



ACT Government Gazette
Gazetted Notices for the week beginning 06 September 2018

VACANCIES

Calvary Health Care ACT (Public)

Patient Accounts Officer

Executive Level

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

Gazetted: 06 September 2018

Closing Date: 16 September 2018

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

Reference Number: 20188

Contact Officer: Ronya Akbar ronya.akbar@calvary-act.com.au

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

Home Based Palliative Care

Registered Nurse

Executive Level Registered Nurse Level 2 \$88,249 to \$93,533, Canberra (PN: Expected)

Gazetted: 06 September 2018

Closing Date: 16 September 2018

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

Reference Number: 19874

Contact Officer: Bradley Smith bradley.smith@calvary-act.com.au

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

Clare Holland House

Nursing Unit

Nursing Unit Manager

Registered Nurse 4.3 \$130,586.00, Canberra (PN: TBA)

Gazetted: 06 September 2018

Closing Date: 16 September 2018

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

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

Reference Number: 20209

Contact Officer: Kylee Gardiner kylee.gardiner@calvary-act.com.au

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

General Surgery

Unaccredited Surgical Registrar

Executive Level Registrar \$106,957 - \$123,327, Canberra (PN: Expected)

Gazetted: 11 September 2018

Closing Date: 23 September 2018

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

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

Reference Number 20202

Contact Officer: Miffany Callan miffany.callan@calvary-act.com.au Applications can be forwarded to:

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

Patient Flow Unit

After Hours Nurse Hospital Manager

Registered Nurse 4.1 \$114,377, Canberra (PN: TBA)

Gazetted: 11 September 2018

Closing Date: 23 September 2018

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

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

Reference Number: 20219

Contact Officer: Janeen Johnson janeen.johnson@calvary-act.com.au

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

Canberra Institute of Technology

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

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

CIT Corporate Services

CIT Corporate Services Management

Board Strategy and Governance Advisor

Senior Officer Grade A \$137,415, Canberra (PN: 37350)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: Canberra Institute of Technology (CIT) has an exciting opportunity for a dynamic, enthusiastic and experienced individual who can provide strategic leadership in supporting the CIT Chief Executive and Board in Institute Strategy, Governance and Board executive services. If you have expertise and knowledge in the workings of government at senior levels within government, a comprehensive understanding of strategy and governance requirements of public sector entities, policy expertise of the vocational education sector and the broader ecosystem within which CIT operates, advanced knowledge of the workings of boards, and are a graduate of the Australian Institute of Company Directors course, we would welcome an application from you for this part-time position. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Highly desirable: Relevant tertiary qualifications to support the duty requirements, including application of analytical skills, and development of complex documents. Graduate of the Australian Institute of Company Directors.

Note: This is a part-time position available at 18.38 hours per week. This position may be filled on application only.

Contact Officer: Leanne Cover (02) 6207 3107 leanne.cover@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

Corporate

Corporate Management

Governance

Assistant Audit Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41268)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: Corporate Management provides support to the Directorate in relation to governance framework and corporate policies and performance reporting. The Assistant Audit Officer is a member of the Governance Team.

The role is a diverse role responsible for providing support to the internal audit functions for the Directorate under the direction of the Internal Audit Manager. This includes, but is not limited to; preparation of meeting papers, supporting the Audit and Risk Committee, liaising with business areas on the implementation of outstanding recommendations, undertaking compliance reviews, and preparing written reports. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Internal Audit, Risk Management are highly desirable.

How to Apply: Applicants should address the criteria that are required to perform the duties and responsibilities of the position, provide a copy of a current resume and details of two referees.

Contact Officer: Julie Baker (02) 6207 9913 julie.baker@act.gov.au

Shared Services ICT

Executive

Business Management Team

Senior Business Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20415)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: Shared Services ICT (SSICT) is seeking an enthusiastic, organised and self-motivated person for the role of Senior Business Support Officer. The person will be able to manage the end-to-end administrative processes for agency contractors and human resource reporting for SSICT staff, including analysis of data and preparation of high level reports. The position requires commitment to high quality customer service, attention to detail, the ability to exercise sound judgement, flexibility, tact and discretion. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: An ACT Government baseline security clearance is required. Previous experience in a Business Support Officer role and/or experience in the use of a HR processing tool (such as 'Fieldglass') environment would be highly regarded, but is not essential.

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

How to Apply: Please provide the completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae.

Contact Officer: Amy Sostarko (02) 6205 0696 amy.sostarko@act.gov.au

Access Canberra

Workplace Protection

WorkSafe ACT

Inspector

ORS Inspector 6 \$79,824 - \$91,356, Canberra (PN: 32675, several)

Gazetted: 10 September 2018

Closing Date: 1 October 2018

Details: WorkSafe ACT is seeking suitably qualified or experienced regulatory officers or inspectors to join our team. The role of WorkSafe ACT is to regulate relevant legislation and to provide advice and information to duty holders and the community on work health and safety, dangerous substances, workplace privacy and other legislation administered by our office. WorkSafe ACT achieves its objectives through a combination of engagement, education and enforcement action. Under the direction of a WorkSafe Manager, the WorkCover Officer Level 6 (WCO6) Inspector role will undertake workplace visits and inspections, respond to incidents, participate in investigations, and undertake reasonable and proportionate enforcement and compliance action in accordance with relevant legislation. This will include but is not limited to the provision of high-level advice to ACT business and industry clients and stakeholders, development of operational policy, drafting of correspondence and writing reports, providing coaching and mentoring to less experienced staff and contributing to corporate planning. All staff contribute positively to achievement of corporate and Territory goals. The Chief Minister,

Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations/Work Health and Safety or related discipline, or progress towards such a qualification and experience in a Work Health and Safety role or related role is desirable; a current driver's licence is mandatory.

Note: There are three permanent full-time positions and one temporary full-time position. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jennifer Gray (02) 6205 3468 jennifer.gray@act.gov.au

Shared Services ICT

Business Application Management

Service Management

Service Development Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17956)

Gazetted: 06 September 2018

Closing Date: 13 September 2018

Details: The Service Management team within Shared Services Information Communication Technology (ICT) is seeking a highly motivated and enthusiastic individual to fill the Service Development Officer role. This role is responsible for the ensuring that content relating to the Shared Services published Catalogue of Services is relevant and publication ready. The successful candidate will be skilled in managing a variety of tasks and deliverables within prescribed time frames. You will possess excellent organisational skills, have a keen eye for detail, the ability to establish and maintain solid working relationships and the ability to clearly articulate through written and verbal communication. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 30 November with the possibility of extension up to six months.

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

Applications should be sent to the Contact Officer.

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

Access Canberra

Workplace Protection

WorkSafe ACT

ORS Inspector 6 (WorkCover Officer 6) \$79,824 - \$91,356, Canberra (PN: 37227)

Gazetted: 10 September 2018

Closing Date: 22 September 2018

Details: WorkSafe ACT is seeking suitably qualified or experienced regulatory officers or inspectors to join our team. The role of WorkSafe ACT is to regulate relevant legislation and to provide advice and information to duty holders and the community on work health and safety, dangerous substances, workplace privacy and other legislation administered by our office. WorkSafe ACT achieves its objectives through a combination of engagement, education and enforcement action. If you would like a job that is both field work and office based, you have a mind for good Work, Health and Safety (WHS) practices, good governance and understand injury management, then this is the role for you! Over recent years, significant changes have taken place in the workplace bringing new challenges with regard to employee health and safety. These changes have led to emerging psychosocial risks at work. The risks are primarily linked to how work is designed, organised and managed, and to the economic and social frame of work. These factors have increased the level of work-related stress and can lead to serious deterioration in mental and physical health. The ideal person for the role is someone who possesses an understanding of the increasing trend in psychological injuries with a background in either injury management, allied health or a related discipline. The successful candidate will be able to work under limited supervision, have excellent people management skills, comprehensive knowledge of WHS legislation and a good working knowledge of rehabilitation management. You will also have an ability to produce a range of reports,

providing trending and statistical data to a variety of audiences and an ability to follow through delivering WHS across a variety of industries and workplaces. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications (or equivalent) in Occupational Therapy; previous experience in mental health, allied health and/or health promotion is desirable; Certificate IV level qualification in Government Inspection/Investigations, Certificate IV in Work Health and Safety or related discipline, or progress towards such a qualification are all desirable; a current driver's licence is mandatory.

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

Contact Officer: Jennifer Gray (02) 6205 3468 jennifer.gray@act.gov.au

Corporate

People and Capability

Human Resources Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37175)

Gazetted: 07 September 2018

Closing Date: 14 September 2018

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) People and Capability Branch are seeking a highly skilled and experienced Human Resource Advisor to undertake functions that support the Directorate's organisational culture and capability. This role is responsible for coordinating CMTEDD and Whole of Government employment programs as well as the provision of high quality advice and support in relation to a broad range of Human Resource (HR) functions. To be successful in this role you will have high level organisational skills, a well-developed understanding of HR legislative frameworks and be able to deliver quality outcomes in a HR setting. Proficiency in computer systems is highly desirable. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants should provide a two page pitch addressing the Selection Criteria, their Curriculum Vitae and contact details of two referees.

Contact Officer: Sam O'Neill (02) 6207 8616 sam.o'neill@act.gov.au

Shared Services ICT

Business Application and Management

Education ICT

Assistant Financial Reporting Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 05262)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: Applications are invited from suitably experienced candidates from public or private sector backgrounds to join the Shared Services-Education ICT Finance team as the Assistant Financial Reporting Officer. The team provides financial support and advice to the Shared Services and Education directorate. This position will be required to liaise closely with a range of external and internal stakeholders. Therefore, it is essential that the candidate has well developed communication skills.

Eligibility/Other Requirements: Possession of tertiary qualifications in accounting or commerce with a substantial accounting/financial management component is highly desirable. An ACT Government Baseline clearance is required for this position.

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

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au: Completed Application Coversheet; A current Resume; A two-page written response to support your application. Please include examples that clearly demonstrate your ability to produce accurate financial reports; your experience in Accounts Receivable and Accounts Payable and your commitment to exceptional stakeholder engagement

Contact Officer: Nipa D'Costa (02) 6207 2430 nipa.d'costa@act.gov.au

Economic Development

VisitCanberra and Events ACT

Marketing

Campaign Marketing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32741)

Gazetted: 07 September 2018

Closing Date: 21 September 2018

Details: As a Campaign Marketing Officer at VisitCanberra, we encourage you to play a leading role in developing and implementing tactical campaigns to drive the growth of Canberra as a leisure destination. You will have endless opportunities to put your creativity, copywriting and organisational skills to the test as you work alongside Campaign Managers, public relations, web and graphic design teams to execute multi-channel local, national and international campaigns and programs on time and within budget. Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to support the delivery of multiple projects at a time. You will attend local networking functions and events to represent VisitCanberra and establish relationships with industry, stakeholders and partners to develop a strong understanding of Canberra's tourism and events industry needs and how we can work together. Sharing success is a big thing. You will work with the market research and content teams to evaluate and prepare reports on your campaigns, marketing based partnership activity and marketing projects to help identify and celebrate our wins and guide the development of future marketing activity.

Note: This is a permanent position, commencing immediately. Selection may be based on application only. A merit pool may be created through this recruitment process for other AS05 Campaign Officer positions that become available with the next 12 months.

How to Apply: If this sounds like you, please include your CV and an application. Applications should address the selection criteria and be no longer than three pages telling us why you are the right person for the job.

Contact Officer: Helena Cataldo (02) 6205 1885 helena.cataldo@act.gov.au

Access Canberra

Customer Coordination/Licensing and registration

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01897)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: Are you ready to partner in an adventure in service and regulation? Can you achieve the unachievable regularly? Do you have the ability to make someone become invisible, or turn a pumpkin into a carriage? Can you create new space and time at a moment's notice? If so, pick up your magic wand and fly over to Access Canberra! Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is looking for an Executive Assistant who will make sure Cinderella gets to the ball on time, and arrives home safely. (Even if one shoe is missing at times.) You will be supporting the Customer Coordination and Licensing and Registration divisions of Access Canberra, a one stop shop for services. We need someone who can help us to continue delivering exceptional services for Canberra and providing the very best in customer service. If this is you, we want you to partner with us on our adventures in service and regulation.

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

How to Apply: Send us a one page pitch outlining how your magic touch makes you the perfect person for the job.

Contact Officer: Josh Rynehart (02) 6205 3740 josh.rynehart@act.gov.au

Access Canberra

Customer Coordination

Complaints Management Team

Case Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43467, several)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. The Complaints Management Team are looking for dynamic, flexible, solutions-focused individuals to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There are several temporary positions available for 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants should address the Selection Criteria (with a maximum of 500 words per criterion), provide details of two referees and a current Curriculum Vitae via email to jobs@act.gov.au

Contact Officer: Diana Ubojcic (02) 6205 7379 diana.ubojcic@act.gov.au

Access Canberra

Customer Coordination

Event and Business Coordination Team

Event and Business Coordination Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37808)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: Do you like talking to people? Do you consider yourself a good communicator? Are you confident in finding answers to questions that you don't know? Well...if you have answered 'yes', do we have a job for you.

Access Canberra have a role available in the busy Event and Business Coordination (EBC) Team. The role supports customers and stakeholders to coordinate a range of regulatory approvals and inspections helping to make Canberra one of the most liveable cities in the world. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge and an understanding of the building approval process and building services or the ability to quickly acquire such knowledge is desirable.

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a Curriculum Vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the selection criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievements in the last five years and how they relate to this position and the duties. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Nathan Buckley (02) 6205 3461 nathan.buckley@act.gov.au

Access Canberra

Customer Coordination

Service Centres

Concierge

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 41296, several)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: The occupant of this position must be committed to delivering superior customer service to the community. The concierge may be requested to assist in any of the Service Centre locations undertaking the following duties: Support the Manager and Assistant Manager in managing customer queues and assisting with

customer inquiries including: Being the first point of contact for the general public at front of house; have a digital first focus and assist customers educating on ease of online access and alternate service delivery options including phone and online channels, acting as the customer advocate as required; delivering quality customer service and information to customers; and assist the Manager and Assistant Manager with the day to day operations of the Service Centre.

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

Contact Officer: Kate Philps (02) 6207 5879 kate.philps@act.gov.au

Access Canberra

Customer Coordination

Complaints Management

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 42683)

Gazetted: 12 September 2018

Closing Date: 19 September 2018

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. The Complaints Management Team are looking for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community.

Note: This is a temporary position available for six months with the possibility of extension. Selection may be based on expression of interest only.

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

Contact Officer: Diana Ubojcic (02) 6205 7379 diana.ubojcic@act.gov.au

Property and Venues

ACT Property Group

Business Support

Senior Manager Business Support

Senior Officer Grade A \$137,415, Canberra (PN: 19058)

Gazetted: 12 September 2018

Closing Date: 19 September 2018

Details: ACT Property Group is seeking Expressions of Interest from a highly motivated and enthusiastic individual to fill the Senior Manager Business Support role. The Business Support Section in the Group provides a whole of business view and enhances decision making through strong financial management, reporting and business analysis. The Section focuses on creating business efficiencies through reduced duplication and building cross functional business knowledge. The Section includes the management of the Quality Assurance Accreditation for the Property Project and Services Section, Workplace Health and Safety Management processes and financial and administrative transactions in the Group. Applicants for this position must have strong leadership and people management skills and ideally demonstrated experience and knowledge in financial and budget management.

Note: This is a temporary position available until 22 October 2018. There may be a possibility of an additional four week period as the Financial Controller within Property and Venues. This position is available to ACT Public Service employees only. Selection may be based on application and referee reports only.

How to Apply: Potential candidates should submit a supporting statement of no more than two pages outlining you experience and skills including contact details of two referees and a current Curriculum Vitae.

Applications should be sent to garry.gordon@act.gov.au on Wednesday 19 September by 5:00pm.

Shared Services

Finance and HR Applications Support

HR Systems

Senior Applications Administrator

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36871)

Gazetted: 07 September 2018

Closing Date: 24 September 2018

Details: Responsible for the introduction and implementation of Kronos Workforce Central (WFC) to relevant ACT Government Directorates. Integrate Kronos WFC with current Human Resource Information Management systems, related Employee Self Service systems and peripheral software and interfaces. Responsibilities: Be responsible for the Kronos team to develop and undertaking specialist activities, including technical activities and provide associated advice; examine long term information technology requirements, suggest alternative plans and strategies and report on their feasibility; liaise with subject matter experts undertaking their own programming and provide advice on complex information technology problems; undertake information technology work requiring technical skills, the use of advanced information technology methods and techniques and the use of considerable judgement; direct the maintenance and modification of computer systems; manage a small team of dedicated Kronos specialist/s. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The following capabilities are required to perform the duties and responsibilities of the position. Shared Services utilises the Skills Framework for the Information Age (SFIA) to define the required Information Communication Technology (ICT) skill set. The following generic SFIA skills apply to this role. Further information on SFIA skills can be found at <https://www.sfia-online.org/en/sfia-6/a-to-z-skills-collection>.

Professional/Technical Skills and Knowledge: (1) Kronos Work Force Central along with SQL scripting skills are essential. (2) Technical Specialism TECH 5 – Maintains knowledge of specific specialisms, provides detailed advice regarding their application and executes specialised tasks. The specialism can be any area of information or communication technology, technique, method, product or application area. (3) Release and deployment RELM 5 - Leads the assessment, analysis, planning and design of release packages, including assessment of risk. Liaises with business and IT partners on release scheduling and communication of progress. Conducts post release reviews. Ensures release processes and procedures are applied. (4) Database administration DBAD 5 – Drafts and maintains procedures and documentation for databases. Manages database configuration including installing and upgrading software and maintaining relevant documentation. Contributes to the setting of standards for definition, security and integrity of database objects and ensures conformance to these standards. Monitors database activity and resource usage. Optimises database performance and plans for forecast resource needs.

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

Access Canberra

Projects, Governance and Support

Projects and ICT, Customer Experience

Senior Manager Customer Experience

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 04448)

Gazetted: 07 September 2018

Closing Date: 14 September 2018

Details: Access Canberra believes technology provides great opportunity to streamline its service delivery and has a keen interest in building its digital capability! Are you an exceptional program manager who wants to get hands on and make a difference by shaping the way Access Canberra applies technology to meet the needs of the community? Do you enjoy researching and investigating options to ensure we take full advantage of available digital capabilities to do things better? Are you an innovator who is able to think outside the square, challenge the status quo and build capability? The opportunity to lead one of Access Canberra's most critical support teams comes around only very rarely and we would like to meet people who think they have what it takes to meet the challenges tied to the coveted role of Senior Manager Customer Experience in Access Canberra. As the Senior Manager in this team you'll be responsible for coordinating a variety of Information Communication Technology (ICT) work programs which, as they are rolled out, will enable Access Canberra's teams to meet the regulatory and customer service needs of the community into the future. The Customer Experience team are high performers and

expect a lot from their leaders, including a sense of humour. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will be required to have or be able to attain a CMTEDD Baseline security clearance

Note: This is a temporary position available until 4 January 2019 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the position description. If you believe you have the skills, sense of humour and knowledge of 'what it takes' to be a success in this leadership role, please take the time to send us a copy of your resume, including the contact details of two referees, along with a 'pitch' of no more than two pages responding to the following statements: (1) Details of your greatest achievements in the last five years and explain how these achievements relate to and demonstrate the skills, knowledge and behaviour required for this position. (2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Touching base with the contact officer to discuss the duties of the position is highly recommended.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@act.gov.au

Procurement ACT

Operations and Contracts

Risk Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38973)

Gazetted: 10 September 2018

Closing Date: 24 September 2018

Details: We are seeking an experienced and motivated candidate to fill a Risk Advisor's role within the Operations and Contracts team. The position reports to the Senior Manager, Operations, and ultimately to the Executive Director, Procurement ACT. The primary duties of this position are to provide high quality support, analysis, reporting and advice in relation to risk, audit and work health and safety issues within and across the Commercial Services and Infrastructure Group of Treasury. The successful candidate will have excellent interpersonal and communication skills, and will be able to liaise across a range of roles and levels throughout the Government. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity Framework, Work Health and Safety, and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Applicants are asked to submit a current resume, claims against the selection criteria and a completed Application Cover Sheet.

Applications should be submitted via email to jobs@act.gov.au

Contact Officer: Joanel Gardner (02) 6207 2076 joanel.gardner@act.gov.au

Shared Services ICT

Technology Services

Technology Services Delivery

Senior Windows Server Technician

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14318)

Gazetted: 07 September 2018

Closing Date: 14 September 2018

Details: Shared Services are seeking an appropriately skilled and experienced person to join the Technical Services Delivery Team in the senior role of SharePoint Administrator. The successful applicant will be required to provide technical team leadership for the Sharepoint infrastructure both on-premise and in SharePoint Online (including OneDrive for Business support) for the ACT Whole of Government (WhOG) environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience with other Microsoft Server infrastructure and/or experience with Azure and Amazon Web Services (AWS) cloud providers would also be advantageous. The successful applicant will be required to have or be able to attain a CMTEDD Baseline security clearance.

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

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

Contact Officer: Bruce Bull (02) 6207 3575 Bruce.Bull@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

Children, Youth and Families

Child and Youth Protection

Case Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 32253, several)

Gazetted: 06 September 2018

Closing Date: 24 September 2018

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect; provide positive influence on young people and help make your community safer; benefit from ongoing learning and development; be challenged and rewarded. CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Note: There are several positions available for filling, both permanent and temporary. An order of merit may be established to fill future vacancies at level over the next 12 months. Information Sessions will be held at our office in Moore St, Canberra City on the following dates; Wednesday 12th September 2018, Wednesday 10th October 2018, 14th November 2018 and 12th December 2018. To register for these sessions please email CYPSSRecruitment@act.gov.au and nominate the date.

How to Apply: Applications must be sent to cypsrecruitment@act.gov.au Interviews will be held on a monthly basis.

Contact Officer: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Strategic Policy

Performance and Systems

Performance and Accountability

Senior Data Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32830)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: The Strategic Policy Division is seeking a highly motivated Senior Data Officer to join the Performance and Accountability team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Performance and Accountability team is responsible for the acquisition, analysis and distribution of data to support the design of Community Services Directorate (CSD's) innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Senior Data Officer will contribute towards complex data projects, policies and frameworks through the collection, analysis and maintenance of data and information reports. This position requires a hardworking and motivated individual that has experience in SQL, Information Technology (IT) information systems, and data analysis. You will also bring an understanding of data and measurement systems, analytics and reporting, Excel and Visual Basic for Applications (VBA) coding. The successful applicant will also be able to provide support to internal and external stakeholders and be able to communicate effectively.

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

Contact Officer: Monica Kempster (02) 6205 1513 monica.kempster@act.gov.au

**Office of the Director-General
Quality, Complaints and Regulation
Quality Officer**

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37694)

Gazetted: 07 September 2018

Closing Date: 21 September 2018

Details: Quality, Complaints and Regulation (QCR) branch is seeking an enthusiastic, professional and organised person who has the ability to work flexibly, show initiative and manage a range of priorities. The position requires a person who can contribute significantly to the operation and efficiency of the Branch. The successful applicant will have the opportunity to support the Branch through the provision of proactive, efficient and effective executive and administrative management: Providing timely and relevant advice and information, stakeholder engagement and maintaining procedural integrity. The Quality Officer is part of a team responsible for delivering a risk responsive regulatory framework which aims to minimise the regulatory compliance burden and maximise benefits such as innovation and flexibility in the provision of human services by strengthening the capacity of service delivery organisations. Quality Officer roles are responsible for delivering a transparent and responsive regulatory response. The role involves managing a regulatory case load of providers. Quality Officers provide compliance and capacity assessment and advice and have a role in identifying and managing risk through the regulatory framework. Quality Officers also have a direct role in the receipt and handling of complaints. These can relate to the activities of external regulated providers or the internal activities of Community Services Directorate (CSD). The position requires a person who can contribute significantly to QCR. The successful applicant will have the opportunity to become involved in a significant change program to introduce regulatory oversight of human service providers and for the implementation of complaints handling policies and procedures. The Quality Officer will be expected to show: Initiative and personal responsibility for achieving agreed outcomes; ability to manage workloads within a team environment; interpersonal skills that will allow close co-operation with the human services sector and other areas of the ACT Government, other State and Territory Governments and the Commonwealth; understanding of service delivery of human services in one (or more) of the three regulatory areas: Community Housing; Community Care and Protection; or Specialist Disability Services; sensitivity and confidentiality; and a flexible approach in responding to tight deadlines.

Note: This is a temporary position available for twelve months with the possibility of extension. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Michelle Waterford (02) 6205 9104 michelle.waterford@act.gov.au

**Child and Youth Protection Services
Children and Youth Protection Services
Case Manager**

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23724, several)

Gazetted: 06 September 2018

Closing Date: 24 September 2018

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect; provide positive influence on young people and help make your community safer; benefit from ongoing learning and development; be challenged and rewarded. CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Note: There are several positions available for filling, both permanent and temporary. An order of merit may be established to fill future vacancies at level over the next 12 months. Information Sessions will be held at our office in Moore St, Canberra City on the following dates; Wednesday 12 September 2018, Wednesday 10 October 2018, 14 November 2018 and 12 December 2018. To register for these sessions please email CYPSPRecruitment@act.gov.au and nominate the date.

How to Apply: Applications must be sent to cypsrecruitment@act.gov.au. Interviews will be held on a monthly basis.

Contact Officer: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Community Services

Housing ACT

Strategy and Viability

Insights and Analytics Manager Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00029)

Closing Date: 04 October 2019

Details: Housing ACT is looking for a qualified professional to join the Insights and Analytics team and contribute to the development of the organisation's information and data framework. Insights and Analytics is a newly established team, created to build the capability of Housing ACT deliver evidence-based services for our clients, and to empower our clients and community partners by creating discoverable, accessible and usable data channels. The successful candidate will need to work in partnership with policy, operational and business systems support teams to build the data maturity of our organisation and contribute to our vision to deliver strategic information. Candidates who are able to demonstrate experience in managing diverse stakeholder relationships and promoting the value of data informed policy, service design and practice are highly desirable.

Note: This position is permanent and full-time. The opportunity to take up the position on a part-time or fixed term contract arrangement may be negotiated.

Contact Officer: Anne Jenkins (02) 6205 0082 anne.jenkins@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Deputy Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 23730)

Gazetted: 11 September 2018

Closing Date: 27 September 2018

Details: An exciting opportunity exists within the Community Services Directorate in the role of Deputy Senior Manager, Bimberi Youth Justice Centre. The position is a key youth justice leadership role and works within a senior management team to deliver high quality outcomes for young people in detention. The position reports directly to the Director, Bimberi Youth Justice Centre and has oversight of the day to day management of both the Centre and Narrabundah House (residential house). The Deputy Senior Manager monitors, directs and supervises the delivery of high quality, case management and operational matters. The position is responsible for leading the

continued development of the Integrated Management System (IMS) and plays a key role in the strategic direction of the Bimberi Youth Justice Centre.

Eligibility/Other Requirements: Experience in a youth justice management environment or equivalent is desirable, tertiary qualifications in Management, Welfare, Social Science or Behavioural Science is also preferable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance - Practice

CYPS Client Management System Business Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18747)

Gazetted: 06 September 2018

Closing Date: 24 September 2018

Details: Child Youth and Families are undertaking an important project to implement a new Client Management System (CMS) case managing children and young people. The project is well underway. The Senior Officer Grade C Client Management System Business Analyst role will support the Project Manager to analyse and document new business requirements, map business process to requirements, work with Subject Matter Experts (SME) to recognise and resolve problems, lead stakeholder consultation workshops and participate in end to end testing. As member of the Project Team the role will also be expected to support the project in other project related activities as needed.

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

Contact Officer: Janet Plater (02) 6205 9390 janet.plater@act.gov.au

Strategic Policy

Chief Information Officer

Records Management Unit

Records Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23208)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: Community Services Directorate is seeking applications from highly motivated, conscientious and suitably qualified people to join the Directorate in a job share (two days per week) arrangement, as the Records Manager. You may be a seasoned information management professional or you may have transferable experience – but you will have strong core skills which can be successfully applied/transferred to the Records Management environment. We are looking to transition the Directorate to a fully digital records management environment. The qualities we are seeking include: strong skills in strategic and analytical thinking, stakeholder engagement/management, leadership and staff development, project management, communication, negotiation, written and representation skills. You will be self-motivated, responsive, and show initiative, sound judgment, professional resilience and personal drive. You can think on your feet and work effectively under pressure.

Note: This is a temporary position available until 27 September 2019. This position is part-time at 15:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Garry Taylor (02) 6205 2817 garry.taylor@act.gov.au

Cultural Facilities Corporation

Corporate

Finance

Finance Officer

AS05 - Part-time 26 hours per week \$74,081 - \$78,415, Canberra (PN: 1110)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: The Cultural Facilities Corporation is seeking a motivated Finance Officer on a part time basis to provide key support to the Financial Controller and the Finance team. The successful candidate will perform a range of accounting and month end processes including: review and authorisation of payments, calculation of manual timesheets, month end journals and accruals, and all associated month end reconciliation processes. The role also includes working closely with Cost Centre managers on monthly budget processes and will assist with the preparation of key reports. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team.

Eligibility/Other Requirements: Possession of degree or diploma level qualifications with a major in accounting/finance/commerce, or working towards successful completion, is desirable.

Note: Applicants must provide a CV and a written statement addressing the selection criteria. Selection may be based on applications and referee reports only and therefore interviews may not be conducted for this position.

Contact Officer: Ian Tidy (02) 6205 2195 ian.tidy@act.gov.au

Applications can be forwarded to: Janelle Chapman, HR/Payroll, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

School Performance and Improvement

South Weston

Charles Weston School Coombs

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36117)

Gazetted: 07 September 2018

Closing Date: 14 September 2018

Details: Charles Weston School Coombs is seeking a highly experienced, innovative, inclusive, flexible and suitably qualified officer for the position of Business Manager. Charles Weston is a new P-6 community based school with a diverse population located in the growing Molonglo Valley. The successful applicant will work closely with, and provide high level support, to the principal in developing policies and procedures relating to the management of the school and the implementation of school-based management; supervise administrative/support staff to ensure the delivery of high level support and customer service; coordinate the preparation of budgets, estimates and financial returns; manage ongoing enrolment processes; support community hire; and manage the new facilities, resources and grounds in accordance with the maintenance plan.

Eligibility/Other Requirements: Mandatory Asbestos Awareness training; evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Knowledge of School operations and an understanding of the school environment. A high understanding of financial and HR management, computer systems MAZE, Sentral and Google Apps for Education. First Aid qualification, or willingness to undertake appropriate training. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 17 September 2018 to 16 January 2019 with the possibility of extension up to six months. Selection may be based on application and referee reports only and is open to ACTPS employees. Applicants are strongly encouraged to contact the principal directly for further information.

Applications should be sent to the contact officer by COB 14 September 2018.

School Performance and Improvement

North/Gungahlin Network

Neville Bonner Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30669)

Gazetted: 07 September 2018

Closing Date: 14 September 2018

Details: Applications are sought for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, Risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the leadership team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. Refer to: www.worksafe.act.gov.au/health_safety. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Desirable: Working knowledge of the MAZE management systems; current First Aid certificate or willingness to undertake appropriate training.

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

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Macquarie Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36389)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: Applications are sought for a highly experienced officer for the position of Business Manager. The successful applicant will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk, building and grounds and Directorate compliance management. High level knowledge and skills in management, systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in close partnership with the principal to ensure the needs of the school community and system requirements are met. The successful applicant will be a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, financial returns and data compilation and analysis. The Business Manager has responsibility for supervising and developing administrative and education support officers and the building services officers.

Eligibility/Other Requirements: Desirable: Certificate IV or equivalent e.g. Business Administration (Education), Government (School Support Services), Financial Services. Knowledge of School operations; a high understanding of financial and Human Resource Management, a range computer systems, including accounting packages, i.e.

MAZE and an understanding of the school environment; First Aid qualification, or willingness to undertake appropriate training. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Danielle Porter (02) 6142 1550 danielle.porter@ed.act.edu.au

School Performance and Improvement

Learning and Teaching

International Education Unit

Homestay Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16414)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: The International Education Unit is seeking a temporary officer for six months. The focus of the role is co-ordination of the homestay program.

Eligibility/Other Requirements: A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available until 15 March 2019 with the possibility of extension.

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Information Technology Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 17611)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: Caroline Chisholm P-10 School is looking for an Information Technology Officer Class 1 (ITO1) officer to support the school with managing worksite ICT services. Caroline Chisholm School is a complex site with preschool, primary and high school classes across two campuses as well as having the Centre for Innovation and Learning (CIL) located on the senior campus. The School is looking to advance our capacity to deliver quality STEM curriculum and the ITO would be required to be part of a dynamic team to work on technical support and STEM related activities. With over 700 students and 90 staff our ITO would require highly developed communication skills, the proven ability to coordinate tasks with the Business Manager to achieve results, work within complex environments with children aged between 4 -16 Years of age and operate independently as needed. The position is a full-time position and requires the ITO to attend ICT related meetings and school operation meetings to coordinate whole school needs.

Eligibility/Other Requirements: Completion, or completion by the end of the year in which applications are invited, of an associate diploma or higher qualification in Computing/Information Science; or significant relevant work experience (generally two or more years). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This position may be filled using application and referee reports only.

Contact Officer: Jenny Mosessen (02) 6142 3550 jenny.mosessen@ed.act.edu.au

South Weston

Mawson Primary School

Kindergarten Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 08810)

Gazetted: 07 September 2018

Closing Date: 14 September 2018

Details: Mawson Primary School was built in 1968 and is located in the Woden Valley. The school celebrates its 50th anniversary this year. Mawson Primary School operates with classes from Preschool to Year 6 and offers two specialised programs: the Mandarin Immersion Program (MIP) and Environment Centre Sustainability Program as part of teacher release. In 2018 the school's Priority Enrolment Area (PEA) includes Isaacs, Mawson, and O'Malley. Phillip remains a shared PEA with Garran Primary School. Enrolments have grown steadily over the last few years and are close to 500 in 2018. A permanent opportunity exists for a dynamic and collaborative Kindergarten Teacher who has an in depth knowledge of formative assessment strategies and the visible learning research. We are looking for a teacher who will engage in professional dialogue and collaborative planning with colleagues to reinvigorate the delivery of the Australian Curriculum at the Kindergarten level. The successful applicant will have the skills in delivering teaching and learning programs to meet the individual needs of students. The applicant will be very involved in developing and streamlining the way that the Mandarin Immersion Program will be delivered in Kindergarten in 2019. Mawson Primary School is making a considerable investment in our staff through

professional development delivered by the Visible Learning plus organisation. The Visible Learning philosophy underpins all that we do at Mawson.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: 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.

Note: This position will commence in Term 4 and will initially cover a teacher on maternity leave.

Contact Officer: Elizabeth Courtois (02) 6142 2720 elizabeth.courtois@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Weetangera School

Building Services Officer 3

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 41352)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: Weetangera School is seeking an enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: 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, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training. A pre-employment medical clearance is required prior to commencement.

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

Contact Officer: Denise Gilbert (02) 6205 7490 denise.gilbert@ed.act.edu.au

People and Performance

South Canberra/Weston School Network

Telopea Park School

Administrative Coordinator

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38336)

Gazetted: 11 September 2018

Closing Date: 18 September 2018

Details: Telopea Park School is a unique Kindergarten -Year 10 (K-10) Bi-national school. As a member Of the Student Services Team the successful applicant will be required to provide efficient customer focused service including assisting with managing and entering student information; assisting in the management of student records and records management and archiving.

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

Contact Officer: Mary Ryan (02) 6142 3388 mary.ryan@ed.act.edu.au

People and Performance

South Canberra/Weston School Network

Telopea Park School

Home Science Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 31500)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: Telopea Park School is a unique K-10 Bi-national school. Key responsibilities are preparation of materials for home science lessons and cleanliness of kitchen and pantry area.

Eligibility/Other Requirements: 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.

First Aid Certificate or a willingness to undertake appropriate training and Certificate III or equivalent or relevant Trade qualification e.g. Hospitality, School Support Services is desirable.

Note: This is a part-time position available at 15.37 hours per week. The salary noted will be paid pro rata.

Contact Officer: Mary Ryan (02) 6142 3388 mary.ryan@ed.act.edu.au

School Performance and Improvement

School Improvement

Director School Improvement

School Network Leader \$188,425, Canberra (PN: 19164, Several)

Gazetted: 07 September 2018

Closing Date: 21 September 2018

Details: The ACT Education Directorate seeks a suitably qualified educational leader to take on the role of Director School Improvement. The Director School Improvement is responsible for leading, managing and supporting a network of schools, with a particular focus on the design and delivery of significant school improvement programs and initiatives aligned to the Directorate's Strategic Plan and annual action plan. The Director School Improvement is a member of the Directorate's Corporate Executive Team. This position requires a good understanding of the Education system in the ACT and experience working in a complex and responsive environment. The successful candidate will possess strong stakeholder engagement abilities and highly effective collaboration skills. A knowledge of the National School Improvement Tool (NSIT) is desirable. For more information about the role, please see the selection documentation.

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

Note: There are two positions available, one permanent and one temporary position available for two years.

Contact Officer: Mark Huxley (02) 6205 5013 mark.huxley@act.gov.au

System Policy and Reform

Strategic Policy

Senior Manager, Strategic Policy

Senior Officer Grade A \$137,415, Canberra (PN: 36738)

Gazetted: 12 September 2018

Closing Date: 26 September 2018

Details: The ACT Government's vision for the future of education was released in August 2018. The Future of Education strategy signals a significant change in policy direction and provides the roadmap for continued investment and action for education within the ACT. An opportunity exists for the Senior Manager, Strategic Policy to lead the reforms arising from the newly released strategy. We are looking for a change management specialist, with strong experience in successful program management. The successful applicant will continue the high degree

of engagement that underpins the strategy to this point, and apply their expertise to move the project towards the implementation of a co-ordinated series of actions.

Note: This is a temporary position available for two years, with the possibility of extension and/or permanency.

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

Business Services

People and Performance

HR People Services

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40284)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: There is a temporary opportunity to work within the HR People Services team, supporting the repositioning of services for contemporary education needs in schools and the Education Support Office.

Note: This is a temporary position available until the 31 December 2018 with the possibility of extension up to six months. Selection may be made from written application and referee contact.

How to Apply: Your application should include a current CV and up to two pages addressing the following:

Demonstrated skills to collaboratively progress a change agenda that purposefully engages all relevant partners and delivers quality outcomes. Highly developed skills in: communication suited to context and audience; project management including data analysis and reporting; team leadership.

Applications close at COB Monday 17 September 2018.

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

Contact Officer: Katrina Sheaves (02) 6205 9402 katrina.sheaves@act.gov.au

Business Services

Infrastructure Capital Works

Major Projects

Senior Communications Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 09427)

Gazetted: 10 September 2018

Closing Date: 17 September 2018

Details: A vacancy exists within the Infrastructure and Capital Works branch for a Senior Communications officer to manage and prioritise communication and engagement strategies for a variety of capital works projects at ACT public schools.

Eligibility/Other Requirements: Proven experience to coordinate, monitor analyse and participate in the preparation of high quality, strategic communications advice to a Minister, Director General and other Senior Executives, particularly relating to infrastructure works is highly desirable. Appropriate media and communications training such as a degree or diploma in Media, Communications, Marketing or Journalism or equivalent industry training or experience.

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

School Performance and Improvement

Learning and Teaching

International Education Unit

Welfare Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40296)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: The International Education Unit is seeking a motivated officer, experienced in directly engaging with students/families/schools, to collaboratively manage and deliver welfare functions.

Eligibility/Other Requirements: Experience in school based engagement with students about welfare and academic matters would be desirable. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: Selection may be based on application and referee reports only.
Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

Environment, Planning and Sustainable Development

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

Climate Change and Sustainability

Sustainability Programs

Household and Community

Household and Community Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17835)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: Sustainability Programs is seeking to employ a Program Officer in their low income household and Community programs area within the Household team. The successful applicant will be required to support programs, grants and contracts including the solar for low Income program, Home Energy Efficiency Program, and the Community Zero Emissions Grants program. This will include managing budgets and key performance indicators, consulting and liaising with a range of internal and external stakeholders and supporting the development of high level written information such as Ministerial Brief's and Questions on Notice. The Household team is an active and engaging environment to work in, with excellent opportunities to contribute towards on the ground delivery of a range of sustainability and climate change awareness and action programs as well as supporting some of the most vulnerable people within the ACT.

Eligibility/Other Requirements: Some after hours and weekend work is required; a current driver's licence; prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Emma Humphreys (02) 6207 5532 emma.humphreys@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Household Team

Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37011)

Gazetted: 11 September 2018

Closing Date: 25 September 2018

Details: Sustainability Programs is seeking to employ a Program Officer in the Household Team to manage and expand energy and sustainability advice delivered to households. The Actsmart Sustainable Home Advice service provides advice to ACT residents on a broad range of energy and sustainability measures. The successful applicant will be required to manage the delivery of energy advice to ACT householders including responding to phone and email advice to clients on domestic energy and water conservation, and solar and battery installation. The position will occasionally deliver in-home advice or energy assessments. The successful applicant will be required to prepare and deliver more than 20 workshops per year on subjects including understanding solar, efficient heating and cooling, and draught proofing techniques. The role includes ongoing development and delivery of education materials including fact sheets and online information. Other duties include managing program budgets, managing external contractors, writing briefs and Ministerial and liaising with external stakeholders to improve program outcomes.

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

Note: This is a temporary position available until 30 June 2020 with the possibility of extension and/or permanency. After hours and occasional weekend work is required to deliver workshops and attend events.
Contact Officer: Esther Duffy (02) 6205 1362 esther.duffy@act.gov.au

Environment

Nature Conservation Policy

Natural Resource Management Programs

Aboriginal NRM Facilitator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16097)

Gazetted: 10 September 2018

Closing Date: 1 October 2018

Details: ACT Natural Resource Management (NRM) is looking for a motivated self-starter to develop and facilitate Aboriginal community engagement with natural resource management activities. The successful applicant will need to be a good communicator and have a solid understanding of the natural environment.

Eligibility/Other Requirements: This is an identified position and applicants must be of an Aboriginal and Torres Strait Islander background.

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

Contact Officer: Frank Garofalow (02) 6207 0497 frank.garofalow@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Office of the Surveyor-General and Land Information

Placenames Database Developer

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 38378)

Gazetted: 06 September 2018

Closing Date: 20 September 2018

Details: The Office of the Surveyor-General and Land Information is seeking an experienced database developer to undertake the redevelopment of the ACT Place Names databases in coordination with the redevelopment of ACT's Spatial Data Management System (SDMS). The successful candidate will be highly motivated and technically minded, with an eye for detail. The successful applicant will need to hold qualifications in Computer Science (ideally in database development in MySQL and Oracle) and demonstrate their capability to manage themselves, the project and communicate effectively with a range of government and public stakeholders.

Eligibility/Other Requirements: Bachelor Degree in the field of Computer Science and/or 2+ years in a database role is highly desirable. Project management qualification would be highly desirable.

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

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Environment and Planning

Environment ACT Parks and Conservation Services

Urban Reserves

Conservation Planning Support Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 41260)

Closing Date: 26 September 2018

Details: The Environmental Offsets team is seeking a highly motivated self-driven Conservation Planning Support Officer to assist with the development of works programs associated with managing nature reserves with environmental offset commitments in the ACT. The commitments include restoration and improving biodiversity outcomes for threatened species and communities, including those listed under the *Environment Protection and Biodiversity Conservation Act 1999*. The successful applicant will have proven writing and excellent interpersonal skills, and will work with ACT Government rangers, ecologists, planners and land managers.

Eligibility/Other Requirements: A current manual driver's licence is required. Tertiary qualifications in a field of Environmental Management, Planning or Biological Science, preferably including studies in ecology or conservation of natural ecosystems is desirable. A willingness to participate in incident management duties, including fire management duties.

Note: This is a temporary position available until October 2019 with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

Contact Officer: Laura Canackle (02) 6205 5459 Laura.Canackle@act.gov.au

Environment

Parks and Conservation Services

Parks, Reserves and Rural Land

Conservation Wildlife Officer

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 15049)

Gazetted: 11 September 2018

Closing Date: 4 October 2018

Details: Tidbinbilla Nature Reserve's Wildlife Conservation Program focuses on the conservation and recovery of threatened species through innovative breeding programs, conservation research, and education. The person selected for this position will join the wildlife team at Tidbinbilla Nature Reserve and provide support to the broader functions of the reserve which include public education and recreation. Primary duties include animal husbandry, population monitoring through techniques such as mark-recapture and camera monitoring, maintenance of predator-proof fences, and threatened species breeding program management. A high degree of professionalism, self-motivation and teamwork skills are key requirements for this position.

Eligibility/Other Requirements: Tertiary qualifications in the field of Environmental Management, Wildlife Biology or Ecology is desirable; current manual driver's licence; preparedness to wear a uniform; preparedness to work a shift roster, weekends and public holidays; ability and willingness to undertake after hours and incident management duties, including night-time trapping, participation in fire standby roster, and search and rescue operations.

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

Contact Officer: Jennifer Pierson (02) 6205 1234 jennifer.pierson@act.gov.au

Business Governance and Capability

Governance Compliance and Legal

Governance and Assurance

Manager, Enterprise Reporting

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38910)

Gazetted: 07 September 2018

Closing Date: 21 September 2018

Details: Do you want to be part of improving accountability for environment, planning and land development activities in the ACT? Can you develop meaningful integrated business systems that are simple to use and easy to maintain? Do you take a customer service approach to everything you do? If so we are looking for you. We need a dynamic individual to lead development and implementation of an enterprise reporting framework for the Directorate. As part of this you will work with business areas to review our strategic and accountability indicators and manage a number of internal and external Directorate reporting requirements. If you have proven experience in streamlining enterprise reporting, developing meaningful and measurable performance indicators, and managing assurance reporting processes this will be a role for you.

Note: This is a temporary position Available from 2 October 2018 to 5 August 2019 with possibility of extension.

How to Apply: To apply please submit a two page pitch outlining your claims against the Selection Criteria.

Contact Officer: Jacqui Bear (02) 6207 0697 jacqui.bear@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Deputy Director General

Donate Life

Donation Specialist Nurse Coordinator

Registered Midwife Level 3.2 \$114,377, Canberra (PN: 18308)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The main purpose of this position is to optimise organ and tissue donation for transplantation. The Donation Specialist Nurse Coordinator will work in collaboration with the State Medical Director Agency Manager, Donation Medical Specialists and Donation Specialist Nurse Coordinators in a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation within the ACT.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Post-registration qualifications in a critical care specialty or a minimum of five years post-graduate experience in a critical care area; Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of six months with the possibility of extension. Although full-time applications are preferred, part-time applications will be considered. Shift and on-call work is mandatory.

Contact Officer: Nadia Burkolter (02) 6174 5624 nadia.burkolter@act.gov.au

Deputy Director General

The Canberra Hospital and Health Services

Medicine

Respiratory Outpatients

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 32636)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes, ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Department of Respiratory & Sleep Medicine operates from the Canberra Hospital campus. We provide nursing services to both inpatients and outpatients with varied Respiratory conditions, such as Tuberculosis (TB) case management, TB screening, COPD management, Asthma Education and care of adult patients with Cystic Fibrosis. An exciting opportunity exists for an enthusiastic and suitably qualified Registered Nurse. This is a fulltime position for 6 months with the possibility of extension. Our service delivery operates from the Canberra Hospital campus Monday to Friday from 8.30 to 5pm (except for Public Holidays). Nursing services are provided to both inpatients and outpatients for TB case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers clinics.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

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

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

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

Contact Officer: Amor Seastres (02) 6244 2702 amor.seastres@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 10539)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Outpatient Department (OPD) at Canberra Hospital sits within the Division of Cancer, Ambulatory, and Community Health Support (CACHS). OPD provides clinic based care to a wide variety of medical and surgical specialties. Nursing staff work predominantly across the surgical services including Orthopaedics, Plastics, Vascular, Urology, Ear Nose and Throat and Oral and Maxillofacial. The Outpatients Department CDN facilitates the education, training and clinical skills acquisition of nursing staff in the department. The CDN provides education, leadership, coordination and support to ensure the delivery of patient centred, evidence informed high quality nursing care. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); holds or working towards nationally recognized vocational competency units in competency assessment and work-based training, or tertiary units in clinical teaching and assessment or Post graduate qualifications in nursing or clinical education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 21573)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services (JHS) are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Justice Health Primary Health Team is part is a part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre and Bimberi Youth Justice Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the Team Leader. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment and Tertiary or postgraduate qualifications and experience in Clinical Nursing practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Cheryl Cuthbertson (02) 6207 2841 cheryl.cuthbertson@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27013)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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

Standard 3: Preventing and Controlling Healthcare Associated Infections is implemented to enable the effective management of infections when they occur by using evidence based strategies. IPCU vision is to expand the service and be recognised as leaders in Infection Prevention and Control (IPandC) for the region, be mentors to other infection control professionals in the region and to be leaders in IPandC in research.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Chris Mead (02) 6244 2915 chris.mead@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Discharge Liaison Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22884)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program).

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 25:00 hours per week and the full-time salary noted above will be paid pro-rata. Successful applicants will be required to work morning shifts seven days a week. Applications should include a maximum three page expression of interest addressing the selection criteria; current curriculum vitae and the names of two professional referees whom are aware your application.

Contact Officer: Jennifer Rochow (02) 6244 3753 Jennifer.Rochow@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Neonatal Intensive Care - Clinical Development Nurse

Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 29943)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 by a multi-disciplinary team ensuring optimum health outcomes.

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 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

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

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

Contact Officer: Leanne Ehrlich (02) 6174 7569 leanne.ehrlich@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Maternity Assessment Unit Midwife

Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 33257 (expected vacancy))

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Women, Youth and Children offers a range of primary, secondary and tertiary services across the acute and community based sectors. This position is within the maternity services unit at the Centenary Hospital for Women and Children, at The Canberra Hospital. Overview of the work area and position: The Maternity Department at the Centenary Hospital for Women and Children (CHWC) provides holistic, evidence

based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs. The service is family-centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology. Under the direction of the Clinical Midwifery Manager, the registered midwife is responsible for the management, coordination and delivery of care to women during pregnancy and in the immediate postnatal period. The role incorporates triage, direct client care and co-ordination of a busy Maternity Assessment Unit (MAU). The registered midwife facilitates and supports the development, orientation and supervision of new staff and students and acts as a role model to promote evidence based practice. This current role involves morning and evening shift work (Monday to Friday) and in the foreseeable future to work weekends and public holidays on a full rotating roster.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife. Desirable: Sound understanding and previous experience providing clinical assessments and triaging written and/or telephone referrals. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Julianne Nissen 0478 313 682 julianne.nissen@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Dietitian

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 12344)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nutrition and Dietetics or equivalent. Eligible for APD status with the Dietitians Association of Australia. Minimum of three years full-time equivalent clinical experience. Current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a temporary full-time position available for a period of 9 months with possibility of extension for up to two years.

Contact Officer: Rosemary Young (02) 6244 3794 rosemary.young@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Clinical Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17020)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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and clinical supervision, participate in quality initiatives, contribute to multidisciplinary team processes and education and training. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

Eligibility/Other Requirements: Mandatory: Hold general registration with the Psychology Board of Australia; old an area of practice endorsement in Clinical Psychology and a minimum of three years (ideal five years) post qualification experience. Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and experience providing direct evidence based practices to people with Hoarding Disorder and people living in severe domestic squalor. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Corporate

People and Culture

Staff Development

E-Learning Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38498)

Gazetted: 13 September 2018

Closing Date: 20 September 2018

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Eligibility/Other Requirements: Desirable: Experience using eLearning authoring software, ideally the Articulate suite or willingness to learn; Certificate IV Training and Assessment; demonstrated experience using standard software applications, including: MS Office, Windows, Outlook, etc; and experience with a Learning Management System. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Elizabeth Renton (02) 6244 2437 elizabeth.renton@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Clinical Record Service

Clinical Record Service (CRIS) Evening Supervisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 28570)

Gazetted: 13 September 2018

Closing Date: 20 September 2018

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Note: This position is full time from 3.00pm to 10.51pm Monday to Friday and adjustment to these hours will not be considered.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

NHMRC Project Physical Health Clinical Research Assistant

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 41205)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services and Rehabilitation and Specialty Mental Health. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services 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 service providers. 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. Project summary: A project led by Professor Brenda Happell was awarded a National Health and Medical Research Council (NHMRC) Grant to implement a specialist nursing position with the aim of improving the physical health of people accessing mental health services. The research will be undertaken at City Mental Health Community Team, Canberra, ACT. This is an exciting opportunity for an appropriately qualified and enthusiastic nurse to be part of an innovative research project with direct relevance to clinical practice and the improvement of health care. The project will be undertaken in partnership with the School of Nursing and Midwifery, at the University of Newcastle. There is also an opportunity to combine this role with Masters or PhD studies for interested applicants. The research team developed the Physical Health Nurse Consultant (PHNC) service to be offered alongside usual mental health care. The PHNC service offers: cardiometabolic assessment, risk management, and care coordination, and aims to overcome barriers including stigma, consumer disempowerment, and lack of specialist health knowledge. The objective of this project is to evaluate whether the PHNC service alongside usual care results in improvements in risk factors, consumer experience of care, and cost-effectiveness in an 24 month, 2 group Randomised Controlled Trial. Outcomes are expected to result in a significant advance in knowledge about implementing and delivering physical health care within mental health services.

Eligibility/Other Requirements: Mandatory Qualifications: Tertiary qualifications and or equivalent in Nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to: Comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Proven advanced level experience working in a mental health nursing environment. Post Graduate Qualification in Mental Health Nursing. Experience working in research projects

Note: This is a temporary position available for a period of two point five years.

Contact Officer: Bruno Aloisi (02) 6205 8559 bruno.aloisi@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Alcohol and Drug Program

Clinical Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41198, several)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service and must hold a current driver's licence. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months. The successful candidate will be required to be available for weekend work on a regular rostered basis and be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Canberra Hospital and Health Services
Clinical Support Service
Pharmacy

Clinical Pharmacist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 10952)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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

Contact Officer: Hamed Lane (02) 6244 2203 hamed.lane@act.gov.au

Canberra Hospital and Health Services

Medical Imaging

Nuclear Medicine

Nuclear Medicine Technologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 16095)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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Eligibility/Other Requirements: Mandatory: Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent. Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate experience as a Nuclear Medicine Scientist including BMD and PET experience. Experience performing diagnostic CT and eligible to obtain a diagnostic CT radiation licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment police check. Possess an appropriate ACT Radiation Licence. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on written application only. New graduates or applicants with less than 12 months post graduate work experience should apply for the Health Professional Level 1 position that is being advertised concurrently. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Ross Bevan (02) 6244 4332 ross.bevan@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Admin

Program Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40085)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The Division of Critical Care is a business unit of CHHS. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit and Research and Service Development Unit. Overview of the work area and position: The Emergency Medicine Education and Training (EMET) Program was established to improve care for patients requiring urgent and

emergency care in Australia. The Commonwealth Department of Health has funded ACEM to administer the EMET program since 2011, as a component of the Emergency Medicine Program (EMP). The EMET Program is delivered by Canberra Hospital Emergency Department Specialists to a number of regional Emergency Departments in the surrounding regions. Working closely with Emergency Medicine Specialists within the Canberra Hospital Emergency Department, the Program Support Officer is responsible for coordinating and supporting the EMET program. Under limited direct supervision you will be responsible for liaising with training sites to facilitate their training requirements, confirming training dates and resource availability. The Program Support Officer will collate data and prepare reports on training that has been undertaken for the Australasian College for Emergency Medicine (ACEM). This position is based in the Emergency Department at Canberra Hospital and reports to the Operations Manager, Division of Critical Care.

Eligibility/Other Requirements: *Desirable*: Current driver's licence. 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 two years until 28 February 2021 with the possibility of extension. This is a part-time permanent position available at 7:35 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Tracy Hutchins (02) 6244 4500 tracy.hutchins@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Operational Support Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 31943)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services) and Pharmacy. Under broad direction, you will play a key role in providing administrative, secretarial and general office support to the Clinical Support Services Division, in particular, the Nursing and Midwifery Resource Office and the After Hours Team. The success applicant will be proactive, flexible, adaptive, dynamic and customer focused within a changing working environment.

Eligibility/Other Requirements: *Desirable*: Ability to use multiple electronic systems. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This is a temporary, full-time position available for a period of seven months with the possibility of extension.

Contact Officer: Chris Mead (02) 6244 2915 chris.mead@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administrative Officer Forensic Mental Health Services

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 41244)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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

committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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: 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 Integration were developed by us, for us and are unique to our work.

Mental Health, Justice Health and Alcohol & Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality 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. Justice Health Services is part of the Mental Health, Justice Health, Alcohol and Drug Services. Justice Health Services (JHS) provides high quality primary and forensic mental health care and people can access these services through City Health Centre, Alexander Maconochie Centre (AMC), Dhulwa Mental Health Unit (DMHU) and young people at Bimberi Youth Justice Centre (BYJC). You may be required to work at various JHS sites providing administrative support including front office duties. As the Administration Support Officer you will report to the Senior Manager, Forensic Mental Health Services and be expected to provide high level customer service to consumers of the Health Clinic at the AMC. It is your role to assist in the day to day running of the clinic, including liaising with correctional staff, reception duties, answering and screening telephone calls, processing health referrals and assisting other administrative staff and health professionals.

Eligibility/Other Requirements: Mandatory: Proficient in the Microsoft Office Suite. Please note 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*. Desirable: Knowledge and experience in the use of relevant medical terminology. Understanding and experience in dealing with persons affected by mental illness. Current driver's licence. Knowledge of ACT Health internal software packages
Contact Officer: Jaime Bingham (02) 6205 1551 jaimе.bingham@act.gov.au

Canberra Hospital and Health Services

Medical Imaging Nuclear Medicine Nuclear Medicine Technologist Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 32207)

Closing Date: 27 September 2018

Weeks to Close: 2

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex

procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Nuclear Medicine department currently has four gamma cameras (two single head and two dual head, one of which has Single-photon emission computed tomography (SPECT)/Computed Tomography (CT) capabilities). In 2019 a state of the art dual head 16 slice SPECT/CT scanner will be commissioned. The department also provides a Bone Mineral Density (BMD) service and operates a comprehensive Positron Emission Tomography (PET)/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department. A comprehensive range of diagnostic and therapeutic procedures are offered, including paediatric, oncology and cardiac studies making the work both challenging and rewarding. This position will suit an enthusiastic Nuclear Medicine clinician who has recently graduated or has less than 12 months post graduate work experience.

Eligibility/Other Requirements: Mandatory: Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent; Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA) and possess an appropriate ACT Radiation Licence. Desirable: Experience performing Bone Mineral Density (BMD) and Positron Emission Tomography (PET) studies and experience performing diagnostic Computed Tomography (CT) and eligible to obtain a diagnostic CT radiation licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This Health Professional Level 1 (HP1) position is suitable for new and recent graduates. Applicants with more than 12 months post graduate work experience should apply for Health Professional Level 2 (HP2) positions. Applicants with more than 12 months post graduate work experience should apply for the Health Professional Level 2 position that is being advertised concurrently. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Ross Bevan (02) 6244 4332 ross.bevan@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 11581)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention

facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Senior Project Officer, Occupational Violence Prevention

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41234)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) delivers clinical services at a number of locations, including hospital and inpatient settings, community health clinics, secure health centres and other community settings including people's homes. A consistent approach from all staff is required to maintain and support a safe work environment and establish safe work practices across this broad range of settings. All MHJHADS staff, people who use our service and visitors have the right to work and be cared for in an environment that is therapeutic and safe. It is well documented that violence and aggression towards staff and others is not unique to the ACT jurisdiction and is a known risk throughout all health services. MHJHADS have a Divisional Framework which was developed in response to an identified need for the improvement of safe work practices and the development of safe systems to better identify, mitigate and manage episodes of clinical aggression and violence in MHJHADS settings. This role will work closely with the Operational and Clinical Directors, the Directors of Nursing, Allied Health and Chief Psychiatrist to and actively develop, implement and progress a detailed project plan focused on furthering the existing work reflected within the MHJHADS Framework documents and supporting operational procedures. This role will additionally develop new initiatives aimed at the prevention of occupational violence across the Division and specific to individual clinical environments.

The Senior Project Officer will provide an overarching leadership role and will be required to understand and adhere to relevant policy and legislation. Project outcomes and oversight will be governed through the MHJHADS Workplace safety Committee.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications, or experience in Health, Workplace, Health and Safety or related discipline. Must hold a current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Highly Desirable: Experience in the use of project management strategies to deliver on objectives.

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

Contact Officer: Deborah Plant (02) 6207 9348 deborah.plant@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 23191)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health 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 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' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Registered Nurse for the Adolescent Mobile Outreach Service (AMOS) will be required to work rotating shifts including weekends and public holidays.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in nursing and Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertaking relating to unsatisfactory professional performance or unprofessional conduct. Desirable: Previous experience working with young people and ideally five years previous experience in mental health post qualifying. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Alcohol and Other Drug Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 37269)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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

strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The role will work predominately with the Justice Health Services Primary Health Team providing high quality primary healthcare to people located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The role will also provide support and advice in other areas of Justice Health Services including the Dhulwa Mental Health Unit and Forensic Mental Health Services. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services. At this level you will provide senior clinical leadership. The Alcohol and Other Drug (AOD) Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a therapeutic secure environment. This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice. At this level the AOD nurse will provide clinical leadership to staff at the Registered Nurse (RN) 1 and RN2 level and Enrolled Nurses. The AOD nurse will work with the Clinical Nurse Consultant (CNC), with the ADON and with the support of the RN2 level staff to drive forward required change processes. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Certificate IV in Alcohol and Other Drug Work or enrolment of appropriate qualification; minimum of three years in experience working with clients with substance abuse issues and a current driver's licence. Desirable: Previous experience in a secure health facility. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Cheryl Cuthbertson (02) 6207 2841 cheryl.cuthbertson@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14460)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

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

development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APHRA). Eligibility for membership of the appropriate professional organisations. 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*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Nursing

Clinical Nurse Consultant Self-Management Chronic Conditions

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41417)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. 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. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: This role is to provide Self-Management Chronic Condition Courses (SMCC) to people with long term chronic conditions. Liaise with a range of stakeholders including Medicare local, General Practitioners, Practice Nurses and a range of non-government agencies to strengthen partnerships and promote courses. The position is physically based at the City Health Centre, with courses running from various venues. Qualification and recent experience in Self Management e.g. completion of Stanford Leader training, Health Coaching techniques is highly desirable.

Eligibility/Other Requirements: Mandatory: Registered with the Australian Health Practitioner Regulation Agency (AHPRA). Hold current driver's licence. Desirable: Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health settings applicable to the position. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Gail Hawke (02) 6205 1138 gail.hawke@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

NHMRC Project Physical Health Nurse Consultant

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41204)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services and Rehabilitation and Specialty Mental Health. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services 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 of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team. 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. Project summary: A research team led by Professor Brenda Happell was awarded a National Health and Medical Research Council (NHMRC) Grant to implement a specialist nursing position with the aim of improving the physical health of people accessing mental health services. The research will be undertaken at City Mental Health Community Team, Canberra, ACT. This is an exciting opportunity for an appropriately qualified and enthusiastic nurse to be part of an innovative research project with direct relevance to clinical practice and the improvement of health care. This project will be undertaken in partnership with the School of Nursing and Midwifery, the University of Newcastle. There is also an opportunity to combine this role with Masters or PhD studies for interested applicants.

The research team developed the Physical Health Nurse Consultant (PHNC) service to be offered alongside usual mental health care. The PHNC service offers cardiometabolic assessment, risk management, and care coordination, and aims to overcome barriers including stigma, consumer disempowerment, and lack of specialist health knowledge. The objective of this project is to evaluate whether the PHNC service alongside usual care results in improvements in risk factors, consumer experience of care, and cost-effectiveness in an 24 month, 2 group Randomised Controlled Trial. Outcomes are expected to result in a significant advance in knowledge about implementing and delivering physical health care within mental health services.

Eligibility/Other Requirements: Mandatory Qualifications: Tertiary qualifications and or equivalent in Nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). The successful applicant must have completed a specialist mental health nursing education program (e.g Graduate Diploma in Mental Health Nursing/hospital based certificate), and hold a postgraduate qualification. Desirable: Prior experience of involvement with research projects. Credentialed as a Mental Health Nurse by the Australian College of Mental Health Nurses. Prior to commencement successful candidates will be required to: comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The position will be approximately two point five (2.5) years for the duration of the project.

Contact Officer: Bruno Aloisi (02) 6205 8559 bruno.aloisi@act.gov.au

Justice and Community Safety

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

ACT Corrective Services

Corporate Services

Business Services Unit

Team Leader, Detainee Finance

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37005)

Gazetted: 12 September 2018

Closing Date: 26 September 2018

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Detainee Finance Officer. Duties for the successful applicant include, but are not limited to, management of the Detainee Trust Account, team resources, and maintain good governance systems over the detainee trust function. This busy position is located within the Business Services unit and the appointee will be required to commence at 08:00 daily to meet operational requirements. Daily operational activities are dealing with detainee and family enquiries analysing all requests, associated with cash reconciliation, bank and ledger reconciliation, accounts payable and creditor payments. The appointee will also address official complaints, and attention to detail is an important requirement to be successful in this position. Outcomes of findings of the investigations will be reported to the Head of Business Services and risk management practices are applied before undertaking corrective action.

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

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

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

Corporate

ICT, Capital Works and Infrastructure

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12587)

Gazetted: 07 September 2018

Closing Date: 16 September 2018

Details: This Executive Assistant (EA) role provides support to the Senior Executive in a fast paced, dynamic environment. To be successful in this role, the occupant will be highly motivated and will have the capability to maintain integrity and confidentiality at all times; be able to work flexibly whilst having strong organisational skills and demonstrated communications abilities. Strong interpersonal skills are a must for this role along with the ability to work effectively under pressure at times and to remain professional and positive in a friendly environment.

Note: This is a temporary position available from 27 September 2018 to 17 October 2018 with the possibility of extension up to six months. This position is open to current ACTPS employees only.

How to Apply: If this exciting role sounds a fit for your skills, submit an expression of interest. Please review the attached position description and provide a current resume, the name and contact details of two referees, and a supporting statement of no more than two pages outlining practical experience and examples. Selection may be based on written application only.

Any queries with regard to the EOI can be forwarded to Jordan Peak-Sibree at jordan.peak-sibree@act.gov.au or telephone (02) 6205 0542.

Applications should be emailed to melissa.tierney@act.gov.au

Contact Officer: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

**Legislation, Policy and Programs
Governance and Business Support
Business Support Officer**

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43412)

Gazetted: 12 September 2018

Closing Date: 26 September 2018

Details: Legislation, Policy and Programs is seeking a motivated person who is well organised, shows initiative and possesses good communication skills to provide administrative assistance to our busy Governance and Business Support section. The successful applicant will be required to perform a wide variety of administrative tasks including the preparation and monitoring of accounts, journals, financial reports, arranging staff training and travel, asset and Information Communication Technology (ICT) management, stationary orders and much more. This position is required to provide relief executive assistance to the Executive Director and Deputy Executive Directors including taking minutes at meetings.

Eligibility/Other Requirements: Experience in Oracle and an understanding of the financial framework in the ACT Government would be an advantage.

Note: This is a temporary vacancy for six months, with a possibility of extension.

Contact Officer: Thalia Campbell (02) 6207 0537 thalia.campbell@act.gov.au

**ACT Emergency Services Agency
Governance and Logistics
Fleet and Logistics
Administration Officer**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 20040, several)

Gazetted: 06 September 2018

Closing Date: 13 September 2018

Details: ACT Emergency Services Agency (ESA) is looking for two Administration Officers who are comfortable with change and have a track record of providing a high level of customer service. These positions provide significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Applications are sought for the position of Administration Officer. The successful applicants will report directly to the Senior Manager, Fleet and Logistics and have responsibility for the support of the Fleet and Logistics team.

Eligibility/Other Requirements: A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. This position may require a pre-employment medical and prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: There are two temporary positions available for up to six months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the Position Description.

How to Apply: If you're interested in the role, please send through a one page pitch with your Curriculum Vitae and contact details of at least two referees to jobs@act.gov.au. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Jason Jones (02) 6207 8437 jason.jones@act.gov.au

**ACT Court and Tribunal
Supreme Court Register
Executive Assistant**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43221)

Gazetted: 11 September 2018

Closing Date: 20 September 2018

Details: The ACT Courts and Tribunal (ACTCT) is seeking a highly organised and self-motivated person to perform the role of Executive Assistant. This is a key position working to provide administrative and personal support to both the Registrar of the ACT Supreme Court and Senior Deputy Registrar of the ACT Supreme Court. This is a varied and dynamic role and is ideally suited to a highly proactive and adaptable individual with previous experience as an Executive/Personal Assistant who possesses outstanding communication skills, has an eye for detail and be adept at meeting tight deadlines in a busy working environment, under limited direction. The role requires highly developed interpersonal skills and the ability to maintain confidentiality and discretion. Experience in a legal environment would be highly regarded. The ACTCT supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ+ are encouraged to apply. For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au.

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

How to Apply: Please review the Position Description for details about the role and associated responsibilities. Please submit a written application, of no more than two pages, responding to the two statements below, and provide contact details of at least two referees and current Curriculum Vitae. The response should be written in the form of a pitch and should not specifically address the Selection Criteria. Your pitch should indicate your capacity to perform the duties and responsibilities at the specified classification and outline your: (1) Greatest achievements and how they relate to this position and its duties. (2) Ability, initiative and experience and how these make you the best person for this role.

Contact Officer: Annie Glover (02) 6207 1197 annie.glover@courts.act.gov.au

**ACT Government Solicitor
Property and Commercial
Principal Solicitor**

Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 42623)

Gazetted: 12 September 2018

Closing Date: 23 September 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. As the Territory legal advisor, the ACTGS comprises 80 lawyers focussed on excellent client and legal service delivery. We are a supportive team, actively encouraging professional development and offering competitive remuneration and employment arrangements. The ACTGS is inviting applications from highly skilled lawyers for a permanent Principal Solicitor (Government Solicitor 3) role in the Property and Land Development team being part of the Property and Commercial Section. Working as part of a team and under broad direction, the successful candidate will contribute to the ACT Government's dynamic property program by working closely with key land agency clients and providing legal services which support the delivery of new suburbs, the land release program and urban and suburban renewal projects. The successful candidate will have full carriage and responsibility for more complex legal advising, drafting and property transactions and demonstrated experience in: supervising and developing more junior lawyers in a busy practice area; exercising sound professional judgement; strong communication and interpersonal skills; and managing teams to deliver excellent client service. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered. To find out more about ACTGS visit our website at www.actgs.gov.au.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner with at least five years of relevant post-admission experience.

Note: Applications must enclose a current curriculum vitae and indicate their availability to commence. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria.

Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 (see link below). An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.
Contact Officer: Brendan Ding (02) 6205 3717 brendan.ding@act.gov.au

**ACT Government Solicitor
Property and Commercial
Senior Solicitor**

Government Solicitor 2 \$110,874 - \$133,039, Canberra (PN: 38278)

Gazetted: 12 September 2018

Closing Date: 28 September 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. As the Territory legal advisor, the ACTGS comprises 80 lawyers focussed on excellent client and legal service delivery. We are a supportive team, actively encouraging professional development and offering competitive remuneration and employment arrangements. The ACTGS is inviting applications from highly skilled lawyers for permanent Senior Solicitor (Government Solicitor 2) role in its Property and Commercial practice. Working as part of a team and under appropriate supervision, the appointed lawyer must have the ability to quickly acquire knowledge of the ACT Government procurement and contracting framework. The appointed lawyer will be working as a commercial lawyer in the procurement team with a potential focus on infrastructure and construction projects, Information and Communication Technology (ICT) and/or other subject areas. Experience in providing legal services in one or more of the following areas in the Territory or a comparable jurisdiction is desirable: drafting and advising on routine and some more complex contracts; drafting procurement documents and advising on procurement processes; assistance in contract negotiations; advice on routine and some more complex legal questions throughout the life of various projects including contract interpretation and variations; and experience in infrastructure and construction projects or ICT projects is desirable but not necessary. If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered. To find out more about ACTGS visit our website at www.actgs.gov.au.

Note: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner with at least three years of relevant post-admission experience. Applications must enclose a current curriculum vitae and indicate their availability to commence. Salary is dependent on relevant qualification, experience and demonstrated ability against the Selection Criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 (see link below). An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Chris Clery (02) 6207 0899 Chris.Clery@act.gov.au

**Corporate
ICT, Capital Works and Infrastructure
Project Officer**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41305)

Gazetted: 06 September 2018

Closing Date: 20 September 2018

Details: A highly motivated and conscientious professional is sought to undertake a key role in the Information and Communication Technology, Capital Works and Infrastructure (ICTCWI), Corporate Division of the Justice and Community Safety (JACS) Directorate. The Project Officer, ICTCWI will assist in the delivery and oversight of a diverse range of infrastructure and accommodation projects, including planning and business case development, establish project governance, procurements, delivery and review in accordance with legislation and statutory requirements. The Project Officer will build and maintain relationships with stakeholders and develop a client service culture, provide high quality reporting, written briefs and verbal advice to the Senior Manager, Executives, Clients, Ministers and high level governance bodies. The JACS Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: We are seeking to fill one or more full time positions for a period of up to 12 months with the possibility of extension and/or permanency. This position may involve direct supervision of staff. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.
Contact Officer: Luigina Corich (02) 6205 0284 luigina.corich@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

Fleet and Logistics

Logistics Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 01752)

Gazetted: 06 September 2018

Closing Date: 13 September 2018

Details: ACT Emergency Services Agency (ESA) is looking for a Manager who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. Governance and Logistics is about enabling the operational areas of ESA to better service the needs and expectations of the community allowing ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Applications are sought for the position of Logistics Manager. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. The successful applicant will report directly to the Senior Manager, Fleet and Logistics and has responsibility for the leadership of the Logistics and Workshop teams. Eligibility/Other Requirements: A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. This position may require a pre-employment medical and prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description. An order of merit may be established to fill future vacancies at level.

How to Apply: If you're interested in the role, please send through a two page pitch with your Curriculum Vitae and contact details of at least two referees to jobs@act.gov.au. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Rebecca Georges (02) 6207 4079 rebecca.georges@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

Chief Operating Officer

People and Capability

Organisational Development

Human Resources Data and Systems Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 11274)

Gazetted: 10 September 2018

Closing Date: 26 September 2018

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. About the Position: We are currently looking for technology savvy candidates who are keen to apply data analytics to support managers in making better and quicker decisions about people. In the process of delivering this service to the Directorate, it is crucial that candidates are comfortable using system applications and have the ability to quickly understand processes and identify opportunities for improvement. This position sits within the Organisational Development team within the People and Capability branch. The Organisational Development team is responsible for the planning, development and management of programs that enhance the capacity and capability of the Directorate to meet current and future demands. The team supports and delivers the People Strategy, Strategic Workforce Planning, Organisational Culture, Learning and Development, Entry level programs (apprenticeships, trainees etc), Human Resource (HR) reporting, directorate induction, as well as supporting directorate and whole of government initiatives. Whilst this position sits within the People and Capability function, the core competency required of this position is in area of data analysis. Candidates from non-HR background are encouraged to apply. 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.

Eligibility/Other Requirements: This position is predominately office based requiring extensive screen based work. Note: This is a temporary position available until 31 October 2019.

Contact Officer: Aaron Khoo (02) 6205 9486 aaron.khoo@act.gov.au

City Services

Yarralumla Nursery

Finance and Administration

Finance and Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14634)

Gazetted: 07 September 2018

Closing Date: 21 September 2018

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking an innovative, motivated and suitably experienced person to fill the position of Administration and Finance Officer. The successful applicant must display a sound knowledge of financial management policies, practices and procedures and an understanding of inventory management based systems. They will be required to display high quality customer service practices. Duties include, but are not limited to: financial reporting, processing of accounts payable and receivable and providing administrative support for the Nursery. The successful applicant must be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required. The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. These are core components of a positive culture and inclusive working environment.

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

Contact Officer: Jennifer Everett (02) 6207 2453 jennifer.everett@act.gov.au

City Places and Infrastructure

City Presentation

Place Management

Leading Hand

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 41635, Several)

Gazetted: 07 September 2018

Closing Date: 25 September 2018

Details: Have you got the ability to lead a small team and improve the overall appearance of our beautiful city? If the answer is yes than this job is for you. Join the team at Transport Canberra and City Services (TCCS) and contribute to making this city a truly great place to live and enjoy. We have various General Service Officer (GSO) Level 5/6 positions available within the City Presentation team which is a Branch within the City Places and Infrastructure Division responsible for the planning and management of urban parks and the public domain, urban lakes, sports grounds, public open space and city places. It also manages domestic animals and Canberra's urban trees and promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environs. Place Management is responsible for the maintenance of urban open space areas including mowing, cleaning toilets and shopping centres, litter collection, maintaining playgrounds and garden beds, pest control and the management of urban lakes and wetlands. This position is responsible for leading a small team of employees engaged in horticultural maintenance and cleaning operations. TCCS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Applicants must have a current driver's licence; a Medium Rigid (MR) truck licence and a certificate of Horticulture or demonstrated experience is desirable.

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

How to Apply: Applicants should address the attached Selection Criteria, provide a copy of a current Curriculum Vitae and details of two referees.

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

Contact Officer: Mick Lee 0466395781 mick.lee@act.gov.au

City Services

City Presentation

Place Management

Horticulture Apprentice

Apprentices \$22,094-\$48,088, Canberra (PN: 44997)

Gazetted: 12 September 2018

Closing Date: 6 October 2018

Details: City Services is seeking applicants interested in undertaking a horticulture apprenticeship. Successful applicants will need to demonstrate an ongoing interest and aptitude in horticulture, and be prepared to undertake and complete study and training as required.

Note: This is a temporary position available from 28 January 2019 until 27 January 2023.

How to Apply: Please ensure you address the Selection Criteria and send a current copy of your Curriculum Vitae/Resume.

Contact Officer: Andrew Forster 0438 357 443 andrew.forster@act.gov.au

City Services

City Places and Infrastructure

Major Projects

Infrastructure Manager/Specialist

Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 35491)

Gazetted: 12 September 2018

Closing Date: 19 September 2018

Details: Major Projects in City Places and Infrastructure within City Services in Transport Canberra and City Services (TCCS) is looking for an experienced Infrastructure Manager/Specialist to assist with the facilitation and successful development and delivery of major infrastructure projects for Canberra. The role has key responsibilities for planning and design, construction, organisational mobilisation and third party management.

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

How to Apply: Please provide a one page pitch describing how you will be able to exceed the expectations of the role along with details of at least two referees.

Contact Officer: Steve Anderson (02) 6205 4091 steve.anderson@act.gov.au

City Renewal Authority

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

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

Sustainability and the Built Environment

Programs

Project Director

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

Gazetted: 07 September 2018

Closing Date: 21 September 2018

Details: The City Renewal Authority (CRA) has an immediate requirement for an experienced Senior Project Director to join our organisation and lead the development of significant urban renewal projects based in the Canberra CBD. The position requires a 'blue sky' thinker who is able to work within Government and with the private sector utilising a diverse and well-honed skill set to deliver outstanding outcomes for Government and the Canberra community. The CRA partners with communities and the private sector to create the great places that are functional, enjoyable and foster genuine connection between people and place. To be successful in this role you will need to be a commercially astute professional with extensive development delivery experience of complex mixed use urban development projects. You will demonstrate a passion and an understanding of the changing urban environment and the importance of place in the development of Urban renewal precincts.

Eligibility/Other Requirements: A tertiary qualification in a property related field is highly desirable e.g. engineering, surveying, planning and project management. As is having had prior experience having worked on the front-end of developments particularly commercial/mixed-use sectors and demonstrated understanding of civil or built form construction processes.

If you are focused and inspired to shape a growing city and advance your career in a challenging and leading-edge environment, then you will have a future with great possibilities with us.

Key attributes: Experience in delivering commercial/residential development and infrastructure projects; Demonstrated experience in program and project management at a strategic program level; Ability to build relationships and partnerships with ACT Government and private sector organisations; Ability to develop strong business cases and project plans; Possess strong project management skills; Possess the ability to manage project related risks; Experience in report writing; Experience in managing and supervising a multi-disciplinary project team.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing: A supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and your Curriculum Vitae. Please provide in your response why: In your opinion you are the right person for the job; Why you want to work with the City Renewal Authority team and what you bring to the role; Your greatest achievement/success.

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

APPOINTMENTS

Canberra Institute of Technology

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

Michael Micieli 853-76460, Section 68(1), 11 September 2018

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

Josephine Purdon 827-37208, Section 68(1), 11 September 2018

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

Emma Ulrich 853-80275, Section 68(1), 11 September 2018

Chief Minister, Treasury and Economic Development

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

Patrick McPhan 846-93157, Section 68(1), 10 September 2018

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

Elianna Meneses Bastardo 853-75417, Section 68(1), 30 August 2018

Community Services

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

Gareth Hollow 848-79875, Section 68(1), 11 September 2018

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

Aparna Malik 858-57096, Section 68(1), 10 September 2018

Education

General Service Officer Level 8 \$64,188 - \$67,825

Mark Croker 853-74932, Section 68(1), 12 September 2018

Health

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

Susan Hanfling 858-56667, Section 68(1), 10 September 2018

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

Emily Kaye 848-85079, Section 68(1), 6 September 2018

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

Faramarz Khorami 847-01858, Section 68(1), 6 September 2018

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

John Kodimaram Sebastian 857-91832, Section 68(1), 6 September 2018

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

Linda Krisenthal 857-91824, Section 68(1), 5 September 2018

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

Mary Philip 845-02082, Section 68(1), 6 September 2018

Health Professional Level 5 \$118,319 - \$133,197

Adrian Rumore 843-90033, Section 68(1), 14 September 2018

Justice and Community Safety

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

Rebecca Minty 853-75425, Section 68(1), 12 September 2018

Government Solicitor 1 \$70,650 - \$105,793

Nathan Spencer 848-79218, Section 68(1), 6 September 2018

Office of the Legislative Assembly

Senior Officer Grade B \$118,319 - \$133,197
Stuart Row 853-75011, Section 68(1), 3 September 2018

Transport Canberra and City Services

Special Needs Transport Drivers \$53,362 - \$56,375
Adrian Martin Boldrini 858-57512, Section 68(1), 10 September 2018

Special Needs Transport Drivers \$53,362 - \$56,375
Robert James Hamilton 858-57520, Section 68(1), 10 September 2018

General Service Officer Level 4 \$49,409- \$51,420
Jessica Atkins, Section 68(1), 3 September 2018

TRANSFERS

Education

Leah Jane Partridge: 787-60560
From: School Leader C \$117,515
Education
To: School Leader C \$117,515
Education, Canberra (PN. 34840) (Gazetted 29 June 2018)

Health

Bernadette Mackenzie: 833-46858
From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 16889) (Gazetted 26 July 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works
Civil Infrastructure
Sritharan Thamotherampillai: 716-08515
From: Infrastructure Officer 4 \$119,340 - \$135,587
Chief Minister, Treasury and Economic Development
To: Infrastructure Manager/Specialist 1 \$153,082
Chief Minister, Treasury and Economic Development, Canberra (PN. 13277) (Gazetted 26 June 2018)

Strategic Finance

Chin Pong Tsang: 848-66142

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

Chief Minister, Treasury & Economic Development Directorate - Strategic Finance

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37266) (Gazetted 20 April 2018)

Infrastructure Finance and Capital Works

Civil Infrastructure

Simon David Webber: 853-50148

From: Infrastructure Officer 4 \$119,340 - \$135,587

Chief Minister, Treasury and Economic Development

To: †Infrastructure Manager/Specialist 1 \$153,082

Chief Minister, Treasury and Economic Development, Canberra (PN. 24800) (Gazetted 29 March 2018)

Health

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care

Katie Elizabeth Burke: 847-00214

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

Health

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

Health, Canberra (PN. 33270) (Gazetted 21 June 2018)

Deputy Director General

Corporate

Hugh Dreimanis: 741-17682

From: Health Service Officer Level 3/4 \$48,385 - \$51,869

Health

To: Sterilising Services Technical Officer Level 2 \$59,230 - \$67,825

Health, Canberra (PN. 29413) (Gazetted 12 July 2018)

Corporate

Business Support

Business Support and Development

Timothy Evans: 821-07759

From: Technical Officer Level 2 \$59,230 - \$67,825

Health

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

Health, Canberra (PN. 40214) (Gazetted 21 June 2018)

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care

Mitchel Green: 858-50265

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

Health

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

Health, Canberra (PN. 14241) (Gazetted 21 June 2018)

Deputy Director General TCH and Health Services

Medicine

Elizabeth Richards: 842-87888

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

Health

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 23650) (Gazetted 19 July 2018)

**Canberra Hospital and Health Services
Medicine**

Carmel Spence: 853-70501

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

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 41418) (Gazetted 2 August 2018)

Deputy Director General Corporate

Cleofe Thomas: 741-17199

From: Sterilising Services Health Service Officer Level 3/4 \$48,385 - \$51,869

Health

To: Sterilising Services Technical Officer Level 2 \$59,230 - \$67,825
Health, Canberra (PN. 29384) (Gazetted 12 July 2018)

Justice and Community Safety

Emergency Services

Governance and Logistics

Governance and Business Services

Rebecca Georges: 786-28172

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 41277) (Gazetted 12 December 2017)

Corrective Services

Corporate

Training and Development Unit

Tara Caitlin Hurst: 846-85843

From: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 39733) (Gazetted 12 July 2018)