



ACT Government Gazette

Gazetted Notices for the week beginning 02 March 2017

VACANCIES

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

Shared Services

Shared Services ICT

Project Hub

Project Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38220)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: Shared Services is seeking a Project Manager to manage, under direction, a range of ICT Infrastructure projects across the ACT Government, often concurrently, in accordance with recognised project management methodologies to deliver a quality outcome within agreed tolerances, including recovery of troubled projects. This role will work as a part of a multi-disciplinary team including staff, consultants and contractors to effectively and efficiently deliver project outcomes.

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

Contact Officer: Mark Moerman (02) 6205 5262 mark.moerman@act.gov.au

Communications

Strategic Communications, Media and Protocol

Senior Strategic Communications and Media Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 19773)

Gazetted: 06 March 2017

Closing Date: 20 March 2017

Details: The Chief Minister Treasury and Economic Development Directorate leads the ACT Public Sector and works collaboratively within Government and with the community. The Directorate's Communications Division is responsible for Directorate and whole-of-government communications (including digital), stakeholder engagement, branding and strategic public affairs advice, coordinates protocol advice, briefs, ministerial, hospitality and special events for the Chief Minister, and provides secretariat services to the Head of Service for ACT and national honours and awards. Within the Communications division, the Strategic Communications and Media Unit offers a high performing team responsible for supporting business units in an account manager model. This includes engagement with the media, communications and engagement strategy development and implementation, speech writing, digital communications, advertising and providing public affairs advice. The Unit is also responsible for the provision of media training to ACTPS executives, as well as providing communications support in times of a Territory emergency. Reporting to the Senior Manager, you will perform an important role in enhancing the Division's approach to proactive engagement with its stakeholders delivering a high quality communications service. Backed by a solid ability to write for a range of audiences, you will have developed superior relationship, negotiation and influencing skills. You are focused on strategic approaches and outcomes and enjoy working as part of a team. You know how to manage deadlines and anticipate needs under pressure. You use your initiative and are known for your reliability and resourcefulness.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of strategic and digital communications.

Note: This is a temporary position available until 30 September 2017 with the possibility of extension.

Contact Officer: Karen Stewart-Moore (02) 6205 2855 karen.stewart-moore@act.gov.au

Shared Services

Shared Services ICT

Project Hub

Project Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38221)

Gazetted: 06 March 2017

Closing Date: 20 March 2017

Details: Shared Services is seeking a Project Manager to manage, under direction, a range of ICT Infrastructure projects across the ACT Government, often concurrently, in accordance with recognised project management methodologies to deliver quality outcomes within agreed tolerances, including recovery of troubled projects. This role will work as a part of a multi-disciplinary team including staff, consultants and contractors to effectively and efficiently deliver project outcomes.

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

Contact Officer: Mark Moerman (02) 6205 5262 mark.moerman@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

Technologist

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 16748)

Gazetted: 08 March 2017

Closing Date: 16 March 2017

Details: ACT Government Shared Services ICT is seeking a Technologist to support organisations through their technology needs. We are seeking a self-driven person with broad technology knowledge and skills - including good knowledge of contemporary technology including cloud, ICT security, and the various "as a service" initiatives streaming through the industry. You need to be able to engage broadly, be able to think on your feet, and work well under pressure. To succeed, you need to understand how organisations operate, and have an understanding of Government process. You will need to understand project management frameworks and enterprise architecture along with ITIL and general ICT Management. In this role you will own problems and solutions, helping organisations grow and adapt to changing technology. You will run small projects and provide technology advice. Importantly, you will see the effect of your work throughout the ACT community. If you fit most of what we have said, apply.

Eligibility/Other Requirements: The following are highly desirable: ITIL Foundations and Practitioners Certificates. Project Management certification (Prince2 or equivalent).

Note: This is a temporary position available for approximately 12 months with the possibility of extension and/or permanency. A merit list may be established to fill future vacancies for similar roles at level which may arise over the next 12 months.

How to Apply: We are after the story of you in two to three pages – reflecting on the selection criteria in the position description. Conciseness and good writing is valued in this role. Put your best experiences forward as we will keep the best applicants on file in case other roles arise.

Contact Officer: Michael McGurgan (02) 6207 6169 michael.mcgurgan@act.gov.au

Sales, Marketing and Property Management

ACT Property Group

Building Services

Assistant Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 27392)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: Applications are sought for an appropriately skilled officer to fill the role of Assistant Manager, Planned Maintenance. The successful applicant will be required to provide high-level building system and property management expertise and to ensure planned maintenance programs are delivered efficiently and effectively.

Eligibility/Other Requirements: Must have a current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

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

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

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

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

Enterprise Canberra

VisitCanberra

Canberra and Region Visitors Centre

Assistant Manager, Visitor Services

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 11959)

Gazetted: 03 March 2017

Closing Date: 17 March 2017

Details: The Canberra and Region Visitors Centre is seeking a highly motivated, suitably experienced person for the role of Assistant Manager, Visitor Services. The successful applicant will be responsible for the supervision of a small team providing visitor services, including management and delivery of retail sales activities, converting commercial partnerships and manage the workflow and activities of the CRVC staff and volunteers. The successful applicant will work with local and regional tourism industry to meet the goals of the ACT's Tourism 2020 Strategy. An ability to work within a busy team environment and manage priorities and personal workload is essential.

Eligibility/Other Requirements: Flexibility to work weekends and respond to after hours emergency/security calls.

Contact Officer: Michael Salmon (02) 6205 0661 michael.salmon@act.gov.au

Access Canberra

Projects, Governance and Support

Access Canberra Support

Office Manager

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 43637)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results driven, well-organised person with great attention to detail to fill the position of Office Manager in the Access Canberra Support Team. Access Canberra Support is an important area that provides a variety of administrative support roles for Access Canberra including, but not limited to Human Resources and Office Management.

Note: This is a temporary position available from 21 March 2017 for a period of six months with the possibility of extension. Please limit applications to one to two pages. The successful candidate may be based on application and referee reports only.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

Shared Services ICT

Technology Services

Service Assurance

ICT Purchasing Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 14381)

Gazetted: 02 March 2017

Closing Date: 16 March 2017

Details: The Service Assurance Team is looking for an experienced candidate to support the achievement of Shared Services ICT organisational objectives through the delivery of quality customer services and ICT solutions. The ICT Purchasing Officer will assist in the management of the purchasing of ICT goods and services on behalf of the ACT Government and liaise with clients and vendors to ensure goods are delivered on time.

Contact Officer: Phil Kerin (02) 6207 1478 phil.kerin@act.gov.au

Sales, Marketing and Property Management

ACT Property Group

Projects and Maintenance

Facility Officer

General Service Officer Level 7 \$58,355 - \$61,625, Canberra (PN: 36767, several)

Gazetted: 03 March 2017

Closing Date: 10 March 2017

Details: Applications are sought for Facility Officers within ACT Property Group. The successful applicant will be required to undertake a wide and diverse range of duties including the maintenance and repairs to flags and flag poles, fountains and memorials, Graffiti removal and the relocation of office furniture and building maintenance. Eligibility/Other Requirements: Must have knowledge and experience with flag etiquette. Must have experience with fountains/water features and their operations.

Notes: 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

Contact Officer: Steve McDougall (02) 6213 0712 steve.mcdougall@act.gov.au

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

Revenue Management

Office of the Commissioner

Executive Director, Revenue Management Division

Executive Level 2.4 \$251,597 - \$262,652 depending on current superannuation arrangements, Canberra (PN: E1003)

Gazetted: 08 March 2017

Closing Date: 24 March 2017

Details: The Under Treasurer is seeking a high performing Executive for the statutory office of ACT Revenue Commissioner. The Commissioner will lead and manage the ACT Revenue Office, with responsibility for advice on revenue and taxation legislation; collection and management of taxation revenue; debt management and compliance activities. The successful applicant will have the vision, knowledge and skills to lead the current transformation program which will overhaul business processes in concert with the introduction of a new revenue IT system. Please see the selection documentation for more information.

Remuneration: The position attracts a remuneration package ranging from \$251,597 - \$262,652, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$200,993.

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: David Nicol (02) 6207 0260 david.nicol@act.gov.au

Shared Services

Partnership Services Group

Strategic Relationship Manager

Senior Officer Grade A \$135,384, Canberra (PN: 30834)

Gazetted: 02 March 2017

Closing Date: 16 March 2017

Details: Shared Services is seeking expressions of interest for the role of Strategic Relationship Manager. The Strategic Relationship Manager position requires a person with superior ability to deal with customers and key stakeholders at all levels and the ability to think and work both strategically and independently. The successful applicant will demonstrate ability to communicate with sensitivity and integrity and an appreciation and value for the customer directorate needs while also balancing those of Shared Services and the whole-of-government.

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

How to Apply: Expressions of interest should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

For any further information on the position please contact the Contact Officer.

Contact Officer: Paul Anderson (02) 6207 4285 paul.anderson@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**

**Child and Youth Protection
Child and Youth Protection
Executive Officer**

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 12927)

Gazetted: 08 March 2017

Closing Date: 15 March 2017

Details: The Executive Officer works as part of an executive team to deliver professional outcomes for Child and Youth Protection Services, including the creation and management of confidential documents, the facilitation of project reporting, the analysis and reporting of financial and statistical information.

Eligibility/Other Requirements: Proficiency with Microsoft Office products and database systems. Desirable qualifications and experience: Proven high level competencies in working with senior executives. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will 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

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

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

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

**Strategy, Participation and Early Intervention
Service Design, Policy and Accountability
Community Services Industry Relationships and Reform
Senior Policy Officer**

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 32530)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Senior Policy Officer to join the Community Services, Industry Relationships and Reform team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Community Services, Industry Relationships and Reform team is responsible for supporting the Community Services Directorate to advance work on implementing the Human Services Blueprint, policy reforms and building the capacity and capability of community partners. The Senior Policy Officer manages and contributes to the development of policy and legislative advice, Ministerial briefings and correspondence, and secretariat support to a range of national forums. This position requires a motivated individual that has experience in preparing and providing policy or program advice, supporting internal stakeholders and an ability to communicate effectively. The successful candidate will report to the Senior Manager for Relationship and Industry Reform.

Contact Officer: Jancye Winter (02) 6207 0038 jancye.winter@act.gov.au

**Strategy, Participation and Early Intervention
Service Design, Policy and Accountability
Community Services Industry Relationships and Reform
Policy Officer**

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 07463)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: The Strategy, Participation and Early Intervention Division are seeking a highly motivated Policy Officer to join the Community Services, Industry Relationships and Reform Team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of

the Minister. The Community Services, Industry Relationships and Reform Team is responsible for supporting the Community Services Directorate to advance work on implementing the Human Services Blueprint, policy reforms and building the capacity and capability of community partners. The Policy Officer contributes to the development of policy or legislative advice, Ministerial briefings and correspondence, and secretariat support to a range of national forums. This position requires a motivated individual that has experience contributing to policy or program advice, support to internal stakeholders and an ability to communicate effectively. The successful candidate will report to the Manager for Industry Reform.

Contact Officer: Jancye Winter (02) 6207 0038 jancye.winter@act.gov.au

Education

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

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

Office for Schools

Tuggeranong Network

Fadden Primary

Classroom Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 35669)

Gazetted: 06 March 2017

Closing Date: 20 March 2017

Details: The successful applicant: Plans high quality teaching and learning experiences through the Implementation of the Australian Curriculum using evidence based practices including assessment for learning. Demonstrates knowledge and understanding of inquiry based learning. Creates and maintains an inclusive, supportive and challenging learning environment that meets the needs of all students. Develops respectful relationships and works cooperatively with parents, carers and the wider community to support students.

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

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

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

Contact Officer: Belinda Taylor (02) 6205 6011 belinda.taylor@ed.act.edu.au

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

Office for Schools

Belconnen Network

Macgregor Primary School

Finance and Enrolment Officer

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 37965)

Gazetted: 08 March 2017

Closing Date: 15 March 2017

Details: Macgregor Primary School is seeking a highly experienced officer for the position of Finance and Enrolment Officer to work in a dynamic, fast paced environment. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks including finance, enrolments and various administrative duties. The successful applicant will have strong customer service and analytical skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices. Applicants are strongly encouraged to contact the contact officer for further information regarding the details of this position.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to

negotiation with the principal. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will 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. First Aid qualification, or willingness to undertake appropriate training. Desirable: Certificate in Business Administration. Working knowledge of MAZE and financial processes.
Contact Officer: Tanya Price (02) 6205 7512 tanya.price@ed.act.edu.au

School Performance and Support

Learning and Teaching

Curriculum

Senior Manager

School Leader A \$143,712 - \$172,560, Canberra (PN: 02598)

Gazetted: 02 March 2017

Closing Date: 16 March 2017

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

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

Note: This is a temporary position available as soon as possible until 26 January 2018 with possibility of extension and/or permanency.

Contact Officer: Jason Borton (02) 6205 9205 jason.borton@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.

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

Critical Care

Critical Care Administration

Critical Care Network Coordinator

Registered Nurse Level 3.2 \$112,687, Canberra (PN: 24728)

Gazetted: 09 March 2017

Closing Date: 16 March 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 Critical Care Network Coordinator is required to work closely with Critical Care Services within ACT and the surrounding region. This role is responsible for: Developing strong clinical linkages between ACT Critical Care Services and the region in order to improve patient care; A number of practice improvement initiatives and key projects with related deliverables identified through the Critical Care Taskforce; Development of relevant high level documents to support the work being undertaken; and Promoting communication and facilitating improved patient care through a clinical network framework.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Post graduate qualifications in Critical Care Nursing and/or Masters level qualification; Current driver's licence. Some travel including occasional overnight stays is a requirement of this role. Desirable: A

minimum of five years recent advanced level nursing experience and three years clinical experience in a critical care specialty area.

Contact Officer: Narelle Aldridge (02) 6244 4147 narelle.aldridge@act.gov.au

Quality, Governance and Risk

Clinical Safety and Quality

Patient Experience Team

Registered Nurse - Patient Experience Unit

Registered Nurse Level 3.2 \$112,687, Canberra (PN: 21353)

Gazetted: 09 March 2017

Closing Date: 16 March 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; and 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); and Patient Experience Unit (Patient Experience, Advance Care Planning, Quality Improvement). The Patient Experience Unit 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 position collaborates with the Patient Experience Leader, quality improvement staff and clinical areas to embed patient centred care and improve patient experience. The position also oversees the Consumer Handouts portfolio.

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 Australian Federal Police check.

Desirable: Tertiary qualifications in Health, Health Service Management or a related discipline are desired; and knowledge, acquired either through formal studies or work experience in relation to patient centred care, quality improvement and clinical governance, as applied to the health setting.

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

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation, Aged and Community Care Nursing

Advanced Practice Nurse

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: C10206)

Gazetted: 09 March 2017

Closing Date: 16 March 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 opportunity exists for an experienced Registered Nurse with extensive primary care and/or emergency care to join the team of nurses in the Nurse led Walk-in Centre in the ACT. A casual vacancy currently exists in the Walk-in Centre. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to primary care to the Canberra Community. It has been a well received and supported service to the community of the ACT for the last seven years. The Walk-in Centres are located at Belconnen and Tuggeranong. The role of the Advanced Practice Nurse is to work within the protocols to provide, episodic, timely, expert health care and education to clients presenting to the ACT Health Walk-in Centre. The Advanced Practice Nurse contributes to the ongoing support, education and research for the whole team.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post Graduate tertiary Nursing qualification in Acute and/or Primary Care relevant to nursing in a Walk-in Centre and demonstrated extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area is desirable.

Notes: An hourly rate of pay will apply to this position. Please refer to the Nursing and Midwifery Enterprise Agreement 2013–2017 for more information.

Contact Officer: Timothy Keun (02) 6205 4485 timothy.keun@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services Adult Community Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 25541)

Gazetted: 9 March 2017

Closing Date: 16 March 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The nursing position is based in one of the multidisciplinary teams that fall within the remit of Adult Community Mental Health Services. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Nursing staff working within the service are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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.

Contact Officer: Toby Ellison (02) 6205 1110 toby.ellison@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Infection Prevention and Control Unit

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 15076)

Gazetted: 09 March 2017

Closing Date: 16 March 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: IPCU is committed to improving patient outcomes by minimizing the risk of infection related to healthcare by providing evidence based prevention, monitoring and management strategies for infection control. This position includes clinical work, education and research. Applicants will need to demonstrate self motivation, be adaptable to change and a team player. As well applicants need to provide evidence of advanced clinical knowledge and excellent communication skills. It is preferable that applicants have some knowledge and skills using Microsoft Word and Excel.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience in a health care facility and Infection Control and experience with research and education an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Wendy Beckingham (02) 6244 3695 wendy.beckingham@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Registered Nurse - Rheumatology

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 38083)

Gazetted: 09 March 2017

Closing Date: 16 March 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: The Rheumatology Department at Canberra Hospital has a strong focus on clinical service delivery, supporting rheumatology patients within the ACT and surrounding regional areas. We provide leadership in musculoskeletal medicine; promote evidence-based practice and undertake clinical research to improve rheumatology patient outcomes. The Rheumatology Registered Nurse (RN) Level 2 will play a key role in providing day to day care and support to rheumatology patients and their families living with Arthritis and Connective Tissue Disease (ACTD), ensuring appropriate referrals and timely access to care. In collaboration with the Rheumatology Advanced Practice Nurse, the Rheumatology RN coordinates investigations, appointments, clinical care, and education, especially for patients undergoing biologic Disease Modifying Anti-rheumatic Drug (bDMARD) therapy for inflammatory arthritis.

Eligibility/Other Requirements: Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence. It is desirable that the successful applicant has clinical experience in rheumatology, ambulatory care, general medicine and/or chronic disease management. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Biljana Zelkovic (02) 6244 3782 biljana.zelkovic@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Police and Court Drug Diversion Clinician

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 33456)

Gazetted: 9 March 2017

Closing Date: 23 March 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 ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Police and Court Drug Diversion Service, Alcohol and Drug Service is a part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. The Alcohol and Drug Service's Police and Court Drug Diversion Service is seeking health professionals to work with clients referred by ACT Policing and ACT Courts for assessment and referral to treatment to address alcohol and drug use and associated issues. These positions support the ACT Government's Alcohol Interlock Scheme for people charged with drink driving offences. The successful applicants will be required to provide assessment and treatment to people entering the scheme. It will involve liaison with services within the Alcohol and Other Drug (AOD) sector, Justice Services and other stakeholders. The Police and Court Drug Diversion Service is a multi skilled team of health professionals and services are provided to the community both within community health centres and custodial environments.

Eligibility/Other Requirements: This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, health education and counselling to clients. Experience working with clients within the Judicial system is highly desirable. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. 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. For Social Work: Tertiary qualification in Social Work; Eligibility for membership of the Australian Association of Social Workers. For Psychology: A minimum of a 4- or 5-year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1); General Psychology registration with the Psychology Board of Australia (AHPRA); Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. 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. Current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Note: This is a temporary position available until November 2017. This position may be required to participate in an overtime, on call and/or rotation roster. The duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Kate Gardner (02) 6205 8381 kate.gardner@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged Care and Community Care Community Care Program
Community Nursing - Night Duty Service
Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 33096, several)**

Gazetted: 9 March 2017

Closing Date: 23 March 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: Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurses to supplement the staffing of a unique Night Duty service within the community setting. These positions are ideally suited to Registered Nurses with excellent clinical skills and the ability to work autonomously in providing care in the home environment to a young ambulant patient who requires ventilator support overnight. Experience is preferred, however ventilator training and ongoing support will be provided. Interested nurses are encouraged to speak with the contact officer to discuss the 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. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary or post graduate qualifications relevant to the position and recent experience in the care of ventilated patients is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These are part-time positions. The salary noted above will be paid pro rata for part-time hours. These positions are required to provide cover for a total of six to seven regular night shifts (10 hours) per fortnight plus paid meal break.

Contact Officer: Leontine Muis (02) 6244 2900 leontine.muis@act.gov.au

**Canberra Hospital and Health Services
Chief of Clinical Operations
Imaging
Supervisor
Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 18526)**

Gazetted: 09 March 2017

Closing Date: 16 March 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 imaging department is a Diagnostic Unit within the Canberra Hospital. The specific responsibilities incorporate a broad range of policy and administrative functions. These functions include: Sound administration and communication skills with the ability to supervise staff, allocate resources, monitor workflows and develop procedures and work practices with a commitment to high quality customer service.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Knowledge and understanding of medical terminology is desirable.

Note: This is a temporary position available until January 2018. The position may involve shift work. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria.

Selection may be based on application and referee reports only.

Contact Officer: Jeannie Dumbrell (02) 6244 2159 jeannie.dumbrell@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiology Business Systems Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 30689)

Gazetted: 09 March 2017

Closing Date: 16 March 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: The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position assists to standardise information management systems with the Department of Cardiology, develop frameworks and standard operating procedures. Applications are sought to permanently fill a full-time Cardiology Business Systems Officer role in the Department of Cardiology, Division of Medicine. The role provides support to Cardiology Department, e-health and technical teams to facilitate the management of the information systems in accordance with relevant regulations, contractual obligations and policy directions. The role provides support to cardiology department, e-health and technical teams to facilitate the management of the information systems in accordance with relevant regulations, contractual obligations and policy directions. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Experience using Information Technology Business Systems preferred. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jade Wheadon (02) 6174 8199 jade.wheadon@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Personal Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 22047, expected vacancy)

Gazetted: 09 March 2017

Closing Date: 16 March 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 Division of Critical Care is a business unit of Canberra Hospital & Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; and Research and Service Development Unit. The Personal Assistant to the Clinical Director and Deputy Directors is responsible for supporting the strategic and operations Intensive Care Unit (ICU) leadership team. The positions reports to the Administration Manager, Division of Critical Care and Clinical Director, Intensive Care Unit. Under broad direction, you will play a role in providing day-to-day support to the Clinical Director and Deputy Directors of the ICU. Duties will include but not limited to Diary Management, human

resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification which support the day-to-day management of the ICU leadership team.

Eligibility/Other Requirements: Knowledge of ACT Patient Administration System (ACTPAS), TRIM and MYSHIFT is desirable but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available from 6 April 2017 until 6 April 2018 with the possibility of extension and/or permanency.

Contact Officer: Daniel Ingram (02) 6244 4500 daniel.ingram@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 14942)

Gazetted: 09 March 2017

Closing Date: 16 March 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 Justice Health Primary Health Team is a part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality 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 Justice Health Services Primary Health Team is part of Mental Health Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre and Bimberi Youth Justice Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Registered or eligible to register as Registered Nurse with the Australian Health Practitioner Regulation Authority. Driver's licence is essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Tash Lutz (02) 6207 2841 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Registered Nurse - Surgical Wards

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 32333, several)

Gazetted: 09 March 2017

Closing Date: 16 March 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, 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. Overview of the work area and position: The division of Surgical and Oral Health are seeking enthusiastic and experienced Registered Nurses to apply to fill vacant positions on all surgical wards. These wards include Ward 10A – General Surgery and Ophthalmology, 9B – Neurosurgical, 6B – Cardiothoracic, Urology and Vascular, 5A – Orthopaedics and 5B – Orthopaedics, Oral Maxillofacial, Plastics and ENT.

Eligibility/Other Requirements: Be registered as a Nurse 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.

Note: Temporary and permanent positions are available with hours negotiable with successful applicants.

Contact Officer: Clair Collins (02) 6244 2364 and Jeanine Young (02) 6244 3375 clair.collins@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Social Worker

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 21509)

Gazetted: 09 March 2017

Closing Date: 16 March 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. Social Work, Acute Support is responsible for the care and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings. Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances.

Social Workers works as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Tertiary qualifications in Social Work; Current membership or eligibility for membership of the Australian Association of Social Workers; and at least one year's social work experience. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence. Desirable: Previous hospital experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This is a temporary full-time position for six months with the possibility extension. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Fiona Holihan (02) 6244 2316 fiona.holihan@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Health Professional**

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 31825, expected vacancy)

Gazetted: 09 March 2017

Closing Date: 23 March 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: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. MHS-ID is located at the Gungahlin Community Health Centre. At this level it is expected that, under supervision, you will assist and learn how to provide high quality clinical expertise and assist in the achievement of sound outcomes for consumers. You will contribute your expertise to the multidisciplinary team, and will be provided with supervision by team Health Professional and Registered Nurse clinicians who will guide you to become involved and assist the Manager in change processes. You will be required to learn how to undertake quality initiatives to promote service delivery at a standard of best practice. Under close professional supervision: Promote 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. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration where required or eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Psychologists must have at least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. 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. Experience in working with persons with intellectual disability is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time position at 29:24 hours per week. The salary noted above will be paid pro rata for part-time hours. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Shirley-Anne McIntyre (02) 6207 8210 shirley-anne.mcintyre@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services
Clinical Manager**

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 23283)

Gazetted: 09 March 2017

Closing Date: 16 March 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The allied health position is temporarily based in the Gungahlin Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Agency (AHPRA) eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 months. This position will be temporarily based within Gungahlin Mental Health Team and may be transferred to other areas of Adult Community Mental Health Services.

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

Canberra Hospital and Health Services

Medicine

Medical Services

Administrative Support Spinal Pain Service

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 38277)

Gazetted: 09 March 2017

Closing Date: 23 March 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: This position provides administrative support to Division of Medicine outpatient departments by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties. Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to

hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

Eligibility/Other Requirements: Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive and adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is part time at 0.4 FTE, equivalent to 14.07 hours per week. The salary noted above will be paid pro rata for part-time hours.

Contact Officer: Aimee Divority (02) 6244 3659 aimee.divority@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Admin

Emergency Department Administration Support Officer

Administrative Services Officer Class 2/3 \$52,208 - \$63,661, Canberra (PN: 20755, several)

Gazetted: 09 March 2017

Closing Date: 16 March 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 Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; and Research and Service Development Unit. Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral hospital and trauma centre for the ACT and surrounding region of NSW with 82, 000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. Overview of the work area and position: The Emergency Department Administration Support Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, seven days a week. The position reports to the Assistant Administration Manager, Division of Critical Care. Under broad direction, you will play a role in providing day-to-day support to the Emergency Department including, but not limited to: Patient registration, ward round, patient billing, phone management, stocking or supplies and general administrative tasks as directed.

Eligibility/Other Requirements: The successful applicant must have the ability to work on a 24 hour, seven days a week rotating roster. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Note: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. There are three positions available. These positions attract penalties rates for employees who are rostered to work outside the hours of 6:00pm and 6:30am as outlined in the ACT Public Service (Administrative and Related Classifications) Enterprise Agreement 2013-17.

Contact Officer: Haylee Snowdon (02) 6244 4115 haylee.snowdon@act.gov.au

Justice and Community Safety

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

ACT Corrective Services

Community Corrections

Probation and Parole Unit

Team Leader, Probation and Parole

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 43413)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced individual to join Community Corrections as a Probation and Parole Team Leader. A career in Community Corrections is unlike any other in the public service and is challenging and genuinely rewarding. You are required to have an understanding of correctional issues such as assessing and managing high risk offenders, including those charged with domestic violence and sexual offences. You are also required to have an understanding of victim issues and community safety. You will be leading and managing a team and providing guidance, training and advice on case management practice. You will therefore be experienced in mentoring individuals and motivating team members. You will also be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities. Additionally, you may be required to manage a number of high risk offenders. The successful applicant will possess high level analytical, research and organisational skills, as well as an ability to adapt to new and challenging situations. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, we are interested in hearing from individuals from a variety of backgrounds.

Eligibility/Other Requirements: Demonstrated experience in working with offenders in the criminal justice system would be a distinct advantage; Relevant tertiary qualifications or management experience would be an advantage; Eligible candidates will be required to undergo a criminal history check; and current driver's licence is essential.

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.

Note: This position is temporary for six months with the possibility of extension. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of two pages, addressing the selection criteria); (3) a current resume; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Angela Brown (02) 6207 3994 angela.brown@act.gov.au

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Review and Regulation

Team Leader

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 02134, expected vacancy)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: The ACT Law Courts and Tribunal Administration is seeking a motivated and experienced manager to undertake the role of Team Leader of the Review and Regulation team within the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will have effective people management skills and be able to work with a range of stakeholders, including tribunal users, staff and members, to achieve quality outcomes for the ACAT. Responsibilities include: managing staff and controlling the workflow of the unit, checking and processing documentation provided for under appropriate legislation and practice directions, assisting clients to access tribunal services, including via email, phone and over the ACAT counter, working collegiately with other team members across the ACAT and exercising an appointment of a Deputy Registrar as required.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the ACT Civil and Administrative Tribunal (ACAT) in the ACT community and of ACAT practices, procedures and related legislation highly desirable.

Note: This is an expected permanent vacancy. Two long term temporary positions are also available.

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

Contact Officer: Brenton Hutchison (02) 6207 1438 brenton.hutchison@act.gov.au

ACT Law Courts and Tribunal

Magistrates Court

Registry Operations – Civil Unit

Senior Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 43618, Several)

Gazetted: 03 March 2017

Closing Date: 17 March 2017

Details: The ACT Law Courts and Tribunal is seeking persons with a strong focus on providing high level client service, good communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Senior Support Officer. As a Senior Support Officer you will assist Team Leaders in: performing administrative functions and working collaboratively across the unit; providing procedural advice to clients and relevant agencies and proactively seeking assistance when required; undertaking computer based tasks with a high level of accuracy and work output; working within defined policy, legislation and guidelines; and undertaking research and reporting on less complex issues, as required. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: Several permanent positions are available. Selection may be based on written application and referee reports only. Interviews may not be held. An order of merit may be established from this process and used to fill permanent or temporary identical positions over the next 12 months.

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

Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@courts.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.

Corporate

Governance

Governance, Library, Coordination and Reporting

Coordination and Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 24705)

Gazetted: 06 March 2017

Closing Date: 21 March 2017

Details: The Governance, Library, Coordination and Reporting Team is seeking an enthusiastic and motivated person for the role of Coordination and Administration Officer. This role is responsible for a range of coordination services across the Directorate including liaising with multiple business units and external stakeholders to compile a consolidated response on behalf of the Directorate. The successful applicant will need to coordinate weekly reports for the executive including ministerial action items and ministerial reporting calendars. They will undertake research, coordination and preparation of briefings, correspondence and other documents as required. This position compiles the coordination TRIM process for clearance and also updates the Online Directory for the Directorate.

Contact Officer: Elizabeth Lolohea (02) 6207 8859 elizabeth.lolohea@act.gov.au

ACT Corrective Services

Business, Policy and Coordination

Policy and Government

Senior Manager, Policy and Government

Senior Officer Grade A \$135,384, Canberra (PN: 32237)

Gazetted: 02 March 2017

Closing Date: 21 March 2017

Details: The Senior Manager, Policy and Government is responsible for leading and directing operations of the Policy and Government Unit to meet organisational and government priorities. The Unit is responsible for research, formulation, development and interpretation of operational and strategic policies relating to correctional practice and ensures all policy and procedures are aligned with the legislation, government and organisational strategic objectives. The Senior Manager is required to represent the organisation and conduct high level liaison and negotiation and provide advice to the Executive Director on a range of ongoing and emerging issues. The Unit also oversees Freedom of Information, requests for legal advice and legal matters, Ministerial correspondence, briefs and associated governance, responding to Inquiries and coordinating participation in Coronial Hearings, secretariat function for various working groups and some project work as required.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be an advantage.

The successful candidate may be required to undergo a criminal record check.

Contact Officer: Sandra Georges (02) 6205 3760 sandra.georges@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Governance

Business Solutions

Fleet Business Support Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 04857)

Gazetted: 02 March 2017

Closing Date: 9 March 2017

Details: The Business Solutions Team is seeking a motivated and customer focused individual who displays high level organisation and time management skills. The successful candidate will provide assistance to the Senior Manager, Business Solutions and the Governance and Business Solutions team on a range of supportive activities for the Directorate, including Facilities, Information Technology, accounts payable/receivable, and other duties that relate to the Governance Branch.

Eligibility/Other Requirements: Desirable: Experience working within the ACT Government with Fleet Management experience.

Contact Officer: Renee Rocha (02) 6207 8679 renee.rocha@act.gov.au

City Services

ACT NOWaste

Project Delivery Team

Program Design and Delivery Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38255)

Gazetted: 08 March 2017

Closing Date: 24 March 2017

Details: ACT NOWaste designs, commissions and manages outsourced waste and recycling services across the ACT and aims to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. To this end, the business is seeking to employ a high performing Program Design and Delivery Manager within its team. The person we are looking for should be astute to the commercial and government environment, proficient in designing and delivering new government initiatives. Ideally, you will be highly organised, be a strong communicator, both verbal and written, have a sound understanding of procurement methodology and be able to demonstrate a strong track record of delivering projects on time and within budget.

The Program Design and Delivery Manager reports to the Project Manager, works both independently and

collaboratively and is responsible for building positive relations within the team and externally (industry and intergovernmental). The role is accountable for scoping, designing, project managing and implementing new waste management and recycling policy initiatives for example; the Container Deposit Scheme and Bulky Waste Collection Service. ACT NOWaste provides challenging and diverse work opportunities and actively supports flexible, family friendly working conditions. The role is located in a freshly refurbished building with open plan accommodation in the Dickson precinct. It is supported with good links to parking and public transport.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable.

Note: This position is temporary, available until 30 April 2019. Applicants should prepare a two page response addressing the selection criteria and provide a current curriculum vitae.

Contact Officer: Michael Trushell (02) 6207 2840 michael.trushell@act.gov.au

City Services

ACT NOWaste

Business Strategy, Support and Education

Manager, Business Analytics

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 35577)

Gazetted: 08 March 2017

Closing Date: 22 March 2017

Details: ACT NOWaste designs, commissions and manages outsourced waste and recycling services across the ACT and aims to encompass best practice, respond to community demand, maximise resource recovery and meet budget expectations. To this end, the business is seeking to employ a high performing Manager within its team.

The person we are looking for should be astute to the commercial and government environment, proficient in designing and developing quantitative models with the ability to apply sound judgement and interpretive analysis to complement and advance business deliverables. You will be highly organised, a strong communicator, both verbal and written, maintain a relevant professional qualification and enjoy working collaboratively and as part of a broader team. You will also have experience leading, managing and motivating a small team. ACT NOWaste provides challenging and diverse work opportunities and actively supports flexible, family friendly working conditions. The role is located in a freshly refurbished building with open plan accommodation in the Dickson precinct. It is supported with good links to parking and public transport.

Eligibility/Other Requirements: Tertiary qualifications in Financial Management or related field is highly desirable. You must be a permanent Resident or citizen of Australia to apply.

Note: Applicants should prepare a two page response addressing the selection criteria.

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Roads and Public Transport

Public Transport

ACTION

GSO 5/Bus Operator in Training/Bus Operator

General Service Officer Level 5/Bus Operator (training)/Bus Operation \$51,427 - \$72,363, Canberra (PN: NDRT01, several)

Gazetted: 9 March 2017

Closing Date: 31 March 2017

Details: ACTION is establishing a pool of suitable applicants to become Bus Drivers to fill vacancies occurring during 2017. Applicants should be customer service focused, polite and friendly, physically fit and healthy, good standard of literacy and numeracy, and a high standard of driving skills. Applicants will be able to operate a public transit vehicle and on board computer equipment, ensuring safe carriage of members of the public, ensure correct fares are paid and provide information and advice to clients. Carry out pre-drive checks of bus and ensure general maintenance is conducted. Ensure general security of buses while in service. Part-time positions at a minimum of 20 hours per week only.

Eligibility/other requirements: To be eligible to become an ACTION Bus Driver, you must be able to acquire a Condition "O" on your ACT driver's licence. Refer to <http://www.rego.act.gov.au/licence/act-licence-types/public-vehicle-licence-applications-first-issue#bus>. NSW Licence holders must also hold a NSW Public Vehicle Authority prior to commencing training. In order to progress through the recruitment process applicants will undertake a literacy and numeracy test, functional assessment, interview, a rigorous medical assessment, Police Check and successfully complete a driving assessment/licence upgrade 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

How to Apply: Refer to <http://www.transport.act.gov.au/about/contact-us/careers> for the application smart form which includes information and full details of how to apply. The online Bus Driver Application smart form is to be completed and include a copy of your driver's licence, history check and resume which is to be submitted online. Applications will be processed in groups of 15 applications received. Applications may be temporarily suspended should an excessive number of application be received.

Contact Officer: Recruitment Coordinator (02) 6207 7537 actionrecruitment@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.

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

Environment

ACT Parks and Conservation Service

Urban Reserves/Environmental Offsets

Conservation Planning Officer

Technical Officer Level 4 \$78,644 - \$90,006, Canberra (PN: 38208)

Gazetted: 03 March 2017

Closing Date: 21 March 2017

Details: The ACT Parks and Conservation Service (PCS) forms a part of the Environment Planning and Sustainable Development Directorate and is responsible for the planning and management of parks and reserves across the conservation estate, it protects, conserves and promotes the natural resources of the ACT. The Conservation Planning Officer position is specifically tasked with planning to deliver works associated with managing nature reserves with environmental offset commitments. These commitments include undertaking ecological restoration works in environmental offset sites aimed at maintaining or improving the condition of threatened ecological communities and populations and or habitat of threatened flora and fauna.

Eligibility/Other Requirements: Willingness to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Tertiary qualifications in Natural Resource Management, Environmental Science or equivalent is desirable. Current driver's licence.

Note: This is a temporary position available for 12 months with the possibility of extension. Applications should include responses addressing the position description and selection criteria along with an updated resume and contact details of two referees.

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcinnis@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.

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads

Fire Management Officer

Technical Officer Level 4 \$78,644 - \$90,006, Canberra (PN: 14218)

Gazetted: 03 March 2017

Closing Date: 17 March 2017

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Environment Division that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. PCS implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of PCS across the land that it is responsible for. The Fire, Forests and Roads Section of PCS is looking for an

experienced bushfire professional to join the team. The successful applicant will have extensive experience in bushfire management in a land management agency context. The position is responsible for the management, delivery and reporting of a range of Bushfire Operations Plan activities including road and fire trail construction and maintenance, fuel management activities, and training.

Eligibility/Other Requirements: Applicants must be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required. Have relevant tertiary qualifications and/or extensive experience in bushfire management in a land management agency context.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension up to three years.

This position is a Designated Fire Position. Recruitment to this position may be based on written application only.

Appointment/promotion/transfer to the position is conditional upon successful completion of a nationally recognised firefighting task-based fitness assessment to at least the moderate level (assessed annually).

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

Environment

Catchment Management and Water Policy

Catchment Management/Waterwatch

Waterwatch Scientific Officer

Professional Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 10901)

Gazetted: 02 March 2017

Closing Date: 16 March 2017

Details: Upper Murrumbidgee Waterwatch is a citizen science program working in partnership with community-based catchment groups and Icon Water. Waterwatch encourages and supports the community to collect water quality data and take responsibility for their waterways in the Upper Murrumbidgee catchment. Waterwatch is looking for a part-time (0.6FTE) Scientific Officer to provide technical support for the program through both data analysis and management and presentation of that data. This will primarily be done through the delivery of the annual Catchment Health Indicator Program (CHIP) report. The CHIP takes volunteer-collected data related to water quality parameters, aquatic macroinvertebrates and riparian vegetation surveys and produces an assessment of catchment health.

Eligibility/Other Requirements: A degree or diploma from a Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the duties of the position.

Note: This position is temporary part-time available until June 2019 at 21:38 hours per week. The stated salary will be paid pro rata for part-time hours.

Contact Officer: Ms Woo O'Reilly (02) 6207 2246 woo.oreilly@act.gov.au

Office of the Director-General

Director-General

Executive Level 3.10 \$369,453 - \$386,299 depending on current superannuation arrangements, Canberra (PN: E907)

Gazetted: 06 March 2017

Closing Date: 20 March 2017

Details: The ACT Public Service is responsible for a diverse range of state and municipal functions and delivers services to the people of the ACT and the surrounding region. The Service consists of seven Directorates: Chief Minister, Treasury and Economic Development; Education; Community Services; Environment, Planning and Sustainable Development; Health; Justice and Community Safety; and Transport Canberra and City Services. The Head of Service and the Directors-General comprise the ACT Public Service Strategic Board, which is responsible for ensuring that there is a coordinated approach to whole-of-service policy development, program management, service delivery and leadership.

As Director-General and ACT Chief Planning Executive, you will head a large Directorate which is responsible for delivering the ACT Government's policy reform agenda on environmental management; climate change; sustainability; water and energy policy; and planning and development, including for the new ACT light rail network. This will require proactive and collaborative interactions with portfolio Ministers, the Head of Service, other Directors-General and a range of key government and non-government stakeholders. As a member of the ACTPS Strategic Board, you will also be expected to play a key part in the overall leadership of the Service, and in the promotion of a culture that reflects an agreed set of service-wide values. You will also represent the portfolio in a range of public forums, and in the media.

To be a strong contender for this challenging and high profile appointment, you will need to be an exceptional leader and manager with well-honed policy advisory skills and a proven track record of developing and implementing successful strategic outcomes in a complex and politically sensitive environment. You will also have a demonstrable record of achievement in the development and provision of policy advice relating to climate change; energy; water; biodiversity conservation and sustainability; and land use planning and regulation. Your impressive representational skills, and ability to develop strong and enduring relationships with key stakeholders, will be complemented by sound judgement, a strong achievement orientation, a collaborative approach to issues and a personal style that engenders trust and respect. Relevant tertiary qualifications will be expected.

Before applying please obtain selection documentation by emailing admin@ianhansen.com.au

Remuneration: The position attracts a remuneration package ranging from \$369,453 - \$386,299, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$306,292.

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: Ian Hansen admin@ianhansen.com.au

APPOINTMENTS

Calvary Health Care ACT (Public)

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

Liam Caswell, 1613528, Section 68, 27 March 2017

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

Suchana Regmi, 1613519, Section 68, 20 February 2017

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

Glano Kadambatt, 1613516 Section 68 22 February 2017

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

Caroline Shakespeare, 1613521 Section 68 06 March 2017

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

Chelsea Jackson, 1613525 Section 68 06 March 2017

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

Alana Shaw, 1613526 Section 68 06 March 2017

Chief Minister, Treasury and Economic Development

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

Karthik Gunasekaran 853-51052, Section 68(1), 8 March 2017

Traineeship

Andrew Madden 843-52029, Section 68(1), 17 February 2017

Community Services

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

Mollie Boyton 848-83436, Section 68(1), 28 February 2017

Education

Traineeship

Heather Boreham 853-50797, Section 68(1), 17 February 2017

School Assistant 2 \$44,392 - \$49,022

Lenita Sherin Premnath 853-50818, Section 68(1), 17 February 2017

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

Naomi Scamp 836-00836, Section 68(1), 6 March 2017

Health

Nurse Practitioner \$120,676

Hamish Alker-Jones 853-50228, Section 68(1), 6 March 2017

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

Lauren Jackson 846-99452, Section 68(1), 7 March 2017

Administrative Services Officer Class 2/3 \$52,208 - \$63,661

Narumatha Kapilan 839-26676, Section 68(1), 6 March 2017

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

Stacey Kapotas 846-99583, Section 68(1), 7 March 2017

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

Samantha Montgomery 846-99284, Section 68(1), 7 March 2017

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

Tricia Tronco 834-45610, Section 68(1), 1 March 2017

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

Charlotte Uren 846-99348, Section 68(1), 7 March 2017

Justice and Community Safety

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

Stephen Carter 846-84007, Section 68(1), 6 March 2017

Office of the Legislative Assembly

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

Meryl Hampson (00758), Public Sector Management 24 (1), 14 March 2017

Transport Canberra and City Services

Traineeship

Jeffrey Connors 853-50877, Section 68(1), 20 February 2017

Traineeship

Lee Hoskins 853-50869, Section 68(1), 20 February 2017

Traineeship

Jesse Thompson 853-50850, Section 68(1), 20 February 2017

Environment, Planning and Sustainable Development

Administrative Services Officer Class 1 \$46,392 - \$51,034

Sharmila Khinda 853-50826, Section 68(1), 17 February 2017

TRANSFERS

Chief Minister, Treasury and Economic Development

Namasivayam Kugathas: 713-74739

From: Infrastructure Officer 5 \$140,651

Environment, Planning and Sustainable Development

To: Infrastructure Officer 5 \$140,651

Chief Minister, Treasury and Economic Development, Canberra (PN. 18559) (Gazetted 16 December 2016)

Education

Sharlot Holmes: 817-43665

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

Education

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

Education, Canberra (PN. 30533) (Gazetted 7 December 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Sales, Marketing and Land Management

ACT Property Group

Portfolio Management

Jennifer Miriam Aumann: 813-0184

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 26182) (Gazetted 22 December 2016)

Economic Development

Land Development

Strategy and Program Design

Clinton John Dengate: 844-02700

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

Environment, Planning and Sustainable Development Directorate

To: †Senior Officer Grade A \$135,384

Chief Minister, Treasury and Economic Development, Canberra (PN. 25122) (Gazetted 18 January 2017)

Sales, Marketing and Land Management

ACT Property Group

Portfolio Management

Carmen Edwards: 821-09332

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006
Chief Minister, Treasury and Economic Development, Canberra (PN. 15679) (Gazetted 21 December 2016)

Education

Office for Schools

North/Gungahlin Network

Lyneham Primary School

Ben Roberts: 749-26981

From: School Leader C \$112,381

Education

To: †School Leader B \$130,851

Education, Canberra (PN. 04023) (Gazetted 28 November 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.

Health

Population Health

Michael Fitzsimons: 827-41848

From: Health Professional Level 4 \$98,977 - \$106,542

Health

To: †Health Professional Level 5 \$116,570 - \$131,229

Health, Canberra (PN. 38119) (Gazetted 26 January 2017)

Canberra Hospital and Health Services

Karla Lyons: 835-90084

From: Enrolled Nurse Level 1 \$56,784 - \$60,668

Health

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

Health, Canberra (PN. 32921)

Deputy Director General

Natasha Milewski: 833-45986

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

Health

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

Health, Canberra (PN. 17457) (Gazetted 13 October 2016)

Canberra Hospital and Health Services

Women Youth and Children

Elke Plint: 847-00839

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

Health

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

Health, Canberra (PN. 22226) (Gazetted 9 February 2017)

Canberra Hospital and Health Services

Lynelle Howse: 844-35107

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

Health

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

Health, Canberra (PN:15848) (Gazetted 02/02/2017)

Justice and Community Safety

Legislation, Policy and Programs

Criminal Law

Megan Sparke: 827-26816

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

Justice and Community Safety

To: †Legal 1 \$60,872 - \$122,597

Justice and Community Safety, Canberra (PN. 17013) (Gazetted 16 February 2017)

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

ACT Emergency Services Agency

Governance and Logistics

Finance and Business Services

Nicholas John Townsend: 827-34904

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 16507) (Gazetted 13 January 2017)

Transport Canberra and City Services

Chief Operating Officer Group

Governance and Business Solutions

Assurance and Risk

Chris Mooney: 821-06465

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

Transport Canberra and City Services

To: †Senior Officer Grade B \$116,570 - \$131,229

Transport Canberra and City Services, Canberra (PN. 00478) (Gazetted 8 December 2016)

Environment, Planning and Sustainable Development

Government Services, Communications and Legislation Services

Legislation Services

James Bennett: 836-14445

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Environment, Planning and Sustainable Development, Canberra (PN. 17627) (Gazetted 4 August 2016)