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 Senior Specialist: \$218,921 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5%

superannuation, ranges from \$265,033 - \$351,512 Eligibility/Other Requirements: Mandatory: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Tertiary qualifications or equivalent in Neonatology and eligibility for membership of Royal Australasian College of Physicians (SAC in Neonatology), o must hold a current ACT drivers license. o Be registered under the Working for Vulnerable People Act.

Desirable: o Demonstrated experience in clinician performed ultrasound and long term developmental follow up. Please note prior to commencement successful candidates will be required to: o

undergo a pre-employment Police check. Note: o This position is a temporary part time position commencing from

3 January 2017 until 1 July 2017 with a possibility of extension. o Selection may be based on application and

referee reports only. Contact Officer: Dr Hazel Carlisle, Clinical Director Department of Neonatology (02) 6174

7565 [hazel.carlisle@act.gov.au](mailto:hazel.carlisle@act.gov.au) Applications can be forwarded to: Apply online at



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

**Canberra Hospital Health Services**

**Women, Youth and Children**

**Department of Neonatology**

**Registered Nurse Level 3 Grade 2 - Clinical Nurse Consultant - Special Care Nursery**

**Registered Nurse Level 3.2 \$112,687, Canberra (PN: 31201)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

**Details:** About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community. Overview of the work area and position: 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 27 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. As the Clinical Nurse Consultant you will provide nursing leadership within Special Care Nursery (SCN) and the Department of Neonatology. In the role you will be pivotal in supporting staff to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

**Eligibility/Other Requirements:** Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications in Neonatal Nursing and Health Services Management is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

**Canberra Hospital and Health Services**

**Health Care Improvement**

**Deputy Director, Clinical Safety System**

**Registered Nurse Level 3.2 \$112,687, Canberra (PN: 16024)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

**Details:** About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: As part of a dynamic team, you will be required to use your interpersonal skills to liaise with external managers and clinicians and support the Clinical Safety System Team. Assisting staff and ACT government solicitors with claims, all aspects of the coronial process and other legal and police matters as well as meeting insurance reporting obligations. Your clinical experience and understanding of data analysis will be utilised to guide and facilitate the analysis of clinical safety system information to inform service delivery and improvement opportunities within Canberra Hospital and Health Services. You will also have opportunity to assist with improvement activities and other core functions of the Patient Safety Team. The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. 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 structure of CSQU is aligned with the key elements of high quality health care and consists of: The Clinical

Governance Stream which includes the Clinical Effectiveness Unit and the Patient Safety Unit. The Quality Improvement Stream consisting of Patient Experience Unit, Accreditation Team, and Respecting Patient Choices. The Patient Safety Unit responsibilities include: Educating, promoting and guiding the application of incident management principles and processes to support continuous improvement for the provision of safe and high quality patient care for internal and external stakeholders. Identifying, analysing, investigating and reporting potential patient harm and patient safety indicators to support continuous improvement.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience with health performance analysis and reporting is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Shayne Brown (02) 6244 3138 shayne.brown@act.gov.au

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

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

#### **Department of Neonatology**

#### **Clinical Nurse Consultant NICU**

#### **Registered Nurse Level 3.2 \$112,687, Canberra (PN: 22395)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. 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 delivery of the public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The 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 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in Centenary Hospital for Women and Children (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. As the Clinical Nurse Consultant you will provide nursing leadership within NICU and the Department of Neonatology. In the role you will be pivotal in supporting staff to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications in Neonatal Nursing and Health Services Management are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

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

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

#### **Women and Babies**



**Nurse Manager, Neonatology**

**Registered Nurse Level 3.2 \$112,687, Canberra (PN: 22188)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

**Details:** About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The 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 27 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. As the acting Nurse Manger you will provide contemporary management and leadership for nursing staff within the Department of Neonatology. In the role you will contribute to planning and resource allocation to ensure achievement of objectives and demonstrate a flexible approach to supporting work life balance for staff.

**Eligibility/Other Requirements:** Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications in Health Services Management or similar is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**RACC Nursing**

**Clinical Care Coordinator Ward 11A**

**Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 25943)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

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

Overview of the work area and position: An opportunity exists for a dynamic Registered Nurse with excellent communication and leadership skills to fill the role of the Clinical Care Coordinator on the Acute Care of the Elderly Ward 11A. The applicant should be highly motivated, and have current advanced level clinical skills in an acute Geriatric setting with a minimum of two years experience in Gerontology. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individual, his/her carers and other services within and external to ACT Health.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Have a minimum of two years experience in acute Gerontology. Holds or is working towards a tertiary management and/or nursing qualification is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Hazel Hurrell (02) 6244 3035 [hazel.hurrell@act.gov.au](mailto:hazel.hurrell@act.gov.au)

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

#### **Critical Care**

#### **Intensive Care Unit**

#### **Research Coordinator**

#### **Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 17886)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Level 3 Research Co-ordinator is the Manager of the Division of Critical Care Research Office and is the first line of contact for Research Sponsors and the Australian and New Zealand Intensive Care Society (ANZICS) Clinical Trials Group. Duties include oversight of all Divisional research projects along the continuum of the projects; research approval, site preparation, Divisional education relating to research, implementation of studies, patient recruitment, data collection, data entry, data cleaning, and liaison between study groups, Investigators and Research Nurses. A large component of this job is data management which requires advanced database and computing skills.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Critical Care Nursing and/or Masters level research qualification. Proven experience in coordinating clinical trials in the critical care environment; A minimum of three years recent advanced level nursing experience and two years clinical experience in a critical care specialty area; Established skills in the use and application of databases and an advanced knowledge of computer applications including experience and expertise in the Microsoft Windows environment is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Narelle Aldridge (02) 6244 4147 [narelle.aldrige@act.gov.au](mailto:narelle.aldrige@act.gov.au)

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

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

#### **Women's and Babies**

#### **Clinical Development Midwife**

#### **Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22495)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

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

were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Clinical Development Midwife: Maternity Services – continuity/MGP portfolio. Under the direction of the continuity program Clinical Midwife Managers, the Clinical Development Midwife (CDM) position supports midwives within the Centenary Hospital for Women and Children's continuity of midwifery care models. These two models are the Canberra Midwifery program and the CatCH program. This position also provides support for newly graduated midwives throughout the Maternity Unit and is involved in unit wide in-service and education activities.

Eligibility/Other Requirements: Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for membership of the Australian College of Midwives. Must hold a current driver's licence or equivalent. Tertiary qualifications or equivalent, relevant to the position is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Christine Fowler (02) 6174 7684 [chris.fowler@act.gov.au](mailto:chris.fowler@act.gov.au)

## **Canberra Hospital and Health Services**

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

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

##### **Clinical Manager**

##### **Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22453)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Gungahlin Mental Health Team, as part of the Adult Community Mental Health Services, is a contemporary evidence-based service providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 level as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Approved tertiary qualifications or equivalent in nursing. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). More than 12 months nursing

experience in a mental health services. Strong understanding of adult community mental health services. Current un-restricted driver's licence. Post Graduate Qualification in Mental Health Nursing or working towards such is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Sonney Morrison (02) 6205 1110 [sonney.morrison@act.gov.au](mailto:sonney.morrison@act.gov.au)

## **Canberra Hospital and Health Services**

### **Pathology Canberra Clinical**

#### **Genomics Service**

#### **General Manager Clinical Genomics**

**Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 37803)**

Gazetted: 24 November 2016

Closing Date: 08 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Canberra Clinical Genomics is a new initiative that will develop and implement clinical genomics services for patients in Canberra. As General Manager of the service, you will be in a vibrant and exciting position, operating between ACT Health, John Curtin School of Medical Research and National Computational Infrastructure at the Australian National University. The successful applicant will be responsible for the development and implementation of the Canberra Clinical Genomics Service, and once established, for the day-to-day management and administration of the Canberra Clinical Genomics Service. In undertaking this position you will demonstrate a high degree of personal drive and strong leadership, organisational, communication and relationship management skills. You will possess postgraduate qualifications in genomics/molecular biology with at least five years relevant experience or extensive experience and management expertise in a technical field.

Eligibility/Other Requirements: Postgraduate qualifications in Genomics/Molecular Biology with at least five years relevant experience or extensive experience and management expertise in a technical field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Matthew Cook (02) 6174 5586 [matthew.cook@act.gov.au](mailto:matthew.cook@act.gov.au)

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **ISB Management and Strategy**

#### **Clinical Coding Auditor/Educator**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 25179)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive Casemix reviews with clinical staff as well as providing training, mentoring and support to the Clinical Coding team.

Eligibility/Other Requirements: Bachelor of Applied Science (Health Information Management) or equivalent qualification or eligibility for admission to full membership of the Health Information Management Association of Australia. A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of Casemix at the tertiary facility level, with ability to accurately code an average of 4 – 5 records per hour is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sharon Gibbons (02) 6244 3243 sharon.gibbons@act.gov.au

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

##### **Medicine**

##### **Acute Support Service**

##### **Physiotherapist Neurosciences**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 25526)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Acute Support Physiotherapy is seeking dynamic suitably qualified Physiotherapists with relevant recent experience and knowledge in Acute Neurological and Neurosurgical areas. Acute Support Physiotherapy service is based within the Division of Medicine and provides physiotherapy services to a range of clients in the acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. At least three years work experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for an expected period of 12 months, commencing February 2017.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

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

##### **Rehabilitation, Aged and Community Care**

##### **Rehabilitation Allied Health**

##### **Clinical Psychologist**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 31528)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

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

were developed by us, for us and are unique to our work. An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide services across the RACC inpatient and outpatient services, including rehabilitation, falls clinic, geriatric outpatients and the community rehabilitation team. Supervision is provided by a Senior Clinical Psychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Psychology Area of Practice Endorsement. Overview of the work area and position: The overall functions of the Clinical Psychologist will: Promote positive client outcomes through the provision of high quality clinical services; networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; Provide individual or group service delivery; Perform normal professional work under general professional guidance; May perform novel, complex, critical or difficult tasks with professional supervision Participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements: Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology. General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA). Registration requirement - Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students. Desirable: Previous work experience as a Clinical Psychologist is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of three years. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Sean Hambrook (02) 6244 2772 sean.hambrook@act.gov.au

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

#### **Cancer Ambulatory and Community Health Support**

#### **BreastScreen ACT**

#### **Radiography - Mammography Roles**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 11571, several)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra City clinic. Under direction, as a radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. *"With only three years post grad, BreastScreen ACT has provided me with great opportunity to further my career and education in Breast Imaging. I love working in a close, multidisciplinary team with up to date technology". Melissa - BreastScreen ACT Mammographer since 2012.*

Eligibility/Other Requirements: Degree or Diploma in Applied Science (Medical Imaging); Australian Health Practitioner Regulation Agency (AHPRA) Registration; ACT Radiation Licence (or eligible for); Eligible for membership to the Australian Institute of Radiography. Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain) is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are two positions available. One position is permanent part-time at 11:06 hours per week with the possibility of increased hours, and the other is casual.

Contact Officer: Angela Belluomo (02) 6205 1932 angela.belluomo@act.gov.au

**Canberra Hospital and Health Services  
Medicine**

**Acute Support Service**

**Physiotherapist - Women's Health**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 20507, expected vacancy)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; Promoting individual or group service delivery; Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Qualifications and experience: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. At least three years work experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is an expected temporary vacancy available for a period of 12 months. This full-time position is expected to commence in February 2017. Part-time applicants will be considered. The successful applicant will be required to participate in an overtime roster.

Contact Officer: Kathy Terrell (02) 6244 2222 kathy.terrell@act.gov.au

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

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 30400, expected vacancy)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

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

were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Overview of the work area and position: The Transitional Therapy and Care Program (TTCP) is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15 bed low level care facility or in the client's home. Whilst the majority of this position will be spent with TTCP there will be an expectation that some work will be performed in other areas of RACC depending on service requirements.

Eligibility/Other Requirements: A degree or diploma in Social Work. Eligibility for membership of the Australian Association of Social Workers. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Jane Lawrence (02) 6205 3964 jane.lawrence@act.gov.au

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

#### **Deputy Director General Canberra Hospital and Health Services**

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

#### **Revenue Officer**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 30827)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Business Management and Efficiency Revenue Team is responsible for accurate and timely revenue collection and related reporting. The Revenue Officer reports directly to the Senior Revenue officer and is responsible for managing a small team. The Clinical Support Services (CSS) division provides a range of services that support the clinical divisions within Canberra Hospital and Healthcare Services. CSS division encompasses an eclectic mix of disciplines including: Biomedical Engineering; Business and Management Efficiency; Clinical Records (Clinical Coding, CRIS, PMI, Sub and non Acute Classification); Medical Physics and Radiation Engineering; Nursing Clinical Support (Wards persons, Hospital Assistants and Ward Clerks, NIMS Unit, NurseBank, Central Equipment Store, Tissue Viability Team, Infection Control and Pastoral Care); Pharmacy; and Revenue and Financial Services (Patient Accounts, Admissions, Private Practice Fund, IPTAS).

Eligibility/Other Requirements: Previous experience in ACT Health specific IT applications e.g. ACTPAS is highly desired. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Catherine Swift (02) 6174 5879 catherine.swift@act.gov.au

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

#### **Medicine**

#### **Medicine Units**

#### **Project Officer - Division of Medicine**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 19128)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016



Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Division of Medicine Project Officer will provide support to the Division of Medicine Executive in the development, implementation and evaluation of projects and initiatives related to Internal Medicine inclusive of academic Medicine pursuits.

Eligibility/Other Requirements: High level administrative and/or project management skills, and experience in previous health projects are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Aimee Divorty (02) 6244 3659 aimee.divorty@act.gov.au

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

**Surgery Oral Health and Imaging**

**Dental Health Program**

**Finance Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 22972)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Dental Health Program provides dental services to eligible Adults and children across the ACT from the Community Health centres. Under limited direction the Finance Officer processes accounts payable and receivable including processing of centre pay for clients, monthly accrual processing and manages client account enquiries. The position is based within the Dental Health Program Administration team.

Eligibility/Other Requirements: Sound computer skills, customer service experience. Previous experience in a financial processing role, understanding of dental item numbers and billing processes or similar/or ability to acquire within a short time frame and sound time management skills is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Karen MacDonald (02) 6205 1088 karen.macdonald@act.gov.au

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

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

**Postgraduate Diploma in Nursing - Mental Health - First Semester February 2017 Intake, Canberra**

**Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: Scholarship 2017, several)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

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

were developed by us, for us and are unique to our work. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available, subject to agreement, to assist with relocation of successful candidates to Canberra. 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: A full nursing scholarship to study through the University of Canberra is offered by the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) of ACT Health. This is an excellent opportunity for Registered Nurses to build their knowledge and skills in caring for people experiencing a range of mental health conditions. Successful applicants are employed to work clinically on a rotating roster with part-time paid employment while studying either part-time or full-time with the University of Canberra. During the program, Registered Nurses rotate through a diverse range of clinical services, both inpatient and community services based provided by MHJHADS.

Eligibility/Other Requirements: Registered Nurse with the Nursing and Midwifery Board of Australia without conditions or undertakings. Have Australian citizenship or permanent residency. Hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: These are temporary part-time positions available for a period of 18 months. The salary noted above will be paid pro rata.

Contact Officer: Kevin Kidd (02) 02 6205 3151 [kevin.m.kidd@act.gov.au](mailto:kevin.m.kidd@act.gov.au)

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

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

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

#### **Occupation Therapist**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 14224, expected vacancy)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Allied Health position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Eligibility/Other Requirements: Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Health Practitioner Regulation Agency (AHPRA). Eligible for professional membership of Occupational Therapy Australia. Current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Mathew Hunstone (02) 6205 1478 [mathew.hunstone@act.gov.au](mailto:mathew.hunstone@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Rehabilitation Allied Health  
Occupational Therapist**

**Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 33127)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Overview of the work area and position: The Transitional Therapy and Care Program (TTCP) is based at the Village Creek Centre, Kambah and is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks is provided either in a 15 bed low level care facility, located in Red Hill or in the client's home. You will be expected to provide day to day occupational therapy to a range of patients within a designated caseload area and promote patient outcomes through the provision of high quality clinical services as part of a multidisciplinary team. Successful applicants will have support from an experienced team of clinicians and Allied Health Assistants and have direct clinical supervision from a senior Occupational Therapist.

Eligibility/Other Requirements: Degree in Occupational Therapy, or recognised equivalent. Registration with Occupational Therapy Board of Australia. Current Driver's licence.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Jane Lawrence (02) 6205 3964 jane.lawrence@act.gov.au

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Adult Mental Health Services  
Social Worker**

**Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 31734)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. Overview of the work area and position. An opportunity has arisen for an enthusiastic and innovative individual to permanently fill the Health Professional Officer 2 Social Worker position within the Adult Mental Health Unit. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels Health Professional 1 and support the Unit Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence is desirable. Prior to commencement successful

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

Note: This is a permanent full-time position within Adult Mental Health Unit and the successful applicant may be required to work an extended hours roster, including rotating weekends.

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Allied Health Assistant - Adult Mental Health Unit**

**Allied Health Assistant 3 \$60,212 - \$66,823, Canberra (PN: 37820, several)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a sub-acute 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The AHA (Allied Health Assistant) will provide assistance and support to the Allied Health team in the delivery of allied health services to consumers, under the supervision of an Allied Health professional. The AHA does not make clinical assessment or clinical judgment in this role; however they will be expected to recognise a change in consumer function and status and the possible impact on the planned program. All MHJHADS staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes. Under supervision from the Allied Health staff the AHA will: Work flexibly and effectively as part of the allied health team, providing support to all members of the allied health team within scope of practice and training of the individual; Under supervision of the allied health team coordinate assistance regarding access to relevant services and supports; Participate and help run the clinical group therapy programs; Supply and screen for appropriate appliances/preparations to people receiving care within the AMHU/MHSSU under direction from the supervising health professional and within the scope of practice and training of the individual; Support the discharge planning process. Assist with the ongoing maintenance of allied health equipment.

Eligibility/Other Requirements: Current driver's licence. Certificate IV in Mental Health, Allied Health Assistance or other related field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

**Canberra Hospital and Health Services**

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

**Mental Health Director of Clinical Services**

**Assistant Tribunal Liaison Officer**

**Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 23013)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and

treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Eligibility/Other Requirements: Desirable: High level of keyboard and document production skills. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Note: This is a permanent part-time position at 29.24 hours per week. The salary noted above will be paid pro rata. Contact Officer: Sharon Steele (02) 6174 5410 sharon.steele@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
City Health Centre**

**Administration Officer, Community Health Support**

**Administrative Services Officer Class 2/3 \$52,208 - \$63,661, Canberra (PN: 15856, several)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Community Health Support is part of the Division of Cancer Ambulatory and Community Health Support. A part of this unit is Community Health Centres. There are six community health centres and two nurse led Walk-In Centres located across the territory. The community Health Centres provide services including, dental services, community nursing, podiatry, mental health services, rehabilitation services and alcohol and drug services just to name a few. Overview of the work area and position: Community Health are looking for individuals who have worked in a health or community health setting to apply for a permanent position as an ASO2/3 Administration Support Officer within Community Health Centres. The Health Centres are located across the territory and positions at this level may be required to work at different Community Health Centres as operational needs dictate. The Health Centre hours are Monday to Friday 8:30am to 5:00pm. There are two Walk-In Centres and these are located at the Belconnen and Tuggeranong Community Health Centres and staff may be required to backfill in these areas during the week or for backfill opportunities on the weekends. The Walk-In Centre hours are shift and range from 7:30am to 10:30pm 7 days a week. These positions are full time positions (part time applicants will be considered). The position requires the applicant to provide support with receptionist duties including telephone enquiries, customer enquiries, records management and administrative support to the various community based services provided within Community Health Centres. The successful applicant will demonstrate good customer service skills including the ability to resolve issues, good communication, liaison skills and organisational skills, and a knowledge and experience in administrative processes. The position reports to a Health Centre Coordinator who is located at individual centres and an Operations Manager who oversees all the Health Centres and Walk-In Centre Administration staff.

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

Note: These are permanent positions; an order of merit may be established from this process to fill future temporary and permanent vacancies at this level over the next 12 months. Selection may be based on application and referee reports only. Applicants are requested to provide answers against the selection criteria and provide a current CV and names of two referees (including one from a current supervisor).

Contact Officer: Trudi Thompson (02) 6207 8912 trudi.thompson@act.gov.au

**Strategy and Corporate**

**E-Health and Clinical Records**

**ISB Management and Strategy**

**CRIS Officer**

**Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 17393, several)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical Record Service is seeking enthusiastic staff to join our Clinical Record Information System (CRIS) Team. The CRIS Team comprises of three shifts, two day shifts and one evening shift. The CRIS team process hard copy (paper) clinical records by preparing, scanning and indexing the documents into the Clinical Record Information System, making the documents available electronically to authorised users for ongoing patient care. Due to the nature of the work, it is essential that the successful applicants have a good understanding of confidentiality, an excellent eye for detail, and are able to work quickly and efficiently to meet very tight deadlines.

Eligibility/Other Requirements: 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*.

Notes: These are full-time temporary positions available for up to six months with the possibility of extension. Hours are 7:00am to 3:21pm and 8:30am to 4:51pm day shift, evening shift 3:00pm to 10:51pm, Monday to Friday. Selection may be based on application and referee reports only. Applicants must provide written responses to the Selection Criteria, a current CV and two written referee reports based on the Selection Criteria. Incomplete or late applications will not be considered. A test to assess an applicant's eye for detail may be conducted as part of the interview process.

Contact Officer: Heather Byrne (02) 6244 3663 heather.byrne@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Child, Youth and Women Health Program**

**Administration Support - Child at Risk Health Unit**

**Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 17233)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Child at Risk Health Unit, a part of the Division of Women, Youth and Children, is looking for an enthusiastic and professional individual to fill the position of Administration Support. The successful applicant will provide administrative support to a multi disciplinary team working in the area of Child Protection. The applicant will undertake routine administrative duties, maintain stores and equipment, liaise with both external and internal clients and undertake Dictaphone report typing including medical reports. A medical typing allowance is available. Eligibility/Other Requirements: Previous experience in administrative support is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position at 22.05 hours per week (three days a week). The salary noted above will be paid pro rata.

Contact Officer: Tarryn Guinard (02) 6174 7491 tarryn.guinard@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Community Care Program**

**Podiatry Assistant**

**Allied Health Assistant 2 \$49,301 - \$56,521, Canberra (PN: 33820)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. The Rehabilitation, Aged and Community Care (RACC) is a vibrant Division within ACT Health, providing multidisciplinary rehabilitation, aged care and community based across a broad range of settings throughout the ACT, including hospitals, community health centres and the homes of clients. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellent, collaboration and integrity. Overview of the work area and position: There is an exciting opportunity for a suitably qualified, Allied Health Assistant, to join the Rehabilitation, Aged and Community Care (RACC) Podiatry team. You will be required to work under the direction of the service's registered podiatrists, while being supported (course fees and workplace assessment) to complete the Podiatry modules of the Certificate IV (Allied Health Assistance). As a Podiatry Assistant, you will provide basic foot care to low risk clients; be involved in health promotion activities; assist with nail surgery; make and modify foot orthoses; maintain stock levels; and perform some general administrative tasks. The service provides clinics across the ACT and you will be required to work from different health centres. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. Suitable candidates should enjoy working with a variety of patients. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance. Desirable: Podiatry, Physiotherapy or Occupational Therapy Certificate IV modules completed. Current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency from this process. Both full-time and part-time hours will be considered.

Contact Officer: Katja Veenendaal (02) 6207 8902 [katja.veenendaal@act.gov.au](mailto:katja.veenendaal@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**

##### **City Presentation**

##### **Strategic Planning and Development**

##### **Manager Strategic Planning and Development**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 36779)**

Gazetted: 21 November 2016

Closing Date: 28 November 2016

Details: Transport Canberra and City Services (TCCS) is seeking applications to fill a vacancy as the Manager, Strategic Planning and Development (SPD) Unit. The SPD unit develops operational strategies to deliver key municipal services for Canberra. The role requires a person who can think strategically, have an excellent understanding of asset management, be able to apply this knowledge to inform delivery options with a focus on digital technology, have superior business acumen and lead a multi disciplinary team. The successful applicant will support City Presentation in the management of Canberra's public open space and city places, including lakes, urban trees, domestic animal services, licensing and compliance and place management. Key responsibilities of the SPD unit include; policy and program development, asset and data management, preparing budget proposals and providing strategic management advice to TCCS Executive staff.

Eligibility/Other Requirements: Relevant tertiary qualifications (Degree or Equivalent) in an appropriate field (e.g. Land Use Planning, Engineering, Environmental Science).

Contact Officer: Fleur Flanery (02) 6207 1229 fleur.flanery@act.gov.au

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

## **City Services**

### **Infrastructure Planning and Operations**

#### **Roads ACT / Traffic Signals**

#### **Traffic Signals Systems Support Officer**

#### **Infrastructure Officer 2 \$78,738 - \$90,588, Canberra (PN: 14900)**

Gazetted: 22 November 2016

Closing Date: 7 December 2016

**Details:** The Traffic Signals Group are seeking a motivated person to join their team to be responsible for the ongoing operation and systems management of the computers and communications network that allow central control of the Territory's traffic signals using the Sydney Coordinated Adaptive Traffic System (SCATS). The successful candidate will be a member of small but dynamic team that provide advice on any traffic signal related activities. This role will also liaise with Transport Canberra Light Rail and Canberra Metro in relation to the integration of the first stage of the ACT's Light Rail Network. 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 or Torres Strait Islander background, and/or people with disability, to apply.

Contact Officer: Michael Day (02) 6207 5223 michael.day@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.

## **Strategy, Innovation and Customer Experience**

### **Executive Unit**

#### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 37911)**

Gazetted: 18 November 2016

Closing Date: 2 December 2016

**Details:** The Strategy, Innovation and Customer Service Branch (SICE) is seeking a highly organised and motivated individual with proven office administrative skills to fill the role of Executive Assistant for the Executive Director. The Executive Assistant will undertake a wide range of administrative duties to support to all functions of branch and Executive Director including diary management and the preparation of daily briefing folders. The successful applicant will need effective oral and written communication skills, the ability to perform a wide range of administrative support duties across the SICE team and be highly organised and forward thinking.

Contact Officer: Ross Burden (02) 6207 2307 ross.burden@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.



## **APPOINTMENTS**

### **Canberra Institute of Technology**

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

Lisa Chesher 820-81405, Section 68(1), 17 November 2016

#### **Senior Officer Grade C \$98,977 - \$106,542**

Rosalyn Didier 788-41336, Section 68(1), 17 November 2016

Note: This Appointment to a non-advertised vacancy has been made under Section 14, Direct Appointment of Employee – General, Public Sector Management Standards 2016. This Appointment is non-appealable.

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

#### **Technical Officer Level 3 \$68,126 - \$76,990**

Patrick Michael Bacon 844-75328, Section 68(1), 21 November 2016

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

Jefferey Cafe 853-30315, Section 68(1), 17 November 2016

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

Emma Gowling 848-80366, Section 68(1), 23 November 2016

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

Midori Kobayashi 853-42041, Section 68(1), 21 November 2016

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

Todd Nowack 844-00078, Section 68(1), 22 November 2016

### **Community Services**

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

Alison Colson 853-42738, Section 68(1), 21 November 2016

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

Candace Ellisa Culyer 853-42711, Section 68(1), 21 November 2016

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

Amanda Merrifield 853-42375, Section 68(1), 21 November 2016

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

Stephen Ujdur 848-77845, Section 68(1), 21 November 2016

### **Education**

#### **General Service Officer Level 6 \$54,137 - \$56,596**

Roger Charnock 843-56804, Section 68(1), 24 November 2016

#### **School Assistant 4 \$60,309 - \$65,305**

Samantha Marks-Galea 843-53910, Section 68(1), 23 November 2016

#### **General Service Officer Level 6 \$54,137 - \$56,596**

STEPHEN SCANES 843-51958, Section 68(1), 21 November 2016

**Environment and Planning**

**Technical Officer Level 1 \$53,911 - \$56,521**

Leith Collard 836-09523, Section 68(1), 21 November 2016

**Health**

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

Bijaya Acharya 853-42236, Section 68(1), 22 February 2017

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

Kelli Cartledge 835-92135, Section 68(1), 17 November 2016

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

Chelza Chacko 850-42022, Section 68(1), 24 November 2016

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

Marcia Chirawu 833-44959, Section 68(1), 12 January 2017

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

Frances Dalgleish 843-90906, Section 68(1), 1 December 2016

**Health Professional Level 2 \$60,871 - \$83,563**

Ajish Lukose 853-42324, Section 68(1), 21 November 2016

**Radiation Therapist Grade 2 \$63,438 - \$87,683**

Ling Tiong 843-91300, Section 68(1), 21 November 2016

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

Smitha Vengalil Chacko 845-01565, Section 68(1), 17 November 2016

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

Emma Wode 847-02906, Section 68(1), 14 December 2016

**Staff Specialist 1- 5 \$162,039 - \$199,961**

Robert Greenough, 84711263, Section 68(1), 14 November 2016

**Dentist 1-2 \$72,128 - \$131,229**

Prachi Parkash, 82957331, Section 68(1), 14 November 2016

**Dentist 1-2 \$72,128 - \$131,229**

Joseph Ryan, 82957235, Section 68(1), 16 November 2016

**Justice and Community Safety**

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Justin Allan 853-45453, Section 68(1), 5 December 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Michael Endres 853-45429, Section 68(1), 5 December 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Erin Lesley Foley 853-45461, Section 68(1), 5 December 2016

**Health Professional Level 2 \$60,871 - \$83,563**

Jamie Gray 846-96833, Section 68(1), 22 November 2016

**Administrative Services Officer Class 4 \$65,671 - \$71,108**

Liyanage Don Shashika Indrajith 846-90319, Section 68(1), 21 November 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Daniel Craig Keyte 853-45437, Section 68(1), 5 December 2016

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

Lia McInnis 847-00767, Section 68(1), 27 October 2016

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

Brock Winkler 846-89641, Section 68(1), 17 November 2016

**Transport Canberra and City Services**

**Bus Operator - Training \$65,233**

Allen Coady 853-42498, Section 68(1), 18 November 2016

**Bus Operator - Training \$65,233**

Gurpreet Sandhu: 85342519, Section 68(1), 18 November 2016

**Bus Operator - Training \$65,233**

Mark Webber: 853-42471, Section 68(1), 18 November 2016

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

Katie-Lee Dunn 848-77327, Section 68(1), 17 November 2016

**Bus Operator - Training \$65,233**

Grant Smith 853-42527, Section 68(1), 18 November 2016

**Bus Operator - Training \$65,233**

Scott Smyth 853-42535, Section 68(1), 18 November 2016

## TRANSFERS

### Health

**Leonie Drew: 835-79424**

From: Health Professional Level 3 \$89,244

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)  
Health, Canberra (PN. 25527) (Gazetted 11 August 2016)

**Canberra Hospital and Health Services**

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

**Peter Dexter: 827-25135**

From: Registered Nurse Level 3.1 \$99,680 - \$103,782

Health

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782  
Health, Canberra (PN. 18515) (Gazetted 15 September 2016)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

**Access Canberra**

**Customer Coordination**

**Applications and Approvals**

**Layne Borrett: 827-17143**

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

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development, Canberra (PN. 13942) (Gazetted 16 December 2015)

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.

**Procurement and Capital Works**

**Infrastructure Procurement**

**Kim Harris: 843-98019**

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

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$99,206 - \$108,902

Chief Minister, Treasury and Economic Development, Canberra (PN. 37836) (Gazetted 18 May 2016)

**Strategic Finance**

**Bin Meng: 836-13987**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36521) (Gazetted 4 October 2016)

**Shared Services ICT**

**Technology Services**

**Networks and Communications Services**

**Leanne Robbins: 827-32298**

From: Information Technology Officer Class 2 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$98,977 - \$106,542  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14354) (Gazetted 19 July 2016)

### **Strategic Finance**

#### **Xiaoou Wang: 853-46296**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10886) (Gazetted 18 October 2016)

### **Community Services**

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

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

#### **Bella Mitshabu: 848-64542**

From: Health Professional Level 1 \$57,085 - \$72,732

Community Services

To: Health Professional Level 2 \$60,871 - \$83,563

Community Services, Canberra (PN. 27434) (Gazetted 18 August 2016)

### **Education**

#### **Office for Schools**

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

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

#### **Kirralee Jane Larkin: 827-33813**

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

Education

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

Education, Canberra (PN. 36777) (Gazetted 13 October 2016)

### **Health**

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

##### **Executive Director of Medical Services**

#### **Kellie Bracher: 840-50784**

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

Health

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

Health, Canberra (PN. 26101) (Gazetted 20 October 2016)

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

##### **Cancer Ambulatory and Community Health Support**

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

#### **Judith Clark: 836-55650**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

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

Health, Canberra (PN. 28449) (Gazetted 19 May 2016)

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

##### **Critical Care**

**Demand Management**

**Stephen Foley: 739-66068**

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

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782  
Health, Canberra (PN. 09705) (Gazetted 20 October 2016)

**Canberra Hospital and Health Services**

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

**ACT Wide Mental Health Services**

**Diana Jaeger: 847-03714**

From: Registered Nurse Level 1 \$62,609 - \$83,634  
Calvary Public Hospital Bruce

To: Registered Nurse Level 2 \$86,944 - \$92,151  
Health, Canberra (PN. 21896) (Gazetted 22 September 2016)

**Population Health**

**Health Improvement**

**Health Promotion and Grants**

**Naomi Lee: 820-82942**

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

To: †Senior Officer Grade C \$98,977 - \$106,542  
Health, Canberra (PN. 23790) (Gazetted 22 September 2016)

**Canberra Hospital and Health Services**

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

**Mengdan Mao: 830-79235**

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

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782  
Health, Canberra (PN. 23776) (Gazetted 15 September 2016)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Conan Purugganan: 834-44781**

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

To: Registered Nurse Level 2 \$86,944 - \$92,151  
Health, Canberra (PN. 34051) (Gazetted 15 September 2016)

**Office of Director General**

**Gabrielle Sek: 840-49011**

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

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Health, Canberra (PN. 23821) (Gazetted 15 September 2016)

**Population Health**

**Health Protection Service**

**Health Protection Business Management**

**Annette Wilke: 741-13016**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Health

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Health, Canberra (PN. 29450) (Gazetted 6 October 2016)

**Strategy and Corporate  
People Strategy and Services  
Organisational Development**

**Keren Willcox: 607-61776**

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

Health

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

Health, Canberra (PN. 10824) (Gazetted 21 January 2016)

**Justice and Community Safety**

**ACT Government Solicitor**

**Government Law**

**Vanessa Eva Austen: 836-02196**

From: Government Solicitor 1 \$69,606 - \$104,229

Justice and Community Safety

To: †Government Solicitor 2 \$109,236 - \$131,073

Justice and Community Safety, Canberra (PN. 43181) (Gazetted 2 September 2016)

**ACT Government Solicitor**

**Litigation and Dispute Resolution**

**Alexandra Collins: 827-9685**

From: Government Solicitor 1 \$69,606 - \$104,229

Justice and Community Safety

To: †Government Solicitor 2 \$109,236 - \$131,073

Justice and Community Safety, Canberra (PN. 37974) (Gazetted 2 September 2016)

**Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Kelly Humphries: 835-69058**

From: Ambulance Support Officer 1 \$54,137 - \$57,531

Justice and Community Safety

To: †Ambulance Support Officer 2 \$58,354 - \$61,625

Justice and Community Safety, Canberra (PN. 36194) (Gazetted 12 October 2016)

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.

**Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Lyndall Nancarrow: 821-07185**

From: Ambulance Support Officer 1 \$54,137 - \$57,531

Justice and Community Safety

To: †Ambulance Support Officer 2 \$58,354 - \$61,625

Justice and Community Safety, Canberra (PN. 14184) (Gazetted 12 October 2016)

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**

**Government Law**

**Daniel Ng: 827-26832**

From: Government Solicitor 1 \$69,606 - \$104,229

Justice and Community Safety

To: †Government Solicitor 2 \$109,236 - \$131,073

Justice and Community Safety, Canberra (PN. 42613) (Gazetted 5 September 2016)

**ACT Government Solicitor**

**Litigation and Dispute Resolution**

**Jayne Margaret Reece: 798-79838**

From: Government Solicitor 2 \$109,236 - \$131,073

Justice and Community Safety

To: †Government Solicitor 3 \$137,095 - \$155,090

Justice and Community Safety, Canberra (PN. 42634) (Gazetted 2 September 2016)

**ACT Government Solicitor**

**Litigation and Dispute Resolution**

**Zoe Catherine Robens: 846-87953**

From: Government Solicitor 1 \$69,606 - \$104,229

Justice and Community Safety

To: †Government Solicitor 2 \$109,236 - \$131,073

Justice and Community Safety, Canberra (PN. 37973) (Gazetted 2 September 2016)

**Emergency Services Agency**

**ACT Ambulance Service**

**Operations**

**Ian Roebuck: 827-30524**

From: Ambulance Support Officer 1 \$54,137 - \$57,531

Justice and Community Safety

To: †Ambulance Support Officer 2 \$58,354 - \$61,625

Justice and Community Safety, Canberra (PN. 36191) (Gazetted 12 October 2016)

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**

**Jessica Steele: 827-09047**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Justice and Community Safety

To: †Government Solicitor 1 \$69,606 - \$104,229

Justice and Community Safety, Canberra (PN. 42612) (Gazetted 2 September 2016)

**ACT Government Solicitor**

**Property and Commercial**

**Tamara Louisa Sullivan: 836-04626**

From: Government Solicitor 1 \$69,606 - \$104,229

Justice and Community Safety

To: †Government Solicitor 2 \$109,236 - \$131,073

Justice and Community Safety, Canberra (PN. 31524) (Gazetted 2 September 2016)

**Office of the Legislative Assembly**

**Office of the Clerk**

**Celeste Italiano: 00597**

From: Administrative Services Officer Class 6, \$90,006 Office of the Legislative Assembly

To: Senior Office Grade C, \$106,542 Office of the Legislative Assembly, Canberra (PN. 101) (Gazette 14 October 2016)



