



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 27 April 2017**

## VACANCIES

### ACT Teacher Quality Institute

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

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

#### **Professional Regulatory Services**

##### **Manager Governance and Client Relations**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38489)**

Gazetted: 01 May 2017

Closing Date: 9 May 2017

Details: The ACT Teacher Quality Institute (TQI) is seeking applications for the Manager of Governance and Client Relations position in the Professional Regulatory Services team and the provision of executive officer support to the TQI Chief Executive Officer. The successful candidate will have well developed interpersonal skills, sound team management skills and high level communication skills.

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

Contact Officer: Claudia Hale (02) 6207 8917 [claudia.hale@act.gov.au](mailto:claudia.hale@act.gov.au)

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

### Calvary Health Care ACT (Public)

#### **Executive Suite**

##### **Personal Assistant**

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

Gazetted: 4 May 2017

Closing Date: 18 May 2017

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

Contact Officer: Kanta Toraskar

Reference Number: 14996

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

### Canberra Institute of Technology

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

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

#### **CIT Health, Community and Science**

##### **CIT Community Work**

##### **Administrative Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 55019)**

Gazetted: 27 April 2017

Closing Date: 4 May 2017

Details: The Department of Community Work from CIT Health, Community and Science is seeking a highly organised and customer focused individual who displays excellent communication, administrative and pastoral care skills. This role involves high-customer service with people from a range of backgrounds. The successful candidate will have experience in working under pressure with students, teachers, and staff in an education setting. High-quality skills in the use of IT products such as: Client Record Management, Student Management System, and Microsoft skills are essential. This position requires skills as a pastoral care officer to provide support

to international students and people with Mental Health issues. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Highly Desirable: Experience in Vocation Education and Training (VET) sector and customer service with students and teachers. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position for a period of 18 months with possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Veronique Gouneau (02) 6205 4724 [veronique.gouneau@cit.edu.au](mailto:veronique.gouneau@cit.edu.au)

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

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

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

#### **Access Canberra**

##### **Strategic ICT**

##### **Business Systems and Reform**

##### **Projects Support Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33547)**

Gazetted: 01 May 2017

Closing Date: 8 May 2017

Details: The Business Development and Information team manages Information and Communication Technology (ICT) systems administered by Access Canberra and provides software test services to ensure our systems are fit for purpose, support legislative processes and serve our customers' needs. The team coordinates a range of quality assurance processes across our ICT systems, supports project management activities and coordinates audit activities associated with use of our systems. This team is looking for a Projects Support Officer who shows initiative, exceptional organisational skills, sound judgement and can work effectively in a dynamic environment to deliver high quality outcomes. If this sounds like you, send us a 'two page pitch' responding to the selection criteria: Detail your greatest achievements in the last five years and how they relate to this position and its duties; demonstrated ability, ingenuity, experience and qualifications making you the best person for this role; understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in a program/project office and competency in the use of professional office and project management software are highly desirable.

Note: This is a temporary position available from 8 May 2017 until 30 June 2017 with the possibility of extension.

Contact Officer: Rebecca Wilson (02) 6207 7155 [rebecca.wilson@act.gov.au](mailto:rebecca.wilson@act.gov.au)

#### **Enterprise Canberra**

##### **VisitCanberra**

##### **Marketing**

##### **PR and Media Visits Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35911)**

Gazetted: 01 May 2017

Closing Date: 17 May 2017

Details: The primary objective of this position is to coordinate the Visiting Journalists Program (VJP) arrangements, host media visits, write and edit media materials, and assist with other marketing activities. The Public Relations and Media Visits Officer is required to undertake the following duties: in line with marketing strategies and campaigns, invite journalists on familiarisations, develop and book itineraries and host visits; maintain a schedule of upcoming media visits; liaise with industry operators to book media itineraries, negotiate rates and provide feedback; track and report costs and results of visits and publicity, process VJP accounts and maintain records of visits; write and edit product descriptions within an itinerary bank, in line with current marketing messages; write and edit consumer and media materials such as product and event descriptions, travel articles and media releases, and provide assistance with other marketing activities when required, including content for social media channels; develop and share knowledge by proactively contributing to other areas of the organisation. This position does not involve direct supervision of personnel

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

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

## **Revenue Management Division**

### **Legal Services Unit**

#### **Paralegal and Administrative Support**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38543)**

Gazetted: 01 May 2017

Closing Date: 8 May 2017

Details: The Legal Services Unit is a branch of the Revenue Management Division within the Chief Minister, Treasury and Economic Development Directorate. The Unit assists with the coordination and delivery of legal services to the Commissioner for Revenue and broader division. The Unit seeks a motivated individual to provide paralegal and administrative support in the coordination and delivery of legal services. The successful candidate will have an ability to manage competing priorities, guide workflow for the unit and maintain key stakeholder relationships internally and external to the Office.

Eligibility/ Other Requirements: Experience working within a legal practice environment or similar administrative capacity would be an advantage. Tertiary qualifications in law would also be an advantage.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. The successful candidate may be chosen based on application and referee report only. Expressions of interest are sought from potential candidates and should include a current curriculum vitae and details of at least one referee. Expressions of Interest should be no more than two pages.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@act.gov.au

## **2018 ACT PUBLIC SERVICE GRADUATE PROGRAM**

### **Graduate Administrative Assistant \$66,656 - \$68,699, Canberra (PN: GAA2018)**

Gazetted: 01 May 2017

Closing Date: 31 May 2017

Details: 2018 ACT PUBLIC SERVICE GRADUATE PROGRAM Accepting applications 1 May - 31 May 2017. If you're looking to start a challenging and rewarding career where you'll have the opportunity to help shape Canberra's future, apply for the 2018 ACT Public Service Graduate Program.

We offer successful applicants: three diverse work rotations; a comprehensive learning and development program; work that challenges you and provides you with opportunities to use and develop your skills; a competitive starting salary of \$66,656 with salary advancement upon successful completion of the Program; access to flexible working arrangements that support a healthy work-life balance; a culturally diverse workforce in an inclusive workplace - a number of 2018 graduate positions will be filled by applicants with an Aboriginal and Torres Strait Islander background or a disability. We are recruiting to a range of streams: Commerce/Business; Law; Sustainability/Environment/Planning; Public Administration and Policy; ICT; Health Professionals.

To be eligible for the ACTPS Graduate Program, prior to starting you must: be an Australian citizen, hold Australian permanent residency status or be a New Zealand citizen who resides in Australia and who holds a Special Category temporary residence visa (SCV); and have completed as a minimum a three year bachelor degree with at least a credit average from an Australian University within the past three years, or an equivalent degree as recognised by the National Office of Overseas Skills Recognition (NOOSR).

Note: If your bachelor degree was completed more than three years ago but you have recently completed a postgraduate qualification in a field relevant to the stream you are applying for, you may still apply and your application will be considered on merit.

For more information and to apply go to: [jobs.act.gov.au/graduate](http://jobs.act.gov.au/graduate)

Contact Officer: Janinine Monger (02) 6205 4523 [graduatejobs@act.gov.au](mailto:graduatejobs@act.gov.au)

## **Partnership Services Group**

### **Service Centre**

#### **Service Desk**

#### **HR Service Desk Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36221)**

Gazetted: 03 May 2017

Closing Date: 17 May 2017

Details: The Shared Services HR Service Desk is seeking expressions of interest from an experienced Customer Service Officer to join the HR Service Desk team. The position requires demonstrated skills and experience in the following areas: provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; provide expert advice and guidance on HR legislation, policies and conditions of service to customers; and contribute to the maintenance of effective personnel records by inputting data into HR and case logging systems accurately, within agreed timeframes and in accordance with HR policies.

Eligibility/Other Requirements: Baseline security clearance, if not already obtained, will be completed as part of the induction process.

Note: This is a temporary part-time position available for up to six months at 25 hours per week. The advertised salary will be paid pro rata for part-time hours. Selection may be based on application and referee reports only.

How to Apply: Interested candidates should submit an expression of interest (EOI) of no more than two pages against the selection criteria (attached), details of two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Matthew Davis (02) 6207 9719 [matthew.davis@act.gov.au](mailto:matthew.davis@act.gov.au)

## **Community Services**

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

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

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

#### **CYPS Operations**

#### **Operational Compliance and Support Manager**

#### **Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 33035)**

Gazetted: 28 April 2017

Closing Date: 9 May 2017

Details: The Health Professional 5 (HP5) Operational Compliance and Support Manager role is responsible for supporting the Director, Child and Youth Protection Services (CYPS) Operations by leading the Operational Compliance and Support Team. The Manager will ensure CYPS legislative compliance, as well as coordinate CYPS responses to scheduled and unscheduled external reviews and; providing Ministerial and Executive correspondence, and/or advice in relation to sensitive CYPS client matters.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in social work, psychology, social welfare, social science or related discipline. At least five years' experience working with children, young people and their carers or families; previous program management experience to achieve team outcomes; current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for a period of six months. Selection may be based on application and referee reports only. A merit list may be used to fill upcoming temporary vacancies at level which may arise over the next twelve months.

Contact Officer: Jodie Robinson (02) 6205 4430 [jodie.robinson@act.gov.au](mailto:jodie.robinson@act.gov.au)

**Housing and Community Services**

**Asset Management**

**Quality Improvement Unit**

**Project Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10993)**

Gazetted: 01 May 2017

Closing Date: 17 May 2017

Details: Quality Assurance and Continuous Improvement team is seeking an energetic and motivated team member to assist the manager to analyse data, provide secretariat support for various fora and assist to establish and develop risk, compliance and quality assurance to improve governance systems integration within Housing and Community Services (HACS). The position will also assist in the project management and reporting of HACS audits, reviews or investigations to ensure continuous improvement objectives are achieved.

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

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

Contact Officer: David Lascelles (02) 6205 0272 [david.lascelles@act.gov.au](mailto:david.lascelles@act.gov.au)

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

**Cultural Facilities Corporation**

**Education**

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

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

**Business Services**

**Governance and Community Liaison**

**Media and Communications**

**Communications Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38519)**

Gazetted: 02 May 2017

Closing Date: 16 May 2017

Details: The Media and Communications Unit is seeking a highly motivated Communications Officer with well developed skills and experience in creating digital content, specifically videos, from script development and filming through to editing, production and uploading of the final product. The successful candidate will also contribute to and coordinate Directorate public and internal communications materials. The role also includes providing advice on and coordinating content to be published on the intranet and website and assisting in organising events.

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

Contact Officer: Jessica Summerrell (02) 6205 0837 [jessica.summerrell@act.gov.au](mailto:jessica.summerrell@act.gov.au)

**Office For Schools**

**South/Weston Network**

**Curtin Primary School**

**Business Manager**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 20227)**

Gazetted: 27 April 2017

Closing Date: 11 May 2017

Details: Curtin Primary School is seeking a highly experienced officer to fill the permanent position of Business Manager. The Business Manager will manage the business of the school relating to Finance, Human Resource, Building and Grounds, Risk and Compliance Management. The ideal applicant will have demonstrated high level management skills; ability to communicate effectively with all stakeholders ensuring high quality customer service is delivered. The position is required to liaise, and support the Principal to ensure continuity in the delivery of key programs across the school; participate as a member of the executive team, respond to; interpret and provide strategic reporting data and analysis to both the principal and school board. Further duties include supervision responsibility for administrative officers engaged in various designated roles and assist each with personal performance and professional development.

Eligibility/Other Requirements: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

[www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) Desirable: Working knowledge of the MAZE management systems; A Current First Aid certificate or willingness to undertake appropriate training; Completion, or near completion of a Business Studies qualification; or significant relevant work experience (generally two or more years). This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Note: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Contact Officer: Merryn O'Dea (02) 6205 6622 [Merryn.O'Dea@ed.act.edu.au](mailto:Merryn.O'Dea@ed.act.edu.au)

## **School Performance and Improvement**

### **Belconnen Network**

#### **Southern Cross Early Childhood School**

##### **Classroom teacher**

##### **Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 20036)**

Gazetted: 03 May 2017

Closing Date: 17 May 2017

Details: Southern Cross Early Childhood School is a birth to Year 2 school with approximately 200 students. We are seeking a highly motivated teacher to join our Kindergarten team with a demonstrated ability in early literacy and numeracy as well as building relationships with children, parents and staff. As a member of a PLT, suitable applicants will demonstrate an ability to plan and differentiate learning to meet the needs of children.

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

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

Note: This is a temporary position available from 26 June 2017 until 26 January 2018 with the possibility of extension.

Applications should be sent to the Contact Officer.

Contact Officer: Nicky Smith (02) 6142 0020 [nicky.smith@ed.act.edu.au](mailto:nicky.smith@ed.act.edu.au)

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

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

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

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

## **Strategic Planning**

### **ACT Heritage**

#### **Team Leader, Policy and Community Engagement**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03858)**

Gazetted: 27 April 2017

Closing Date: 11 May 2017

Details: The Strategic Planning Division is looking for a suitably qualified and experienced Team Leader to provide leadership in the delivery of projects that promote heritage within the ACT community, coordinate the development and implementation of a revised heritage database and prepare policy and advice in relation to the implementation of the *Heritage Act 2004*. The position would suit a professional with strong experience in and knowledge of the *Heritage Act 2004*, with a demonstrated ability to provide advice on heritage assessment, conservation and management. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong leadership and teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Relevant experience or qualifications in cultural heritage management, archaeology, architecture, history, planning, law or a related field would be advantageous. Experience in understanding databases and best practice in database management is highly desirable.

Contact Officer: Fiona Moore (02) 6205 9974 [fionaf.moore@act.gov.au](mailto:fionaf.moore@act.gov.au)

## **Asbestos Response Taskforce**

### **Program, Governance, Risk and Personal Support Team**

#### **Risk and Governance Coordinator**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35062)**

Gazetted: 03 May 2017

Closing Date: 10 May 2017

Details: Expressions of interest are invited to temporarily fill the position of Risk and Governance Coordinator supporting the functions of the Asbestos Response Taskforce. The successful applicant will provide administrative and technical assistance to create and maintain the Governance arrangements which help deliver the strategic objectives of the Taskforce.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Applicants should provide their Curriculum Vitae, including the name and contact details for two referees, along with a written statement of claims of no longer than two A4 pages in total. Applicants should show evidence of their relevant skills and experience with consideration for the Duty Statement and Selection Criteria. Selection may be based on written application and referee reports only.

Contact Officer: Anthony Bailey (02) 6205 9543 [anthony.bailey@act.gov.au](mailto:anthony.bailey@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, Clinical Operations – Canberra Hospital and Health Services**

#### **Executive Level 3.8 \$336,158 - \$351,347 depending on current superannuation arrangements, Canberra (PN: E619)**

Gazette Date: 03 May 2017

Closing Date: 17 May 2017

Details: ACT Health is seeking a highly skilled professional to lead the operations of the Canberra Hospital, ensuring it meets its obligations to deliver health care services that best meet the needs of the ACT community. The Deputy Director-General will also play a pivotal role in championing an important transformational agenda which ACT Health is embarking on.

The successful candidate will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. The successful candidate will also be able to demonstrate extensive knowledge of the ACT Health system and health systems both nationally and internationally.

Applications are encouraged from executives with previous experience in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing ACT Health's delivery of service and profile. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are all important qualities being sought.

Remuneration: The position attracts a remuneration package ranging from \$336,158 - \$351,347, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$276,161.

Contract: The successful applicant will be engaged under a performance based contract for up to three years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Further information about the role can be found in the position description. For a confidential discussion, please contact Ms Monika Boogs on telephone (02) 6205 8334.

How to Apply: Interested applicants should provide a full application pack, including a covering letter, curriculum vitae and supporting statement against the Executive Selection Criteria.

Contact Officer: Elizabeth Webster (02) 6207 2111 [elizabeth.webster@act.gov.au](mailto:elizabeth.webster@act.gov.au)

### **Deputy Director-General, Innovation**

**Executive Level 2.6 \$307,696 - \$321,543 depending on current superannuation arrangements, Canberra (PN: E893)**

Gazette Date: 03 May 2017

Closing Date: 17 May 2017

Details: ACT Health is seeking a highly skilled and motivated professional to lead the Innovation Division within ACT Health. As the Deputy Director-General, Innovation you will play an integral leadership role, delivering high level planning and policy advice, and research development across the Directorate. You will also deliver excellence through innovation in our processes and programs, thereby driving behavioural and cultural change to enable the organisation to work effectively within a multi-stakeholder environment.

The successful applicant will be expected to display excellent management acumen and have the capacity to build and maintain positive relationships with internal and external stakeholders.

As the Deputy Director-General, Innovation you will have strong leadership skills and the proven ability to motivate and inspire others to work together with a sense of shared purpose to achieve the Government's objectives. You will also need to be able to demonstrate extensive knowledge of the ACT Health system and health systems nationally and internationally.

Applications are encouraged from executives with previous experience in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing ACT Health's delivery of service and profile. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are important qualities being sought.

Remuneration: The position attracts a remuneration package ranging from \$307,696 - \$321,543, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$251,761.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Further information about the role can be found in the position description. For a confidential discussion, please contact Ms Monika Boogs on telephone (02) 6205 8334.

How to Apply: Interested applicants should provide a full application pack, including a covering letter, curriculum vitae and supporting statement against the ACT Public Service Executive Capabilities, cover letter and CV.

Contact Officer: Elizabeth Webster (02) 6207 2111 [elizabeth.webster@act.gov.au](mailto:elizabeth.webster@act.gov.au)

### **Innovation**

#### **Strategy and Design**

#### **System Innovation Group**

#### **Senior Health Planning Officer**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38432)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Service Planning/Strategic Projects Unit is responsible for territory wide health service and facility planning for the public health system and monitoring of system activity against those plans and strategies. Health service planning aims to improve health service delivery and/or system performance to better meet the health need of a population. It comprises the process of aligning the delivery of existing health services to meet the changing patterns of need and use of services. This aims to make the most effective use of available and future health resources (funding, staff and infrastructure) and provides a solid foundation for investment decisions both recurrent and capital. Health service planning is future orientated and usually adopts a medium-long term (10–15 years) perspective supporting healthcare providers to respond to: modelling of projected activity to meet increasing or changing demand for health services; development of the Clinical Services Framework (CSF) and associated specialty service plans (SSPs) and models of care (MoC); emerging trends in health service delivery against best practice; Health Planning Unit Brief development; Functional Design Brief support – sets out health service and facility infrastructure requirements.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Desirable: Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable. Experience in project management and some knowledge of health service planning processes, issues, and developments in the health sector in Australia.

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

Contact Officer: Liz Sharpe (02) 6207 6869 liz.sharpe@act.gov.au

## **Corporate**

### **ICT Health**

#### **Recurring Supplies and Maintenance**

##### **Contract Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38488)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning and implementation of strategies in relating to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for the: implementation and support of the Digital Health Strategy; coordination of technology projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures and ensuring Health Directorate information security. Overview of the work area and position: The Contract Manager reports to the Executive Officer for the provision of high-level contract management for the Division.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant contract management field such as law, project management, commerce or relevant extensive experience in procurement and contract management. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Philippa Kirkpatrick (02) 6205 0880 philippa.kirkpatrick@act.gov.au

## **Corporate**

### **People and Culture**

#### **Staff Development**

##### **Advanced Skills Educator**

##### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 29900)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for an experienced nurse educator to work full time in ACT Health Staff Development Unit to lead, plan, implement and evaluate advanced skills education including assisting in providing the Advanced Life Support and Paediatric Life Support Programs for both doctors and nurses. The successful applicant will have extensive critical care clinical knowledge and skills, experience with providing life support education and advanced skills programs including IV cannulation, tracheostomy education, and nurse sedation education. You will be able to develop e-Learning programs and required to co-ordinate the monthly mandatory skills update program for nurses/midwives. The successful applicant will also have an outstanding ability to prioritise their own workload, exceptional interpersonal, communication and liaison skills, and have a proven record in working with a diverse group of stakeholders. People and Culture provides HR services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, and training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff. The Division delivers services at a number of locations. These services include: Executive Office, industrial relations, workforce innovation and projects; organisational Development-leadership and cultural education and training; workforce Policy and Planning, National briefings and workforce data; employment Services –Investigations, employee relations and inclusion; staff Development Unit, -orientation, manual tasks, graduate nurse programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs. Overview of the work area and position: Staff Development Unit (SDU) reports to the Executive Director People and Culture Corporate. SDU is a Registered Training Organisation, located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (L&D) in ACT Health. SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. SDU develops the eLearning for most of the organisation and manages the systems, reporting and policies for the majority of education/training in ACT Health. This position reports to the Director of Staff Development Unit.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), extensive clinical experience in critical care areas and a sound understanding of education and adult learning. Desirable: Commitment and accountability to own learning, development and practice with postgraduate qualifications, in clinical or education or extensive relevant experience. If this is the position for you then it is preferable you will be undertaking or have completed a master's degree. Certificate IV Training and Assessment or extensive experience in teaching. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 24 months. Selection may be based on application and referee reports only.

Contact Officer: Rajvir Kaur (02 6244 2437 rajvir.kaur@act.gov.au)

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Operating Room**

#### **Patient Flow Coordinator**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 13948)**

Gazetted: 04 May 2017

Closing Date: 14 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and

Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSAs) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 1 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Patient flow role facilitates the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management Team.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a tertiary management and/or nursing qualifications desirable. Please note 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.

Note: This is a temporary position available for a period of 19 months.

Contact Officer: Kerri Reeves (02) 6244 3050 kerri.reeves@act.gov.au

## **Corporate**

### **ICT Health**

#### **ISB Information Services**

#### **Electronic Medication Management Support Pharmacist**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 36934)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the work area and position: The Systems Support Unit provides support for ACT Health enterprise systems including: Clinical Portal Suite; ICU Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service; and Electronic Medication Management. In addition there are specialist teams providing testing and training support to the Clinical Systems Program. As the Electronic Medication Management (EMM) Support Pharmacist, you will work as part of a team and report to the EMM Support Manager, to provide systems administration for the EMM System.

Eligibility/Other Requirements: Eligible for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to employment to the position AHPRA registration must be held. Proven experience in system administration of web based applications or information systems in a health environment and proven experience in pharmacy system administration functions such as medication databases, protocols, quicklists, rules, dose ranges, and formularies is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police Check.

Note: One full-time permanent position is available. This process may be used to fill future similar vacancies including temporary positions which may arise over the next 12 months. This is a readvertised position and previous applicants need not re-apply.

Contact Officer: Craig McMillan (02) 6205 8423 craig.mcmillan@act.gov.au

## **Innovation**

### **Policy and Stakeholder Relations**

#### **Multicultural and Diversity Policy Unit**

##### **CALD Mental Health Support**

###### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38359)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Multicultural and Diversity Health Policy Unit supports all ACT Health Divisions in delivering appropriate and inclusive services to: people from culturally and linguistically diverse (CALD) backgrounds; lesbian, gay, bisexual, transgender and intersex (LGBTI) people; and people with disabilities (PWD). The Unit recognises that these groups are not mutually exclusive and may often overlap. Under broad direction you will play a key role in developing policy and facilitating the delivery by the ACT Health Mental Health, Justice Health, Alcohol and Drug Services Division (MHJHADS) of mental health services and information that are responsive to the needs of people from CALD backgrounds. This will involve working with: targeted CALD communities to assess mental health literacy needs and increase knowledge on mental health and illness, and pathways to care and support; relevant non-government service providers (such as Companion House) where appropriate; and identified MHJHADS services or programs as agreed to: assist with improvement in planning, evaluation and delivery of culturally safe services to CALD communities; facilitate transcultural mental health training to improve cultural safety; and promote the use of and facilitate service specific training in working with interpreters. Although this position sits within and will be supported by the Unit, it is intended that you will be out posted to identified MHJHADS services/programs for agreed purposes and for agreed timeframes.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: Experience and/or understanding of CALD mental health issues; excellent stakeholder relationship management skills; high level policy skills, including the ability to think broadly and provide innovative policy or program initiative solutions; strong organisational skills with a high degree of drive. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Daniel Coase (02) 6205 1011 daniel.coase@act.gov.au

## **Innovation**

### **Strategy and Design**

#### **System Innovation Group**

##### **Health Planning Officer**

###### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13138, several)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. In early 2016, the System Innovation Group (SIG) was established in ACT Health as the enabling division tasked to support the delivery of the System Innovation Program (SIP). Projects within the SIP are grouped under seven strategic themes - Access, Quality, Mental Health, Innovation, Culture Partnerships and Infrastructure. The System Innovation Group (SIG) undertakes a strategic advisory function as the key point of coordination for the ACT System Innovation Program. The SIG reports on a day to day basis to the Deputy Director-General Planning, Policy and Innovation, and through a newly established intergovernmental governance body known as the System Innovation Steering Committee (SISC), Chaired by the Director General ACT Health. Overview of the work area and position: An opportunity exists for suitably experienced candidates to join the Health Planning Team working within the System Innovation Group of ACT Health. The Health Planning Team delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The Team directly contributes to the ACT Health Infrastructure Program through the development and provision of capital and facility planning advice that involves working with clinical divisions in the development of Models of Care and Service Delivery. The Health Planning Team also works with

consumers and service providers to identify health service needs and undertakes analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. Eligibility/Other Requirements: Desirable: Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable. Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are temporary positions available for a period of 12 months with the possibility of extension.

Contact Officer: Liz Sharpe (02) 6207 6869 liz.sharpe@act.gov.au

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

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

##### **Office Chief Psychiatrist**

##### **Adult and Forensic Psychiatrists**

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

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 37610)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Overview of the work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$356,505 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP continuing professional development program.

Desirable: Knowledge of the *Mental Health Act 2015* and other related legislation. Current drivers licence. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Elizabeth Moore, A/g Chief Psychiatrist (02) 6205 0687 elizabeth.moore2@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

### **Quality Governance and Risk**

#### **Internal Audit**

##### **Director Audit Risk Management and Compliance**

**Senior Officer Grade A \$137,415, Canberra (PN: 13028)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to safety, quality and risk with a focus on continuous quality improvements. The division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality, governance and risk across ACT Health. The Audit, Risk Management and Compliance Branch provide strategic leadership and effective coordination and

implementation of internal audit and risk management strategies, frameworks and activities. The branch will advise on and oversee the implementation of systems and processes that assist ACT Health to become a safe and accountable healthcare environment. Overview of the work area and position: The Audit, Risk Management and Compliance Branch implements and oversees processes, programs, and tools to support information assurance, regulatory compliance, internal control, governance, and risk management activities across ACT Health. The area monitors and analyses risk trends and gives advice to business areas on appropriate policies, procedures, and practices with the goal of safeguarding and strengthening internal operations and achieving strategic objectives. This is a crucial leadership role requiring a high level of ethics and integrity, with the ability to be objective and independent. Your executive leadership skills and experience will equip you to effectively manage the functional areas of the Audit, Risk Management and Compliance Branch. You will drive the development and refinement of ACT Health's internal audit, risk and compliance functions and work collaboratively to build and maintain a strong governance and strategic risk management culture. A key requirement of this role will be to add value to the Directorate's services through the management of a program of internal reviews, compliance and performance audits, including clinical, operational, financial, ICT and efficiency (service) reviews. To be successful in this role, in addition to substantial experience and relevant qualifications, you will have a proven track record of analysing complex problems within a political environment, business planning skills and strong communication skills. This position will work directly to the Deputy Director-General Quality, Governance and Risk ACT Health but is expected to act autonomously and make decisions at the operational level along with aligning the strategic priorities within the division. The position will require strong working relationships with all ACT Health Division Executive Directors. Eligibility/Other Requirements: Highly Desirable: Relevant tertiary qualification in Accounting, Auditing or a related field. Current professional accreditation in either Internal Audit (CIA or CISA) and/or Accounting (CA or CPA). Demonstrated experience, knowledge and success in coordinating and leading governance and risk management functions with a focus on providing high quality, accurate and timely services to an organisation. Desirable: Previous experience in Audit, Risk Management or Compliance management within a large healthcare setting. Experience in the health sector with a deep understanding of healthcare service delivery, domestic and global health structures and best practice. Extensive knowledge and experience in best-practice and contemporary management. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Anthony Goodwin (02) 6207 8401 [anthony.goodwin@act.gov.au](mailto:anthony.goodwin@act.gov.au)

## **Quality Governance and Risk**

### **Clinical Safety and Quality**

#### **Patient Safety and Quality**

#### **Director Clinical Safety and Quality Unit**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 17070)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to safety, quality and risk with a focus on continuous quality improvement. The division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality governance and risk across ACT Health. Overview of the work area and position: The role of Clinical Safety and Quality Unit is to promote and facilitate person centred safe, effective care and a culture of continuous quality improvement. This is achieved through: Supporting the DDG with the development and implementation of ACT Health Quality Strategy with a focus on person centred, safe and effective care; safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; and continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care and consists of: The Clinical Governance Stream which includes the Clinical Effectiveness Unit and the Patient Safety Unit; and the Quality Improvement Stream consisting of Patient Experience Unit, Accreditation Team, and Respecting Patient Choices. This is a crucial leadership role requiring a high level of ethics and integrity,

with the ability to be objective and independent. Your executive leadership skills and experience will equip you to effectively manage the functional areas of the Clinical Safety and Quality Unit.

A key requirement of this role will be to add value to the Directorate's services through the management of a program of internal reviews including compliance audits, operational and efficiency (service) reviews. To be successful in this role, in addition to substantial experience and relevant qualifications, you will have a proven track record of analysing complex problems within a political environment, business planning skills and strong communication skills. This position will work directly to the Deputy Director-General Quality, Governance and Risk ACT Health but is expected to act autonomously and make decisions at the operational level along with aligning the strategic priorities within the division. The position will require strong working relationships with all ACT Health Division Deputies Director General.

Eligibility/Other Requirements: Desirable: Previous experience in audit, risk management or compliance management within a large healthcare setting; experience in the health sector with a deep understanding of healthcare service delivery, domestic and global health structures and best practice; extensive knowledge and experience in best-practice and contemporary management. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is temporary initially for a period of up to 6 months with possibility of extension.

Contact Officer: Anthony Goodwin (02) 6207 4801 [anthony.goodwin@act.gov.au](mailto:anthony.goodwin@act.gov.au)

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**  
**Rehabilitation, Aged and Community Care Nursing**  
**Assistant Director of Nursing**  
**Registered Nurse Level 4.3 \$130,586, Canberra (PN: 04806)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant 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. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The Assistant Director of Nursing (ADON) will support the Director of Nursing (DON) to manage Geriatric and Rehabilitation inpatient nursing services to ensure an efficient and effective patient centred service is provided.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Post graduate qualifications in management/administration is desirable.

Note: This is a temporary position available for seven months.

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

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**

**Rehabilitation, Aged and Community Care Nursing  
Walk-in Centre Clinical Nurse Consultant  
Registered Nurse Level 3.2 \$114,377, Canberra (PN: 32945)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists for a dynamic nurse leader to join the team as a Clinical Nurse Consultant (CNC). This is a permanent full-time Monday to Friday Registered Nurse Level 3.2 position. The Walk-in Centre provides assessment and treatment for clients with minor illness and injury in a clinic type setting.

Eligibility/Other Requirements: Current registration or eligibility to register with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate tertiary nursing experience and/or qualification in acute and/or primary care relevant to a Walk-in Centre. Demonstrated extensive clinical experience in a Walk-in Centre or relevant acute/primary care area is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Naree Stanton 0403 050 967 naree.stanton@act.gov.au

**Quality, Governance and Risk  
Clinical Safety and Quality  
Quality Improvement Team  
Quality Officer**

**Registered Nurse Level 3.2 \$114,377, Canberra (PN: 18386)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care, which includes: patient Safety Unit (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico Legal Team, Quality Improvement); clinical Effectiveness Unit (Policy Team, Data and Quality Assurance); patient Experience Unit (Patient Experience, Advance Care Planning, Quality Improvement). The Patient Experience Team promotes a patient centred care culture and includes patient experience survey and advance care planning. It also promotes patient centred care in quality improvement activities and quality and safety in business planning. The Quality Officer position is broad and complex and is responsible for acting as an expert resource to assist divisions to implement quality improvement, risk and incident management framework and the Canberra Hospital and Health Services (CHHS) Quality Plan. Quality Officers are aligned with the CHHS divisional framework and work within this structure to implement the quality and risk management systems to improve quality throughout Canberra Hospital and Health Services.

Eligibility/Other Requirements: 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. Confidence in analysing data for improvement purposes and proactive with strong organisational skills, able to work independently and within a team environment is desirable.

Contact Officer: Heather Needham (02) 6174 5967 heather.needham@act.gov.au

**Quality Governance and Risk  
Workplace Safety  
Registered Nurse Level 2 - Occupational Medicine Unit**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38190, several)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: This challenging role requires a Registered Nurse with demonstrated expert knowledge and highly developed communication and interpersonal skills to undertake the responsibility of staff screening, immunisation and occupational risk exposure management across ACT health campus. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others. The RN will be responsible professionally to the Senior Nurse Clinician of the Occupational Medicine Unit. The successful applicant will work within the Occupational Medicine Unit.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Must hold a Immunisation certificate. A minimum of five recent full-time equivalent post registration experience including experience in adult immunisation is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Joyce Ho-Chinn (02) 6244 2323 joyce.ho-chinn@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Community Mental Health Services**

**Specialist Youth Mental Health Outreach**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27146)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Registered Nurse position will work collaboratively as part of a multidisciplinary young people's assertive outreach team to enhance access to and provide continued comprehensive mental health treatment for young people aged 14-25 at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness.

Eligibility/Other Requirements: 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. Must hold a current driver's licence. Experience in mental health. 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; experience working with young people is desirable.

Notes: The successful candidate will be required to: be available for evening and weekend work on a regular basis; be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Laura Dawel (02) 6205 2090 [laura.dawel@act.gov.au](mailto:laura.dawel@act.gov.au)

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

#### **Medicine**

#### **Chronic Disease**

#### **Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38493)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Obesity Management Service is looking to recruit a Psychologist with a special interest in chronic disease management. Located in the Belconnen Community Health Centre (BCHC), the Obesity Management Service (OMS) is a community based service which aims to support adults with class three obesity to improve their health and wellbeing. The OMS is led by a Physician and the team includes Registered Nurses, Dietitians, Psychologist, Exercise Physiologist, and Administrative Officers. The successful applicant will have proven experience in chronic disease management, excellent communication skills and experience in multidisciplinary work, and may have experience with clinical intervention relevant to obesity including eating disorders. The position reports to the OMS Manager and senior discipline specific psychology support will be provided as appropriate. The position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion activities and education. This position may also work collaboratively with the Research School of Psychology at the ANU. Clinical service delivery may include group and individual therapy for people with psychological issues related to their obesity which may include strategies for self-monitoring, eating behaviours, physical activity behaviours, body image issues, life stress, motivation, realistic goal setting, and social relationships. The focus of intervention provided by the Psychologist within the service is on improving and maintaining lifestyle behaviours. The position may also assess patient's psychological suitability for bariatric surgery.

Eligibility/Other Requirements: Mandatory: Be registered with the Psychology Board of Australia. Highly Desirable: Area of practice endorsement in clinical psychology. Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. 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.

Notes: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time position up to 18:23 hours per week. The salary noted above will be paid pro rata for part-time hours.

Contact Officer: Ana O'Rourke (02) 6205 5297 [ana.o'rourke@act.gov.au](mailto:ana.o'rourke@act.gov.au)

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

#### **Medicine**

#### **Acute Support Service**

#### **Physiotherapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28674, several)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

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

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

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services; clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence. 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 and comply with ACT Health credentialing requirements for allied health. At least three years work experience is desirable.

Note: There are two temporary positions available, one full-time available until March 2018 and the other is part-time at 14:42 hours per week available until February 2018. You will be required to participate in an overtime roster. A merit list will be created from this process and may be used to fill temporary and permanent full-time and part-time vacancies which may arise over the next 12 months.

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

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

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

#### **Cancer Allied Health**

#### **Senior Social Worker**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 14822)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

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

Psychosocial Service has a dynamic position available for experienced Senior Social Workers in its hospital based service. Based in the newly opened Canberra Region Cancer Centre, this service provides psychosocial care for individuals and groups to people with a diagnosis of cancer pre-treatment and during treatment, their spouses, family members and meaningful others that are affected by cancer. Service is provided to both inpatients and outpatients within the Canberra Hospital. Social Workers in the service work within the multidisciplinary team environment to provide contemporary evidence based service guided by the principles of best practice in oncology, survivorship and palliative care service provision. Social Workers provide counselling, practical support and interventions to address the needs of those accessing the range of oncology services at the Canberra Hospital. These positions offer to the right people access to professional development, a supportive progressive work environment that incorporates diverse theoretical approaches along with opportunity for practitioner research projects. Applications are invited from experienced Social Workers with acute care experience, preferably in oncology, to provide high quality oncology clinical assessments and interventions within the hospital setting. Overview of the work area and position: The Cancer Psychosocial Service aims to improve outcomes for people with cancer and their families, by providing a comprehensive psychosocial service within the inpatient, outpatients and community settings. The Cancer Psychosocial Service is located at the Canberra Region Cancer Centre. The Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW). Must hold a current driver's licence. 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*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Have a minimum of five years experience post qualification and have experience in oncology or hospital based social work practice is desirable.

Note: This is a temporary position available for a period of 12 months. This position(s) maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Toni Ashmore (02) 6174 8540 [toni.ashmore@act.gov.au](mailto:toni.ashmore@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Service**

#### **Physiotherapist Women's Health**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20507)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

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

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service

providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); 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 employment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy and a current driver's licence. At least three years work experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension. You will be required to participate in an overtime roster. Part-time applicants will be considered and encouraged to apply. The salary noted above will be paid pro rata for part-time hours. A merit list will be created from this process and may be used to fill full-time and part-time temporary and permanent vacancies at level which occur over the next 12 months.

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

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

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

#### **Child and Adolescent Mental Health Services**

#### **Mental Health Clinician**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23995)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS), Perinatal Mental Health Consultation Service (PMHCS) provides mental health assessment, treatment and other services including support, advice and referrals for women from conception to 12 months after giving birth experiencing moderate to severe mental health issues. The role will require the team member to provide triage, assessment and clinical intervention to Perinatal women experiencing mental health issues. The role will also require the individual to undertake professional development and supervision, provide support to HP1 and HP2 clinicians, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia  
For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Highly Desirable: HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students  
For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers. Highly desirable for all disciplines: HP3: Minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to: 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. Must hold a current driver's licence. Must be registered under the Working with Vulnerable People (Background Checking) Act 2011. Undergo a pre-employment Police check.  
Note: The successful candidate will be required to; be available to work within all program areas of CAMHS as service needs arise; be available for weekend work when necessary. This is a full-time temporary position for five months available from July 2017 with the possibility of extension and/or permanency. An Order of Merit may be used to fill future identical full time temporary vacancies within a 12 month period. Experience in working with client's who have mental health issues.  
Contact Officer: Cathy Ringland (02) 6205 1469 cathy.ringland@act.gov.au

**Corporate**

**ICT Health**

**EHCR - Recurring Support and Maintenance Systems**

**Application Test Lead**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36919)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Division is responsible for: implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the work area and position: As part of a small team, the Automation Test Lead will perform testing duties relevant to Clinical IT Systems in the Clinical Systems Program. The Automation Tester will report to the Test Manager of Clinical Systems.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Previous experience with products such as QTP, Test Complete and QA Complete and previous experience with testing integration engines such as; Rhapsody, Web Server is desirable.

Contact Officer: Prathiba Sankararaj (02) 6207 6999 prathiba.sankararaj@act.gov.au

**Corporate**

**Business Performance Information and Decision Support**

**Business Performance Executive**

**Contracts Support Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17428)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate

Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services; Information, Communications and Technology and People and Culture. Overview of the work area and position: Business Performance Information and Decision Support provide data analysis and information services to ACT Health. Additionally they produce national reports on behalf of the Territory and the public hospitals and health services within the Area Health Network. Business and Area Health Network Support are a small team which focus on providing information governance and contract management coordination for key hospital and health providers within the network. Under broad direction, you will play a key role in providing day to day coordination of correspondence, and actions arising from the management of the primary hospital service provider to the Territory.

Eligibility/Other Requirements: Business or administration qualifications, or significant relevant work experience, MS Office intermediate level experience and writing for government, or executive experience is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Stephen Watt (02) 6207 8577 [stephen.watt@act.gov.au](mailto:stephen.watt@act.gov.au)

## **Corporate**

### **Business Support**

#### **Logistics Support**

##### **Contracts Administration Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36001)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

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

Administration of all contracts that are being utilised by ACT Health on the Purchasing and Inventory Control System (PICS). The successful candidate will be proactive, flexible, adaptive and comfortable with a changing work environment and be required to work within Supply Services main office at Mitchell and at Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Highly Desirable: Certificate IV in Government Procurement and relevant work experience.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Raj Rajasegaran (02) 6207 8385 [raj.rajasegaran@act.gov.au](mailto:raj.rajasegaran@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medical**

##### **Operations and Quality Control Officer**

##### **Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 37806)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Clinical Genomics is a new initiative that will develop and implement clinical genomics services for patients in Canberra. This will be a vibrant and exciting position, operating between ACT Health, ACT Pathology, John Curtin School of Medical Research and National Computational Infrastructure at ANU. The Operations and Quality Control Officer (OQCO) will work under direction from the General Manager, Clinical Genomics. The OQCO provides support services for clinical genomic diagnostic services for ACT Health through a partnership with ANU.

Eligibility/Other Requirements: Highly Desirable: Degree in genomics or relevant field and/or appropriate knowledge and experience. 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.

Notes: This is a temporary position available for a period of three years.

Contact Officer: Edda Koina (02) 6174 5630 edda.koina@act.gov.au

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

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

#### **Alcohol and Drug Program**

#### **Counsellor**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 32496)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Alcohol and Drug Service is a multidisciplinary service within the ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service (CTS), Alcohol and Drug Service is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one. CTS utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment. CTS are a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments. This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults. Training and experience in providing Dialectical Behaviour Therapy (DBT) counselling and facilitating DBT groups would be an advantage. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). 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*. For Counselling: Eligible qualification pathways. Pathway 1. Minimum five-year full-time (or part-time equivalent) sequence of study made up of: (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant) AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2. Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course OR (ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. HP2 Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Prior to commencement successful candidates will be required to: 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; Undergo a pre-employment Police check. Current driver's licence is desirable.

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

Contact Officer: Kate Soulsby (02) 6205 0943 kate.soulsby@act.gov.au

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Dental Health Program**

**Health Professional Level 2 - Dental Health Program**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18690)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

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

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

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

Contact Officer: Dragana Petreski (02) 6205 9820 dragana.petreski@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Rehabilitation Allied Health**

**Social Worker**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23674)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

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

and their family/carer, including adjustment to changes such as illness, ageing and disability. They will promote client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team.

Eligibility/Other Requirements: 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. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Be registered or be eligible for registration with the Australian Association of Social Workers (AASW). Undergo a pre-employment Police check, must hold a current driver's licence and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Have a minimum of one years experience post qualification and experience in rehabilitation, aged care or hospital based social work practice is desirable.

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

**Canberra Hospital and Health Services**  
**Cancer Ambulatory and Community Health Support**  
**Ambulatory Care**  
**Medical Transcriptionist**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10744, several)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Transcription Unit (MTU) is a centralised pool of qualified transcriptionists who offer transcription services to a large range of disciplines within Canberra Hospital and Health Services.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Medical terminology certificate, or equivalent, is preferable and knowledge of medical terminology will be considered an advantage.

Note: These are full-time permanent positions, part-time hours may be considered, working on-site at Canberra Hospital. The salary noted above will be paid pro rata for part-time hours. Applicants may be required to complete a typing task to assess competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Amy Zammit (02) 6205 4047 amy.zammit@act.gov.au

**Quality, Governance and Risk**  
**Workplace Safety**  
**Administration Officer - Occupational Medicine Unit**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 38192)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Occupational Medicine Unit (OMU) is responsible for delivering a service to all ACT Health employees such as screening, immunisation, occupational risk exposure management, annual influenza vaccination and outbreak management and surveillance. In accordance with the National Safety and Quality Health Service (NSQHS) Standard 3:3.6 - we are required to develop implement and monitor a risk-based workforce immunisation program. This is required to ensure compliance with current mandatory requirements of Canberra Hospital and Health Service Clinical Procedure CHHS15/091 "Occupational Assessment, Screening and Vaccination" against specified infectious diseases. This position is working in conjunction with the OMU Nurses. You will be responsible for providing administrative support to the OMU and complete tasks including but not limited to screening of telephone calls, management of incoming and outgoing correspondence, data entry, distributing reports, financial and human resource support. Overview of the work area and position: This challenging role requires an Administrative Service Officer with demonstrated knowledge

and developed communication and interpersonal skills to provide administrative support for Occupational Medicine Unit/Workplace Safety by undertaking the duties listed in the duty statement. Under broad direction, you will be involved in processing clients through all facets of staff screening including and not limited to: telephone bookings, reception, promotional activities, data entry and file management.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Knowledge of ACT Patient Administration System (ACTPAS) and knowledge of Riskman system is desirable.

Contact Officer: Joyce Ho-Chinn (02) 6244 2323 joyce.ho-chinn@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women and Babies**

**Administrative Service Officer-Obstetrics and Gynaecology**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 17183)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

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

Overview of the Work Area and Position: This position is based in the Centenary Hospital for Women and Children, and provides Personal Assistant (PA) Support to the Obstetrics and Gynaecology Executive Department. The opportunity would suit a talented, highly skilled employee you has extensive PA experience. The applicant will be required to have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, book travel, conferences and meetings and coordinate the fluent administration of the office.

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

Note: This is a temporary position available for three months with the possibility of permanent appointment.

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

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical Staff**

**Personal Assistant Neurosurgery**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 09955)**

Gazetted: 04 May 2017

Closing Date: 11 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health

Program. Most clinical units, including the Neurosurgery Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Overview of the work area and position: Under direction of the Director of Neurosurgery, the Personal Assistant will provide administrative support for the Neurosurgery Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Desirable: Experience with Dictaphone typing.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

## **Corporate**

### **Business Support**

#### **Security and Emergency Preparation**

##### **Switchboard Operator**

##### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: C00049, several)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Client Services Security and Emergency (CSSE), is a branch of Business Support Services, ACT Health. The Branch provides client-based services at the Canberra Hospital and is looking for energetic and committed team players with strong interpersonal and communication skills to provide customer services to Canberra Hospital switchboard, main reception and residential accommodation services. The Switchboard Operator is responsible for providing excellent customer service by responding to telephone calls from health care consumers and other stakeholders. The successful candidate will have excellent customer service skills, a positive approach to their work and the ability to work in team and be an active team member, have a demonstrable understanding of working within a customer service sector, be of sound character, be reliable and have excellent presentation. The ability to work as a positive team member and work independently with a willingness to work flexible hours, including shift work, public holidays, occasional solo night shifts and weekend rosters is required.

Eligibility/Other Requirements: Desirable: Previous experience in reception or switchboard in a healthcare setting is preferred but not essential, as all successful applicants will be offered competency-based training. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: If successful you will be required to work a flexible hour's roster, which may involve shift work, being rostered on Public Holidays, weekends and occasionally rostered on solo night shifts. This position requires successful applicants to complete a six week Competency Based Assessment (CBA) program. Successful applicants will be offered temporary employment for up to a twelve week period, during which time they will be asked to complete the CBA program. Upon successful completion of the CBA, successful applicants will be offered a casual position within the ASO 2/3 Broad-band, commencing at the ASO2 base level pay point.

Contact Officer: Rob Swain 02 617 45378 or 0466 468 559. andrei.lena@act.gov.au

## **Canberra Hospital and Health Services**

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

#### **Rehabilitation Allied Health**

##### **Allied Health Assistant**

##### **Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 35331)**

Gazetted: 04 May 2017

Closing Date: 18 May 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care

settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. This position will be based on the inpatient aged care wards, however may be part of rotation to other Rehabilitation or Aged Care settings in the future. Successful applicants will have support from an experienced team of clinicians and Allied Health Assistants and have direct clinical supervision from an Occupational Therapist.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or recognised equivalent and a current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Experience working in aged care or rehabilitation settings is desirable.

Note: This is a temporary position available until June 2018. This is a part-time position available at 18:22. The salary noted above will be paid pro rata for part-time hours. This position may be required to participate in overtime, on call and/or rotation roster. An order of merit may be established from this recruitment process to fill future temporary vacancies at level which may arise over the next 12 months.

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

### **Justice and Community Safety**

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

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

#### **Corporate**

##### **Director, Capital Works and Infrastructure**

**Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E590)**

Gazetted: 03 May 2017

Closing Date: 17 May 2017

Details: The Justice and Community Safety Directorate are seeking applications from experienced, innovative and motivated individuals to fill the position of Director, Capital Works and Infrastructure.

We are seeking applications from experienced project managers with a record of leadership in the delivery of major projects and in strategic infrastructure management. The successful applicant will have a demonstrated understanding of procurement, planning and environmental legislation and the construction industry. Experience of and knowledge of project delivery in the Government sector would be an advantage.

This role will provide high level strategic advice and support to the Executive on the capability and delivery of the portfolio's capital works program, including Private Public Partnerships. The role will be responsible for delivery of capital works projects and management of the justice and emergency services infrastructure assets.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Enquiries should be directed to John Ryan (02) 6205 3505 [johnw.ryan@act.gov.au](mailto:johnw.ryan@act.gov.au)

#### **ACT Law Courts and Tribunal**

##### **Executive**

##### **Senior Manager Governance**

**Senior Officer Grade A \$137,415, Canberra (PN: 37642)**

Gazetted: 02 May 2017

Closing Date: 9 May 2017

Details: The ACT Law Courts and Tribunal (ACAT) is seeking a highly motivated, experienced and suitably qualified individual to fill the role of Senior Manager Governance. The Governance Section is responsible for the development and implementation of strategic governance, accountability and management initiatives across ACT

Law Courts and Tribunal to meet the strategic objectives of the courts, ACAT and government. The role will require you to provide leadership and strategic direction on court and tribunal issues and priorities and high level strategic and legal advice on a diverse range of corporate, statutory, ministerial, governance and business management issues, including proactively managing ongoing and emerging issues. The Senior Manager is required to represent the organisation and conduct high level liaison and negotiation and provide advice to the Principal Register in relation to the above matters. The successful applicant will be rewarded with a positive team environment and flexible work arrangements. The ACT Law Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/ Other Requirements: Legal qualifications preferable.

Note: This is a temporary position commencing in May 2017 until 30 June 2020 with the possibility of permanency.

Selection may be based on written application and referee reports only. Applicants are required to submit a current Curriculum Vitae (CV), contact details of at least two referees and a covering letter (maximum two pages) telling us how your skills, experience and ability or qualifications, makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your CV. For information on the ACT Law Courts and Tribunal please visit: [www.courts.act.gov.au](http://www.courts.act.gov.au).

Contact Officer: Philip Kellow (02) 6207 1054 [philip.kellow@courts.act.gov.au](mailto:philip.kellow@courts.act.gov.au)

## **Community Safety**

### **Security and Emergency Management**

#### **Manager Protective Security Policy**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35392)**

Gazetted: 28 April 2017

Closing Date: 12 May 2017

Details: The Security and Emergency Management Branch is seeking an experienced, dynamic person with highly developed knowledge and experience of protective security to perform the role of Manager of Protective Security Policy. The position is primarily responsible for continuously improving the ACT Government's Protective Security Policy Framework and to support Agency Security Advisors to improve compliance by Directorates. The position also manages a range of security programs and projects including critical infrastructure and natural disaster resilience. The successful applicant will have significant protective security policy experience, possess highly developed written and critical thinking skills and be able to support the broader security and emergency management functions of the branch during a crisis.

Eligibility/Other Requirements: This is a Designated Security Assessment Position. Possession of a Negative Vetting 1 (NV1) clearance or higher is essential. Knowledge of the security and emergency management government arrangements of the ACT Government would be a distinct advantage.

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

Contact Officer: Bren Burkevics (02) 6207 8628 [bren.burkevics@act.gov.au](mailto:bren.burkevics@act.gov.au)

## **Corporate**

### **People and Workplace Strategy**

#### **Strategic Human Resources**

#### **Senior Human Resource Advisor**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42712)**

Gazetted: 01 May 2017

Closing Date: 10 May 2017

Details: Justice and Community Safety (JACS) People and Workplace Strategy is seeking an experienced person to fill the role of Senior Human Resource (HR) Advisor. The suitable person will assist the Chief Human Resources Officer and Senior Manager of HR Operations by undertaking a range of both complex and strategic human resources activities relating to Strategic Human Resources; Employee/Industrial relations; Policy development and Change management. They will implement and evaluate changes to human resource policies, practices, systems and processes with the Directorate, provide high-level advice to JACS stakeholders and clients in accordance with relevant legislation, develop and maintain links with other areas of the Directorate. They must also research and prepare submissions, reports and correspondence in relation to a range of issues and assist other staff in the Unit to ensure the objectives of People and Workplace Strategy are achieved.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable however not essential. Experience in a related field is highly desirable.

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

Contact Officer: Liz Beattie (02) 6205 3307 liz.beattie@act.gov.au

## **ACT Corrective Services**

### **Custodial Operations**

#### **Industries/Facilities**

##### **Head Baker**

##### **General Service Officer Level 9 \$69,148 - \$78,145, Canberra (PN: 38206)**

Gazetted: 02 May 2017

Closing Date: 31 May 2017

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and suitably qualified person to fill the position of Head Baker (GSO9), in the Catering Services Unit at the Alexander Maconochie Centre (AMC) in Hume. This position requires the successful applicant to effectively supervise the day to day operations of a prison bakery, including providing leadership, supervision, and instruction to detainees. The successful applicant will support management with the establishment and ongoing operations of a commercial bakery, maintaining all certifications, implementing internal policies and procedures and creating recipes and menu items that meet dietary and nutritional, as well as cultural needs. You will also positively contribute to the business unit operations including the growth of detainee service and commercial industries. Further to this, you will provide input to case management, mentor positive and respectful workplace behaviours and maintain awareness of security in all daily activities. The successful applicant will control, order, rotate and oversee stock levels and general supplies and maintain equipment by undertaking user serviceable repairs and maintenance. The successful applicant will have sound communication skills and be able to operate departmental computer and electronic systems effectively.

Eligibility/Other Requirements: Technical/trade certificate or tertiary qualification relevant to the industry. Demonstrate significant experience within the industry; hold a current unrestricted driver's licence; undergo a criminal record check; undertake and complete ACT Corrective Services induction and/or custodial training as required; prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Eligible applicants may be required to undergo psychological aptitude testing as part of the assessment process. The occupant of this position may be required to work a rotating shift roster and undertake parts of the duties outside normal business hours (including weekends and public holidays). Experience working in a prison environment is desirable.

Note: To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; a copy of your driver's licence; and the names and contact details of two referees. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Michael Wilding (02) 6207 0856 michael.wilding@act.gov.au

## **Office of the Legislative Assembly**

### **Parliamentary Support Branch**

#### **Committee Support**

##### **Senior Research Officer**

##### **Administration Services Officer 6 79,824 - 91,356, Canberra (PN: 255/256)**

Gazetted: 27 April 2017

Closing Date: 4 May 2017

The Office of the Legislative Assembly (OLA) is seeking to permanently fill two Senior Research Officers positions with the Committee Support office. These positions are a unique opportunity for a skilled and experienced applicant who wants to be challenged by a busy and dynamic work environment. The Senior Research Officer role is to undertake detailed and complex research and analysis, contribute to the drafting of committee reports, and prepare issues papers and other background material for the Committee Support Office.

Contact Officer: Andrew Snedden, Manager Committee Support (02) 6205 0199

Andrew.Snedden@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

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

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

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

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

#### **Asset, Schools and Active Travel**

#### **Development Review and Coordination**

#### **Senior Project Engineer**

#### **Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 12479, expected vacancy)**

Gazetted: 01 May 2017

Closing Date: 15 May 2017

Details: Development Review and Coordination is looking to fill two positions at the Infrastructure Officer 3 level, at present one position is vacant and the second is an expected vacancy. The Branch is seeking highly motivated civil engineers who have significant experience in the planning, design and construction of land development works in new and existing suburbs to join a team of highly qualified and professional engineers to contribute to the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicants will have a track record in civil engineering works as they apply to development infrastructure, an understanding of the requirements of relevant Australian and ACT Standards, Codes, Guidelines and Specifications and demonstrate an ability to work in a team and contribute in a professional manner. 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: Current driver's licence. Degree in Highway/Traffic/Civil Engineering eligible to be approved by the Institution of Engineers Australia or Equivalent and minimum five years of civil design and construction experience.

Contact Officer: Gabriel Joseph (02) 6207 6581 [gabriel.joseph@act.gov.au](mailto:gabriel.joseph@act.gov.au)

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

#### **Transport Canberra**

#### **Public Transport Operations**

#### **ACTION Workshops**

#### **Maintenance Planner**

#### **EGSO9 - Workshop Staff (ACTION) \$83,111 - \$93,924, Canberra (PN: A04327)**

Gazetted: 02 May 2017

Closing Date: 16 May 2017

Details: Transport Canberra is seeking an experienced person to fill the role of Maintenance Planner. This position is based at ACTION's Tuggeranong workshop and is required to work under direction to South Region Maintenance Manager. The successful applicant will be responsible for supporting the operations of ACTION's bus fleet, oversee daily maintenance tasks on vehicles and equipment, allocating, supervising, and monitoring maintenance tasks allocated to staff in order to meet ACTION's peak requirements and provide supervisory and technical advice as required for workshop staff. The position will also be required to liaise with both internal and external customers and service providers to ensure consistent service delivery and at times is required to work under time pressures. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Alistair Kirkpatrick (02) 6207 7540 [alistair.kirkpatrick@act.gov.au](mailto:alistair.kirkpatrick@act.gov.au)

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



## APPOINTMENTS

### Chief Minister, Treasury and Economic Development

**Administrative Services Officer Class 5 \$74,081 - \$78,414**

Savanna Leigh Higman 853-50391, Section 68(1), 8 May 2017

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

Nadimul Haque Mandal 853-58668, Section 68(1), 8 May 2017

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

Md Saleh Newaz 846-97828, Section 68(1), 1 May 2017

**Senior Officer Grade A \$137,415**

Peter Nolan 846-86109, Section 68(1), 2 May 2017

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

Caner Ozdemir 848-64294, Section 68(1), 4 May 2017

**Senior Officer (Technical) Grade C \$100,462 - \$108,140**

Patrick Premnath 846-84496, Section 68(1), 27 April 2017

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

Zhe Zhou 853-47870, Section 68(1), 4 May 2017

### Education

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

Brooke Jermyn 827-11278, Section 68(1), 4 May 2017

**School Assistant 4 \$61,214 - \$66,285**

Rebecca Osborne 853-58326, Section 68(1), 27 April 2017

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

Jill Shearer 827-58615, Section 68(1), 4 May 2017

### Health

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

Sally Blacker 836-53938, Section 68(1), 2 May 2017

**Allied Health Assistant 3 \$61,115 - \$67,825**

Helen Canning 836-55095, Section 68(1), 1 May 2017

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

Natasha Clark 853-51175, Section 68(1), 1 May 2017

**Medical Physics Specialist \$98,410 - \$136,681**

Jonathon Lee 836-54674, Section 68(1), 2 May 2017

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

Katherine Lickiss 850-42241, Section 68(1), 4 May 2017

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

Henry Luciap 853-56611, Section 68(1), 4 May 2017

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

Juliet Menakaya 848-85183, Section 68(1), 27 April 2017

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

Rajay Rampersad, 84711351, Section 68(1), 1 May 2017

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

Ramparsad Vegunta 82463040 Section 68(1), 4 May 2017

**Health Professional Level 4 \$100,462 - \$108,140**

Glenn Draper: 83915918, Section 68 (1), 26/04/2017

**Justice and Community Safety**

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

Kyle Brown 853-55803, Section 68(1), 20 April 2017

**Prosecutor Grade 1 \$72,389 - \$82,104**

Elizabeth Anne Wren 848-79736, Section 68(1), 2 May 2017

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

Katerina Bouzas: 84876500, Section 68 (1), 20/04/2017

**Transport Canberra and City Services**

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Nathan Hart 848-76498, Section 68(1), 1 May 2017

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Geoffrey Rhys Lewis-Hughes 853-41794, Section 68(1), 24 April 2017

**General Service Officer Level 5/6 \$52,198 - \$57,445**

Thomas Andrew Warry 844-80450, Section 68(1), 3 May 2017

## TRANSFERS

### Health

**Sarajane Collins: 789-17716**

From: Registered Nurse Level 3.2 \$114,377

Health

To: Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 24728) (Gazetted 9 March 2017)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Shared Services

##### ICT Executive

##### ICT Security

##### Nathan Carriage: 821-09615

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33021) (Gazetted 3 April 2017)

#### Enterprise Canberra

##### Active Canberra

##### ACT Academy of Sport

##### Lauren Christie: 846-97465

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35842) (Gazetted 29 March 2017)

#### Shared Services

##### Partnership Services

##### Recruitment

##### Kathleen Galvin: 848-87859

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

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 08246) (Gazetted 8 February 2017)

### Community Services

#### Strategy Participation and Early Intervention

##### Community Participation Group

##### Carleigh Dallen: 835-71641

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

Community Services Directorate

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

Community Services, Canberra (PN. 11205) (Gazetted 17 March 2017)

#### Child and Youth Protection Services

##### Operations North/South

##### Carol Harrison: 820-84219

From: Health Professional Level 4 \$100,462 - \$108,140

Community Services

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

Community Services, Canberra (PN. 33375) (Gazetted 21 February 2017)

### Education

#### Office for Schools

##### South and Weston Network

##### Curtin Primary School

**Cherie Hudson: 799-84355**

From: School Assistant 2/3 \$45,058 - \$54,947  
Education  
To: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Education, Canberra (PN. 36664) (Gazetted 29 March 2017)

**Environment, Planning and Sustainable Development**

**Office of the Surveyor-General and Land Information  
Spatial Information**

**Aaron O'Hehir: 843-99994**

From: Technical Officer Level 2 \$59,230 - \$67,825  
Environment, Planning and Sustainable Development  
To: Technical Officer Level 4 \$79,824 - \$91,356  
Environment, Planning and Sustainable Development, Canberra (PN. 14830) (Gazetted 14 March 2017)

**Health**

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Department of Neonatology**

**Donna Colwill: 786-49416**

From: Registered Nurse Level 2 \$88,249 - \$93,533  
Health  
To: †Registered Nurse Level 3.2 \$114,377  
Health, Canberra (PN. 22395) (Gazetted 8 December 2016)

**Canberra Hospital and Health Services**

**Jake Pennell: 848-85634**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 23288) (Gazetted 6 April 2017)

**Canberra Hospital and Health Services**

**Cancer ambulatory**

**Noel Uriarte: 817-43972**

From: Health Service Officer Level 3 \$48,385 - \$49,958  
Health  
To: Administrative Services Officer Class 2 \$52,991 - \$58,513  
Health, Canberra (PN. 20244) (Gazetted 2 March 2017)

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Cancer Nursing**

**Jiayuan Zhang: 821-59241**

From: Registered Nurse Level 1 \$62,609 - \$83,634  
Health  
To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 34106) (Gazetted 17 November 2016)

**Justice and Community Safety**

**Legislation, Policy and Programs**

**Melissa Crennan: 844-82499**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42663) (Gazetted 16 March 2017)

**Corporate**

**Governance**

**Ministerial Services Unit**

**Meredith Leach: 827-52520**

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

Justice and Community Safety Directorate

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

Justice and Community Safety, Canberra (PN. 14792) (Gazetted 14 February 2017)

**ACT Corrective Services**

**Custodial Operations**

**Alexander Maconochie Centre**

**Jason Russell: 771-11542**

From: Correctional Officer Class 3 \$87,030 - \$92,770

Justice and Community Safety

To: †Correctional Officer Grade 4 \$101,549 - \$108,302

Justice and Community Safety, Canberra (PN. 19248) (Gazetted 15 February 2017)

**Transport Canberra and City Services**

**Roads and Infrastructure**

**City Services**

**City Presentation/Place Management**

**Matthew Boyd: 827-41741**

From: General Service Officer Level 3/4 \$47,087 - \$51,420

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$52,198 - \$57,445

Transport Canberra and City Services, Canberra (PN. 46023) (Gazetted 13 October 2016)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**CORRIGENDA**

**Health**

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Jiayuan Zhang: 821-59241

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

Health

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

Health, Canberra (PN. 34106) (Gazetted 17 November 2016)

Promotion Notice was published originally in the gazette dated 22 December 2016 but officer did not commence in the promoted position due to operational requirements. Promotion notification to be republished in the gazette 4 May 2017.