



ACT Government Gazette

Gazetted Notices for the week beginning 03 August 2017

VACANCIES

Calvary Health Care ACT (Public)

Workplace Health and Safety

Injury Management

Injury Management Advisor

Administrative Services Officer Class 6/ Health Professional Level 1/2 \$61,784 - \$83,932, Canberra (PN:)

Gazetted: 09 August 2017

Closing Date: 22 August 2017

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

Reference Number: 15585

Contact Officer: Brea Richardson (02) 6201 6750 brea.richardson@calvary-act.com.au

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

Social Work and Psychology

Social Work

Social Worker

Health Professional 3 \$87,257 - \$ 91,942, Canberra (PN: TBA)

Gazetted: 07 August 2017

Closing Date: 17 August 2017

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

Reference Number 15540

Contact Officer: Michelle Greene (02) 6201 6314 michelle.greene@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Chief Minister, Treasury and Economic Development

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

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

Access Canberra

Projects, Governance and Support

Finance and Budgets

Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 05506)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

Details: Do you want exposure to a wide range of financial activities, are you looking for experience across a variety of responsibilities? This role provides an opportunity to showcase your skills in such diverse areas as preparation of meaningful and timely financial statements and reports, monitoring and analysis of financial issues and discrepancies, updating and improving financial policies and procedures, audit liaison, and oversight of period end processes including general ledger reconciliations, revenue reconciliations, and standard operating procedures. Working with the Finance Manager and Deputy Director Finance you will participate in the development and enhancement of the services offered by the Finance and Budgets unit and the evaluation of the effectiveness of the services.

Eligibility/Other Requirements: Tertiary qualifications in accounting are highly desirable. Knowledge of government financial management systems (Oracle), procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

Note: This is a temporary position available for a period of nine months with the possibility of extension. Please limit your response to a two page expression of interest against the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Margaret McKay (02) 6205 8695 margaret.mckay@act.gov.au

**Office of Deputy Under Treasurer, Commercial Services and Infrastructure
Executive Assistant**

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38966)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

Details: The Chief Minister, Treasury and Economic Development Directorate is looking for a highly motivated, well organised and independent Executive Assistant to join the Office of the Deputy Under Treasurer, Commercial Services and Infrastructure. The Executive Assistant provides support to the Deputy Under Treasurer and other members of the Deputy Under Treasurer's Office and plays an integral role in the effective administration of the new Commercial Services and Infrastructure Group within the Treasury Stream. The position manages the Deputy Under Treasurer's communications and workflow; performs coordination, liaison and event management functions; and undertakes occasional research tasks. The Executive Assistant liaises with other government and external stakeholders, whilst maintaining a high level of confidentiality, sensitivity and discretion.

How to apply: Applications should include a statement addressing the selection criteria, a current curriculum vitae and contact details for at least two referees.

Contact Officer: Andrew Kefford (02) 620 74583 andrew.kefford@act.gov.au

Shared Services

Human Resources

HR Systems

Team Member, HR System and Configuration Support

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36235)

Gazetted: 08 August 2017

Closing Date: 22 August 2017

Details: As a Human Resources (HR) System Support and Configuration team member, perform Chris21/HR21 system administration, configuration, security and user access support. This includes ensuring appropriate processes and practices are in place to support change and configuration management, system security and user access. This position reports directly to the Team Leader, HR System Support and Configuration.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the ACTPS HRIMS (Chris21/HR21) would be advantageous. Qualifications in a HR related discipline is desirable though not essential.

How to Apply: Applications should include a supporting statement outlining experience and/or ability in accordance with the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Linda Vella (02) 6205 2788 linda.vella@act.gov.au

Shared Services

Partnership Services

Customer Engagement

Business Improvement Developer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23213)

Gazetted: 09 August 2017

Closing Date: 16 August 2017

Details: The Online Support team has an opportunity for a person with high-level organisational skills and a customer focused outlook. As the Business Improvement Developer within Partnership Services Group, you will support the team by contributing to the maintenance and improvement of the Shared Services website; manage the completion of the Shared Services website documentation; operate as part of team of experienced and

professional co-workers. If you are interested in working as part of a small, fast paced team with tight deadlines, then please address the selection criteria and the position description in a maximum two page response.

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

Applications should be sent directly to the contact officer.

Contact Officer: Donald Hage (02) 6205 1530 donald.hage@act.gov.au

Business Services

Workforce and Business Planning

Executive

Branch Administration Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31507)

Gazetted: 07 August 2017

Closing Date: 21 August 2017

Details: Are you an Executive Assistant looking to broaden your skill set? Are you an administrator looking to utilise your existing skills within an interesting and diverse branch? The Strategic HR and Corporate Branch is currently seeking applications from suitably experienced candidates to perform the role of Branch Administrative Assistant. The successful applicant will be responsible for ensuring Strategic HR and Corporate branch administration and executive support functions are carried out in a timely and professional manner, whilst maintaining a high level of confidentiality. You will have the opportunity to make the role your own by suggesting innovative ways to improve branch administration and processes.

Eligibility/Other Requirements: Must have the ability to manage a number of tasks with competing deadlines.

Experience working in an Administrative Assistant or Executive Support position will be advantageous.

Notes: This is a permanent full-time position, however, part-time hours may be negotiated (The full-time salary noted above will be paid pro rata).

Contact Officer: Ashlee Hall (02) 6207 5624 ashlee.hall@act.gov.au

Access Canberra

Customer Coordination

Shopfront Services

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 03254, several)

Gazetted: 09 August 2017

Closing Date: 16 August 2017

Details: Access Canberra are the front door of the ACT Government. We help customers get stuff done. We plan, design, re-engineer and deliver customer services online, by phone, email and face to face. Applications are sought from suitably experienced and highly motivated individuals to be Customer Service Officers responsible for delivering superior customer service within Access Canberra Service Centres.

Eligibility/Other Requirements: A background in Access Canberra Shopfront Services and/or a working knowledge of CashLink and rego.act is desirable.

Note: Successful applicants must be prepared to wear a uniform if supplied, work to a roster that may involve commencing work at 7.45am and/or finishing at 6.15pm; and work at any Service Centre as required. 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 address the selection criteria and provide a current curriculum vitae.

Contact Officer: Michael McMahon (02) 6207 3766 michael.mcmahon@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.

Enterprise Canberra

Active Canberra

ACT Academy of Sport

Athletic Performance Coach

Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 56062)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

Details: Active Canberra is seeking a person to join our ACT Academy of Sport team as an Athletic Performance Coach. The successful candidate will have at least three years experience in leading, planning and coaching athletic performance programs in independent and team high performance sport environments. They will also have demonstrated ability to develop and implement strength/power and conditioning testing, monitoring programs using various technologies and software, and competency to coach strength and power exercises for a range of athlete abilities whilst acknowledging the different training philosophies to program design and implementation.

Eligibility/Other Requirements: Essential relevant undergraduate qualifications in Sports Science/Physical Education or equivalent. Australian Strength Conditioning Association (ASCA) Level 2 Accreditation and ASCA Pro Scheme Membership. Current Sports First Aid Qualification. Current Level 1 Australian Sports Anti-Doping Authority (ASADA) certification. A post Graduate Degree in Sports Science/Physical Education or equivalent is desirable. 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 is a temporary position available until 30 June 2021.

Contact Officer: Gavin Thornley 0417 420 665 gavin.thornley@act.gov.au

Chief Information Officer

Executive Level 1.1 \$194,076 - \$202,292 depending on current superannuation arrangements, Canberra (PN: E1038)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly skilled and motivated person to fill this newly established senior executive role. The Chief Information Officer will provide high-level leadership and advice on planning, developing and implementing innovative strategies in relation to digital transformation across the Directorate.

The successful applicant will drive outcomes for the CMTEDD Digital Strategy and Vision, identify opportunities for digital transformation across the Directorate and develop digital transformation and project management capability across the Directorate through engaging internal and external stakeholders and providing professional expertise as a trusted advisor.

Remuneration: The position attracts a remuneration package ranging from \$194,076 - \$202,292, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$149,390.

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.

How to Apply: Suitably experienced candidates are invited to submit an application addressing the responsibilities, Executive Capabilities and position-specific criteria in the Position Description, as well as a current Curriculum Vitae and contact details of referees.

Contact Officer: Sue Hall (02) 6207 0569 sue.hall@act.gov.au

Policy and Cabinet Government Reform Regulation Reform Manager, Policy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39124)

Gazetted: 08 August 2017

Closing Date: 15 August 2017

Details: Policy and Cabinet is seeking a Policy Manager. The successful applicant will have strong policy development skills with an understanding, or capacity to quickly attain understanding of combat sports regulation including current reforms, relevant legislation and current issues. The Policy Manager will represent the Directorate/Business Unit when working with internal and external stakeholders.

Note: This is a temporary position available until 30 January 2018 with the possibility of extension.

Contact Officer: Adam Stankevicius (02) 6205 0468 adam.stankevicius@act.gov.au

Access Canberra

Projects, Governance and Support

Finance and Budgets

Finance Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42202)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

Details: Access Canberra is looking for an experienced finance professional who can keep the team moving forward in a rapidly changing environment, juggle competing tasks, provide business units with the information they need to make sound financial management decisions and to provide leadership in technical areas of reporting, budgeting and costing. Major duties include the provision of financial advice to the executive including trend analysis and costing proposals; financial management support to the Gaming and Racing Commission (GRC) including preparation of the GRC Annual Financial Statements and audit liaison; development of internal cost centre budgets; lead the end of month process, including adjustments to the general ledger; monthly reporting of results including variance explanations; provide leadership and direction to finance officers and contribute to improving financial management practices.

Eligibility/Other Requirements: Tertiary qualifications in accounting highly desirable. An understanding of the financial framework in the ACT Government would be an advantage.

Contact Officer: Margaret McKay (02) 6205 8695 margaret.mckay@act.gov.au

Enterprise Canberra

Cultural Canberra

Events ACT

Marketing Manager, Events

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39118)

Gazetted: 07 August 2017

Closing Date: 24 August 2017

Details: A dynamic and experienced person is sought to fill the position of Marketing Manager to lead the development and execution of fully integrated marketing and communication campaigns across a suite of major events. The successful applicant will be required to develop and guide the management of a range of marketing activities across a suite of events at a local and national level, and is also required to undertake a variety of public information and communication activities. On an operational level, the successful applicant will also be responsible for managing and directing a small, dedicated, multi-disciplinary team.

Eligibility/Other Requirements: Tertiary qualifications in Marketing or Communications are desirable. Applicants should possess a current Australian driver's licence and have the ability to work flexible hours including weekends and public holidays.

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

Contact Officer: Katherine Fraser (02) 6205 2059 or 0402 216 016 katherine.fraser@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

Strategy and Policy

Office for Aboriginal and Torres Strait Islander Affairs

Coordination and Engagement

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07816)

Gazetted: 04 August 2017

Closing Date: 23 August 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Project Officer in the Coordination and Engagement Team. The position will support the Coordination and Engagement Team to plan, direct and coordinate the overall functions of the team and the Office of Aboriginal and Torres Strait Islander Affairs. The Project Officer undertakes tasks of a specialist/specific nature in whole of government and

community engagement roles. The position reports to the Assistant Manager; Coordination and Engagement Team. The successful applicant must have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with Government and non-government officers, prioritising and monitoring tasks and work activities.

Contact Officer: Jacob Collins (02) 6205 0884 jacob.collins@act.gov.au

Child, Youth and Families

Children Youth and Protection Services

Practice and Performance - Cultural Services

Family Group Conference Facilitator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25211, several)

Gazetted: 07 August 2017

Closing Date: 23 August 2017

Details: The Family Group Conference Facilitator is responsible for the management and facilitation of Family Group Conferences for Child and Youth Protection Services (CYPS). This will be done through working in collaboration with CYPS Case Managers, children, young people, their families and relevant agencies. The position will be required to work closely with all people involved in the Family Group Conference process to ensure a structured and supportive approach is undertaken. This will enable families to address issues and concerns raised by CYPS and enable them to identify their own plan to move forward with the child's needs always being the primary focus. The role requires compliance with the relevant provisions of the *Children and Young People Act 2008* and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other Requirements: Mandatory: Experience in facilitation of groups/mediation i.e. training, chairing meetings, group counselling sessions; Proficiency in Aboriginal and Torres Strait Islander culture. At least three years practice experience working with children, young people and their carers or families. Current driver's licence. Diploma or relevant tertiary qualifications in Human Services or Community Services is highly desirable. 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: These are temporary positions available for a period of 12 months. A merit list may be established to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Austin Kenney (02) 6207 5385 CYPSPRecruitment@act.gov.au

Strategy and Policy

Office for Aboriginal and Torres Strait Islander Affairs

Coordination and Engagement

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33337)

Gazetted: 08 August 2017

Closing Date: 24 August 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Executive Assistant to the Director for the Office for Aboriginal and Torres Strait Islander Affairs in the Executive Team. The position requires a highly motivated person to provide high-level administrative and secretarial support to manage the workflow of the Director and Senior Management. The successful applicant must have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with Government and non government officer, prioritising and monitoring tasks and work activities; Co-ordinating and following up on incoming/outgoing documentation; Arranging appointments, travel etc. Develop and maintain effective administrative systems/practices; and Tracking and managing the flow of incoming and outgoing documents using TRIM. Undertake research tasks and prepare less complex responses to briefs and correspondence. Liaise with the office of the Executive Director, Deputy and Director-General and maintain effective working relationships across the Directorate. Examine and evaluate reports, submissions and information submitted to the Directors and ensure completion and accuracy.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.
Contact Officer: Jacob Collins (02) 6205 0884 jacob.collins@act.gov.au

Housing and Community Services

Housing ACT

Operational Services

Administration and Tribunal Support

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03354)

Gazetted: 09 August 2017

Closing Date: 23 August 2017

Details: The Operational Services unit is responsible for providing support services to Housing ACT such as the management of compensation matters, secretariat provision for the Housing and Tenancy Review Panel as well as other review mechanisms. The team also works closely with the ACT Government Solicitor's Officer which provides formal legal advice and representation. The Administration and Tribunal Support position is responsible for providing ancillary administrative support including scheduling and monitoring of matters before the ACT Civil and Administrative Tribunal and maintenance and collation of statistical information. We are looking for a highly motivated person who has effective oral and written communication skills with attention to detail, is well organised, able to manage competing workloads and meet deadlines.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications. 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

Contact Officer: Dyllon Westendorf (02) 6207 1454 dyllon.westendorf@act.gov.au

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

Strategy and Policy

Office for Aboriginal and Torres Strait Islander Affairs

Coordination and Engagement Team

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03852)

Gazetted: 04 August 2017

Closing Date: 23 August 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Assistant Manager in the Coordination and Engagement Team. The Assistant Manager position will report to the Senior Manager Coordination and Engagement Team and is responsible for the management and cultural development of the Cultural Centre and to undertake secretariat support as required. The position is also required to work within a small team environment with minimal supervision and supervise a small team. The occupant of this position will also undertake more complex work, including drafting high level policy advice, project work of a specialist nature, conducting research and analysis on more complex issues and prepare associated reports for consideration by senior management. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.
Contact Officer: Jacob Collins (02) 6205 0884 jacob.collins@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Policy and Government Relations

Senior Policy/Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32521)

Gazetted: 09 August 2017

Closing Date: 16 August 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Senior Policy Officer/Executive Officer in the Policy and Government Relations Team. The successful candidate has a demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people. Under the guidance of the Director and Manager the candidate will manage workflow through the Office, proactively manage daily Office business including diary management, coordinate Ministerial support and track actions arising from the various meetings held by the Office. The candidate will also provide high level advice in Aboriginal and Torres Strait Islander Affairs in the ACT and prepare briefs, cabinet submissions, speeches and reports, as required by the Minister and Senior Executives. The successful applicant will demonstrate a sound knowledge of the machinery of legislation and Cabinet, and an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

Note: This is a temporary position available until 15 June 2018 with the possibility of extension.

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: Brian Wilson (02) 6205 2507 brian.wilson@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

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Coordinator - Student Services

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37407)

Gazetted: 09 August 2017

Closing Date: 23 August 2017

Details: The successful applicant will require high-level organisational and administrative skills to manage the administrative operations of Student Services and provide support to professional staff, including collecting and analysing data and provide appropriate advice and support on routine Year 12 accreditation. The officer will also supervise administrative staff in the Students Services section.

Eligibility/Other Requirements: 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

Desirable: Certificate IV in Government (School Support Services) or equivalent. Knowledge of office practices and procedures. Knowledge of Microsoft Office Packages. First Aid qualification, or willingness to undertake appropriate training.

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

Contact Officer: Colleen Wright (02) 6142 0222 colleen.wright@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Harrison School

Staffing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37512)

Gazetted: 07 August 2017

Closing Date: 21 August 2017

Details: The successful applicant will be responsible for booking and engagement for day-to-day relief staff to cover classes and programs using the schools and Directorate online systems. Administer the leave and employee

absences. Records management and related matters of relief staffing including staff contracts, probation and induction processes in a P-10 school setting.

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

Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services); knowledge of office practices and procedures; knowledge of Microsoft Office packages; First Aid qualification are desirable.

Note: This is a temporary position available until 28 February 2018 with the possibility of extension and/or permanency. This is a re-advertised position; previous applicants need not re-apply.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Chapman Primary School

Administrative Coordinator-Enrolments

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 39137)

Gazetted: 07 August 2017

Closing Date: 14 August 2017

Details: Chapman Primary School is seeking a highly experienced, energetic, organised and self motivated officer to undertake the duties of School Administrative Coordinator - Enrolments. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks, providing general administrative duties including, manage student enrolment processes and assume responsibilities of collection and recording of payments, receipting with high level administrative skills with attention to detail and provide administrative support to the Principal and/or executive staff. The successful applicant will have strong quality customer service and project skills, and be proficient in the use of a variety of computer applications including maintaining the school website, databases and spreadsheets with the ability to advise on and implement effective office work practices.

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. Desirable: Certificate IV in Government (School Support Services) or equivalent Knowledge of office practices and procedures Knowledge of Microsoft Office Packages First Aid qualification or willingness to undertake appropriate training. 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 part-time at 80% (27 hours per week) and the full-time salary noted above will be paid pro rata. The successful applicant may be selected from written application and referee reports only. Applicants are strongly encouraged to contact the Contact Officer for further information regarding this position This position requires a high understanding of administrative and financial processes , computer systems and an understanding of the school environment.

Contact Officer: Julie Robson (02) 620 57300 julie.robson@ed.act.edu.au

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Staffing and Excursion Officer

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 35415)

Gazetted: 09 August 2017

Closing Date: 23 August 2017

Details: The successful applicant will be responsible for the booking and engagement of day to day relief staff using the Directorate online systems, administer leave and employee absences, records management and related matters of relief staffing and staff contracts. The successful person will also manage the administrative responsibilities of school excursions.

Eligibility/Other Requirements: 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
Desirable: Certificate IV in Government (School Support Services) or equivalent. Knowledge of office practices and procedures. Knowledge of Microsoft Office Packages. First Aid qualification, or willingness to undertake appropriate training.

Note: There is some evening and weekend work (from home) required in this position and the successful applicant is required to commence work at 7:30am. Daily hours of employment will be amended accordingly. Selection may be based on application and referee reports only.

Contact Officer: Colleen Wright (02) 6142 0222 colleen.wright@ed.act.edu.au

Office for Schools

South/ Weston Network

Melrose High School

Business Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00515)

Gazetted: 09 August 2017

Closing Date: 23 August 2017

Details: Applications are sought for the position of Business Manager at Melrose High School. The Business Manager will support the Principal and school Executive with the School Strategic Plan, Financial Management, Human Resources, Risk and Compliance Management. The ideal candidate will have demonstrated high level management and coaching skills; ability to communicate effectively with all stakeholders ensuring high quality customer service and will lead change management processes with the administrative team. The position requires liaison with, and support for the Principal to ensure continuity in educational delivery across the school as it moves to a 21st century learning environment. The Business Manager has a key and collaborative role as a member of the Executive team, responds to, interprets and provides strategic reporting, data and analysis, to both the Principal and School Board. Further duties include supervision responsibility for, and development of, administrative officers engaged in various designated roles and assist each with personal performance and professional development.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. 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 Desirable: A Current First Aid certificate or willingness to undertake appropriate training. Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Contact Officer: Simon Vaughan (02) 6142 0700 simon.vaughan@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Climate Change and Sustainability

Sustainability Programs

Business Unit

Program Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16046)

Gazetted: 07 August 2017

Closing Date: 21 August 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced program officer to support delivery of the Business Recycling program delivered by the Business Unit of

Sustainability Programs. The successful applicant will manage the delivery of the program to a wide range of businesses.

Eligibility/Other Requirements: Current driver's licence essential. Occasional weekend work will be required. Experience in marketing programs for business, including digital assets, is desirable.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension.

Contact Officer: Carly Scott (02) 6207 5118 carlym.scott@act.gov.au

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads Unit

Forester

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 39120)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

Details: The ACT Parks and Conservation Service is a Branch within the Environment Division responsible for planning and management of parks and reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. Environment, Planning and Sustainable Development Directorate (EPSDD) invites applications from suitably skilled and qualified people interested in a career as a professional Forester with the ACT Parks and Conservation Service.

Eligibility/Other Requirements: This position is a Designated Fire Position. Mandatory tertiary qualifications apply to this position. Applicants must be eligible for membership of the Institute of Foresters of Australia (IFA).

Applicants must be able to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; be able to meet and maintain the appropriate fire fighting fitness standards to at least moderate level of the national fire fighting task based assessment (assessed annually).

Contact Officer: Peter Langdon 0408 358 026 peterd.langdon@act.gov.au

Planning

Office of the Surveyor-General and Land Information

Project Manager, SDMS Redevelopment

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39161)

Gazetted: 09 August 2017

Closing Date: 23 August 2017

Details: The Office of the Surveyor-General and Land Information are seeking an experienced Spatial Information Officer to support the publication and analysis of spatial data. The successful candidate will work in a small team to assist in managing, distributing and analysing spatial data to support policies and programs of the ACT Government.

Note: This is a temporary position available for 12 months with the possibility of being extended for a further six months.

Contact Officer: Belinda Allison (02) 6205 3628 belinda.allison@act.gov.au

Office of Director-General

Engagement and Executive Support

Government Services

Ministerial Liaison Officer Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 27297)

Gazetted: 10 August 2017

Closing Date: 21 August 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated, dedicated and organised individual to fill the role of Ministerial Liaison Officer. The role is responsible for coordination, tracking and monitoring of incoming and outgoing ministerial correspondence including data entry in Objective, final quality assurance checks and printing and packaging ministerial responses. The successful individual will have a strong knowledge of government ministerial processes and an ability to develop good working relationships.

Eligibility/Other Requirements: Knowledge of and an understanding of Government Business, in particular Ministerial Correspondence, procedures and the portfolio responsibilities would be an advantage. Experience using Objective for records management is desirable.

Note: This is a temporary position available until 30 June 2019.

Contact Officer: Alison Hallett (02) 6205 0069 alison.hallett@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Canberra Hospital and Health Services

Medicine

Medical

Deputy Director of Diabetes & Endocrinology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38848)

Gazetted: 10 August 2017

Closing Date: 17 August 2017

Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Adult Endocrinology Service and the ACT Health Diabetes Service (ACTH-DS) are clinical services within the Division of Medicine. The Endocrinology Service provides care to adults with all general endocrine conditions. Subspecialty clinics in metabolic bone disease, thyroid cancer and pituitary disease are being established. The ACTH-DS Service provides diabetes care to children, adolescents and young adults, pregnant women and adults in both the ambulatory and acute care settings. Both the Endocrinology and Diabetes Services provide care to people in the ACT and the adjacent NSW regions. The Deputy Director of Diabetes and Endocrinology is responsible to the Director of Endocrinology. A key role of the Deputy Director of Diabetes and Endocrinology will be to assist the Director in the operations of the ACTH-DS to ensure that care delivery and clinical outcomes within the ACTH-DS service reflect best practice. This will involve working closely with the ACTH-DS Operations Manager. The Deputy Director will also chair the ACTH-DS Clinical Advisory Committee. The Deputy Director of Diabetes and Endocrinology, under supervision of the Director, will assist the ACTH-DS Operations Manager in the day to day management of the ACTH-DS, have particular responsibility to ensure the continuation of a strong multidisciplinary approach to diabetes care within the Service. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements:

- o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.
- o Fellowship of the Royal Australian and New Zealand College of Physicians or equivalent specialist qualifications.
- o Post-fellowship specialty and academic qualifications and experience relevant to the position. Please note prior to commencement successful candidates will be required to:

- o Undergo a pre-employment Police check.
- o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is temporary full time position for 12 months (with 12 month tenure for the Deputy Director role). Contact Officer: Professor Christopher Nolan (02) 6174 5311 chris.nolan@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

Maternal and Child Health Nurse Manager

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 30788)

Gazetted: 10 August 2017

Closing Date: 24 August 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. Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multi-disciplinary team. Overview of the work area and position: Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health services across the ACT. This is an exciting opportunity for a nurse leader who under broad direction, will play a key role in leading the operational management of the MACH Service. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as considerable experience as an operational manager.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds post graduate qualifications in Child and Family Health Nursing. Holds a current driver's licence. Desirable: Relevant tertiary qualifications, including Midwifery, Paediatrics, Master in Clinical Leadership (Nursing) and/or management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Cathy O'Neill (02) 6205 2141 cathy.o'neill@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women and Babies

Maternity Manager

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22412)

Gazetted: 10 August 2017

Closing Date: 17 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Centenary Hospital for Women and Children (CHWC) is seeking a Nurse (Midwife) Manager with an interest in working with the maternity team of midwives in the postnatal, antenatal and birthing areas. The CHWC, Maternity unit is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

Contact Officer: Penny Maher (02) 6174 7470 penny.maher@act.gov.au

Canberra Hospital and Health Services
Women, Youth and Children
Women, Youth and Children Community Health Programs
School Youth Health Nurse
Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 17044)

Gazetted: 10 August 2017

Closing Date: 24 August 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 ACT School Youth Health Nurse (SYHN) Program is seeking a Registered Nurse with a broad clinical skill base to join their team. You may have a clinical background in specialities such as youth mental health, sexual health or drug and alcohol; or you may have experience as a Youth Health Nurse in another state or territory. This is a unique opportunity for you to utilise your diverse skills in this challenging but very rewarding role. The position is well supported by a Clinical Nurse Consultant and you will be part of a friendly, experienced and supportive team, with a great workplace culture.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a permanent full-time position. Work hours are 08:30-17:00, Monday to Friday. The position is based in a high school four days a week and in the office at 1 Moore Street, Civic every Wednesday. Previous applicants need not apply. The SYHN works under Schedule 4 of the ACT Nursing and Midwifery Enterprise Bargaining Agreement (EBA) 2013-2017; in brief; you do not work during school holidays throughout the year and you take your accrued annual leave during the Christmas school holidays. If you would like more information regarding this position we encourage you to phone the contact officer.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services
Pathology
Haematology
Senior Scientist - Haematology Analysers
Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 30481)

Gazetted: 10 August 2017

Closing Date: 7 September 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: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24/7, 365 days per year. The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. The Haematology analyser section of the department provides vital, accurate and timely results with scientific staff working in a team operating equipment, performing a variety of practical tasks, validating results and reviewing blood films. Under broad direction, you will play a key role in providing day to day supervision, instrument trouble shooting and KPI monitoring, quality control monitoring, maintaining manuals and training programs for staff in the Haematology area of the laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements: A Science Degree or equivalent relevant qualification is mandatory. Desirable: A relevant post Graduate or professional qualification would be an advantage. Minimum one to two years relevant laboratory experience would be advantageous. Experience of three to five years in Haematology would be advantageous. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination.

Note: This is a temporary position available for a period of 10 months with the possibility of extension and/or permanency. The successful applicant will be required to participate in the out of hour's rosters (e.g. evening and weekends). Applications must include: A written response to the Selection Criteria, current curriculum vitae, two written referee reports including one from a current manager or supervisor.

Contact Officer: Kerrie Andriolo (02) 6244 2034 kerrie.andriolo@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Podiatrist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: T00146)

Gazetted: 10 August 2017

Closing Date: 17 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The ACT Health Diabetes Service Podiatry team provide individual podiatry appointments for people with or at high risk of acute foot complications. The podiatry team are an integral part of the High Risk Foot Multidisciplinary Group collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions. The type of services offered include: Wound/Foot ulcer assessment and debridement, Footwear/Offloading assessment, Diabetes foot assessment and education, General high risk foot care. The Health Professional Level 3 (HP3) Diabetes Podiatrist will be responsible to the Senior Diabetes Podiatrist of the ACT Health Diabetes Service.

Under the direction of the senior Podiatrist, you will be required to provide clinical assessment, treatment, supervision and evaluation of podiatry care to in an outpatient with diabetes and other chronic conditions. Note: This is a temporary part-time position at 66.09 hours per fortnight (9 days) and the full-time salary noted above will be paid pro rata. This position is available for a period of 12 months with the possibility to extend up to two years.

Contact Officer: Kate Storer (02) 6244 3794 kate.storer@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health Service (CAMHS)

Child and Adolescent Mental Health Services

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17715)

Gazetted: 10 August 2017

Closing Date: 17 August 2017

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 and Health Professional Level 2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for professional membership of Occupational Therapy Australia. Must hold a current drivers licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Must hold a current ACT drivers licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*. Must hold a current drivers licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification. Experience in working with children and young people. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check.

Note: This vacancy is to fill a permanent full-time position, based at CAMHS South from September 2017. Part-time hours at four days per week may be considered. An order of merit may be established to fill future identical vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Elloise Barry (02) 6205 1469 elloise.j.barry@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation Allied Health

Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 04556)

Gazetted: 10 August 2017

Closing Date: 24 August 2017

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

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW) and must hold a current drivers licence. Desirable: Have a minimum of three years experience post qualification, desirable five years experience and have experience in rehabilitation, aged care or hospital based social work practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary full-time position available for 12 months with possibility of extension and/or permanency. Reduced hours may be considered. An order of merit may be established from this recruitment process to fill future permanent, temporary and part-time, full-time vacancies at level which may arise over the next 12 months.

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

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Dietitian

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16593)

Gazetted: 10 August 2017

Closing Date: 17 August 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 ACT Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes. The Health Professional Level 3 (HP3) Diabetes Dietitian will be responsible to the Senior Diabetes Dietitian of the ACT Health Diabetes Service. Under the direction of the senior dietitian, you will be required to provide clinical assessment, treatment, supervision and evaluation of nutrition care to inpatients and outpatients at risk of or who have diabetes.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nutrition and Dietetics or equivalent. Eligible for APD status with the Dietitians Association of Australia. A minimum of 2 years post-graduate experience. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a temporary position available until 30 March 2018.

Contact Officer: Alison Lancaster (02) 6174 5310 alison.lancaster@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Medical Imaging Administration Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20957)

Gazetted: 10 August 2017

Closing Date: 24 August 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. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. Under broad direction, you will play a key role in managing all aspects of the administration team to achieve superior business outcomes including developing and maintaining policies and procedures. You will be required to liaise with internal and external stakeholders.

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

Contact Officer: Mark Duggan (02) 6244 2159 mark.duggan@act.gov.au

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Endoscopy Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 16324)

Gazetted: 10 August 2017

Closing Date: 17 August 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 Gastroenterology and Hepatology Unit provides a comprehensive range of endoscopic services. No experience required- all training provided in a supportive environment in the unit. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sharon Chambers (02) 6244 3488 sharon.chambers@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Neuropsychologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 12872)

Gazetted: 10 August 2017

Closing Date: 24 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for a Neuropsychologist to join the friendly and supportive Acute Support Psychology team in the Division of Medicine. Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality neuropsychological services for inpatient and outpatients of The Canberra Hospital. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Inpatients and outpatients (through the Neurosurgery Team); cognitive rehabilitation (e.g. for adult clients with stroke, traumatic brain injury); opportunities to engage in research projects (e.g. for adult clients with MS). Supervision is available for the PBA registrar program. Supervision is provided by a Senior Clinical Neuropsychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Neuropsychology Area of Practice Endorsement and a secondary supervisor. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Neuropsychology team has a partnership for training with Macquarie University. Overview of the work area and position: The overall functions of the Neuropsychologist are to promote positive client outcomes through the provision of high quality clinical neuropsychology assessment, treatment and consultation services, in addition to networking, health promotion activities and education across designated areas (principally neurosurgery ward) as part of a multidisciplinary team; provide individual service delivery including high standard neuropsychological assessment and effective interventions for consumers with known or suspected brain dysfunction; maintain accurate, contemporaneous and timely professional records under general professional guidance; complete a range of statistical, administrative and evaluation activities related to service provision; comply with the code of ethics and legal requirements of the psychology profession; may perform novel, complex, critical or difficult tasks with professional supervision; demonstrate commitment to supervised practice and to ongoing professional development; participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements: Mandatory: Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); be enrolled in or eligible to enrol in the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia. Desirable: Previous experience working

with a multidisciplinary team in the acute care setting; previous experience working in neuropsychology or a related field; to have completed the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and comply with ACT Health occupational screening requirements related to immunisation.

Contact Officer: Elissa Jacobs (02) 6244 2045 elissa.jacobs@act.gov.au

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

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 16899)

Gazetted: 10 August 2017

Closing Date: 24 August 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. Overview of the work area and position: Rehabilitation Aged and Community Care (RACC) is a vibrant Division with ACT Health providing multidisciplinary care across a range of hospital and community settings. RACC Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. The Social Worker will have an understanding of issues related to rehabilitation and aged care and the impact on the person and their family/carer, including adjustment to changes such as illness, ageing and disability. They will promote client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW). Must hold a current drivers licence. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Have a minimum of one years experience post qualification. Have experience in rehabilitation, aged care or hospital based social work practice. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary full-time position available for a period of 12 months with possibility of extension and/or permanency from this process. Reduced hours may be considered. An order of merit may be established to fill future positions at level, which may occur over the next 12 months.

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

Innovation
Research

Research Office

Animal Technician

Health Service Officer Level 6 \$55,221 - \$57,595, Canberra (PN: 28018)

Gazetted: 10 August 2017

Closing Date: 24 August 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 Research Office provides support to medical research conducted within ACT Health. As part of the research undertaken, an animal facility is provided for use by research staff both within ACT Health and Australian National University (ANU). This position monitors and assists with the day to day care of the animals, maintenance of the facility and assists with various research programs. Under the direction of the Animal Facility Supervisor you will play a key role in the day to day functioning and maintenance of the Animal Facility.

Eligibility/Other Requirements: Desirable: Certificate II in Animal Technology; relevant work experience; current drivers licence; a combination of education/training and experience; experience of small animal surgery will be considered as an advantage; data entry and administration skills for the maintenance of relevant databases. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Hannah Clarke (02) 6244 2618 hannah.clarke@act.gov.au

Office of Director General

Governance and Communication

Media and Strategic Communications

Media Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36831)

Gazetted: 10 August 2017

Closing Date: 24 August 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. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. An opening has become available for an experienced, hands-on Media Manager in ACT Health's Government and Communications Branch. If you are an innovative and focused person with extensive experience in media management, highly developed communication, influencing and interpersonal skills then this is a great opportunity for you to showcase your knowledge. The Government and Communications Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Media Manager reports to the Senior Manager, Strategic Communications and Media and manages the busy media hub through reactive and proactive strategies and liaison across the directorate. Overview of the work area and position: Are you a dynamic and motivated media professional looking for an exciting new challenge? Are you a self-starter who is well organised, with loads of initiative and a good sense of what makes good news? Do you have a sound understanding and experience in delivering within a Government media environment and liaising effectively with a broad range of stakeholders? Then we want to hear

from you at ACT Health where we have a vacancy for a Media Manager Senior Officer Grade B (SOGB). Reporting to the Senior Manager of Strategic Communications and Media, you will work with a dedicated team of media professionals in a fast-paced and stimulating results-orientated work environment. You will be responsible for content gathering in a proactive and reactive media environment and for delivering clean and accurate copy, for both print and digital use. You will be flexible and adaptable and have exceptional oral and written communication skills and the ability to meet deadlines through effective time management. Ideally, you will have tertiary qualifications in journalism or at least five years experience in a relevant field. Experience in government, private or non-government sectors is also desirable.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable. Graded journalist and/or experience in a ministerial or parliamentary office are highly desirable. Corporate, not for profit and/or government experience is highly desired. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: Selection may be based on written application only.

Contact Officer: Tracey Pulli (02) 6205 3708 tracey.pulli@act.gov.au

Innovation

Strategy and Design

System Innovation Group

Senior Project Coordinator

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 27320)

Gazetted: 10 August 2017

Closing Date: 17 August 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. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: An opportunity exists for a suitably experienced candidate with clinical operations background to join the Health Investment Portfolio, working within ACT Health to facilitate delivery of a number of projects to improve the delivery of health services. The projects are directly undertaken by project teams based in various divisions of ACT Health, and the role of the Senior Project Coordinator is to support these teams by assisting them to plan, monitor and report on their projects to ensure the desired outcomes are achieved. You will provide advice on project progress and resolution of issues to executives and senior leaders in relevant divisions as well as to executives within the Health Investment Portfolio. An Integrated Program Management Office coordinates reporting systems and processes to support project delivery and as Senior Project Coordinator you will work collaboratively with the IPMO Manager. You will also provide leadership to Project Coordinators (SOG C) and may be required to supervise these staff.

Eligibility/Other Requirements: Desirable: Experience in a clinical operations environment and knowledge of developments in the health sector in Australia. Experience in project management. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available from 11 August 2017 until 30 June 2019 with the possibility of extension.

Contact Officer: Yu-Lan Chan (02) 6207 6869 yu-lan.chan@act.gov.au

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Division of Medicine Wait list Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38273)

Gazetted: 10 August 2017

Closing Date: 17 August 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 Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients: Gastroscopy, Colonoscopy, Bronchoscopy, Endoscopic ultrasound, and Ano-rectal manometry services. The unit performs approximately 6000 procedures per year. The GEHU has approximately 10, 000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. This position will support the medical outpatient waiting lists in the Division of Medicine (DOM), however, will commence in the Gastroenterology and Hepatology Unit (GEHU) at Canberra Hospital and Health Services (CHHS) in the first instance.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Desirable: It is desirable that the successful applicant has clinical experience in acute medical nursing, ambulatory care or general medicine. Holds or is working towards a post graduate qualification relevant to nursing/management. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMC (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary part-time position at 32.00 hours per week, the full-time salary noted above will be paid pro rata. This position is available for a period of 12 months with the possibility of extension and/or permanency from this process. An order of merit may be established to fill future vacancies at level, both temporary and permanent, which may occur over the next 12 months.

Contact Officer: Sharon Chambers (02) 6244 3488 sharon.chambers@act.gov.au

Corporate

Strategic Finance

Capital Finance

Finance Administrator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32548)

Gazetted: 10 August 2017

Closing Date: 17 August 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. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. Overview of the work area and position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate. This Position provides a range of support services, such as project reconciliations, reporting analysis, project projections and process improvement. This role will work closely with the Senior Manager Strategic Operations to support the branch and its clients. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Possession of or progress towards qualifications in accounting or a related discipline would be an advantage, or equivalent operational experience.

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

Contact Officer: Jodie Conna (02) 6205 4263 jodie.conna@act.gov.au

Innovation

Policy and Stakeholder Relations

Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 27253, several)

Gazetted: 10 August 2017

Closing Date: 17 August 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 Policy and Stakeholder Relations Branch (PSR) is responsible for providing advice to ACT Health and the ACT Government on strategic health policy issues of national, territory-wide and health-sector-wide importance and inter-governmental issues. PSR assists other areas of the ACT Health with the policy development process and with liaison and negotiations with the government, non-government and private sectors as required. The breadth of policy development and implementation provided within the branch includes workforce, aged care, chronic disease, primary care, women, youth and child health, drug and alcohol, home and community care, mental health, multicultural health and Aboriginal and Torres Strait Islander health. Policy within the health system includes: structure; financing; workforce; legislative framework; market economics; safety and quality; health indicators; and social determinates. Policy within the health system also intersects with Education, Justice and NDIS. Policy within the health system aligns ACT government priorities with the real health needs of the community and is inclusive of Aboriginal and Torres Strait Islander people, people who are culturally and linguistically diverse (CALD), lesbian, gay, bisexual, transgender and intersex (LGBTI) and people with disabilities including mental illness. Overview of the work area and position: Senior Policy officers within PSR need to have excellent communication, organisational and time management skills, including the ability to co-ordinate and manage a range of competing tasks and priorities and the ability to develop, understand, and learn new subject matter within set timeframes. The successful applicant will also be required to develop and promote positive relationships with stakeholders and represent the Directorate at high-level meetings.

Policy within the health system includes: structure; financing; workforce; legislative framework; market economics; safety and quality; health indicators; and social determinates.

Senior Policy Officers are required to work collaboratively with internal and external stakeholders to achieve organisational goals.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field and applicants with policy and/or legislation development experience are encouraged to apply. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Notes: There are several positions available and 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: Jodie Brooks (02) 6205 4907 jodie.brooks@act.gov.au

Office of Director General

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03290)

Gazetted: 10 August 2017

Closing Date: 17 August 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 Office of the Director-General provides strategic support to the Director General, undertaking high level coordination, liaison, research and reporting and providing advice on specific issues. The Office consists of a Business Manager, Executive Officer, Executive Assistant and Office Assistant. The Executive Officer position reports to Director-General through the Business Manager. The role also works closely with the Executive Management team, including the Deputy Directors-General across the organisation. Under broad direction, the Executive Officer will play a key role by providing support to the Director-General.

Eligibility/Other Requirements: Relevant qualifications in public sector management and/or relevant public sector experience is mandatory. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Vanessa Dal Molin (02) 6207 9532 vanessa.dalmolin@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Senior Neuropsychologist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 19643)

Gazetted: 10 August 2017

Closing Date: 17 August 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 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 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: Mental Health, Justice Health, Alcohol and other Drugs Service (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key stakeholders. At this level it is expected you will provide high quality clinical expertise in providing neuropsychology assessment and intervention for people across various settings including child and adolescent, adult, forensic and other specialty services. You will also be responsible to provide clinical supervision and neuropsychology training to psychologists within the Division. Overall Functions: Provide high quality expertise in neuropsychology assessment and intervention for people across various settings including child and adolescent, adult, forensic and other specialty services; 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; perform novel, complex, critical work at high level of expertise; perform a consultative role within the field of Neuropsychology; contributes to the professional field of expertise in Neuropsychology.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with the Psychology Board of Australia; hold an Area of Practice Endorsement in Neuropsychology; minimum five years experience in psychology practice; approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns, registrars, and/or Higher Degree Students; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available at 30:00 hours per week for a period of eight months and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: David Jackson-Hope (02) 6207 8331 david.jacksonhope@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

IMPACT Coordinator

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 38923)

Gazetted: 10 August 2017

Closing Date: 17 August 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. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position: The Integrated Multi-agencies for Parents and Children Together (IMPACT) Program is a coordination service that aims to facilitate information sharing and collaborative service provision for eligible families who are pregnant or have children less than two years of age; are clients of Mental Health ACT and/or are receiving Opioid Replacement Therapy; require additional assistance to access, negotiate, mobilise and maintain involvement with services. The Impact program consists of nursing and Allied health professional coordinators and three liaison staff within Mental Health ACT, Alcohol and Drug Program and the Office for Children, Youth and Family Support. More detailed information about the IMPACT program can be accessed from: <http://www.health.act.gov.au/our-services/women-youth-and-children/impact-program>. The IMPACT Coordinator is a leadership role and you will utilise excellent liaison, communication and clinical decision making skills to facilitate the coordination of care and effective information sharing with government and community agencies/groups to better support families who may benefit from a multi-agency response in the provision of their health care. The IMPACT coordinator reports to the MACH Clinical Nurse Manager (CNM) of the Pregnancy Enhancement Program (PEPs) / IMPACT team, to the Maternal and Child Health (MACH) Manager and Assistant Director of Nursing of the Women's Youth and Children Community Health Program.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Psychology or Social Work, with current accreditation and eligibility for membership of the appropriate professional organisation. For Social Work - Current membership of the Australian Association of Social Workers. For Psychology - Be registered or be eligible for general registration with Psychology Board of Australia. Must hold a current driver's licence. Applicants must have a minimum of five years paid work experience, post qualification in a related/relevant organisation/service. Desirable: Post graduate qualifications in a relevant field; experience in working with children and young people; Psychology - Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Prior to commencement successful candidates will be required to undergo a pre-employment Police check be registered under the *Working with Vulnerable People (Background Checking) Act 2011* comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time temporary position available at 22:05 hours per week for a period of six months and the full time salary noted above will be paid pro-rata.

Contact Officer: Judith Warwick (02) 6205 1815 judith.warwick@act.gov.au

Independent Competition and Regulatory Commission

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

Economics Team

Regulatory Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24846)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

Details: The Independent Competition and Regulatory Commission (Commission) is established under the *Independent Competition and Regulatory Commission Act 1997* to regulate pricing, access and other matters in

relation to declared regulated industries, to independently investigate competitive neutrality complaints and government regulated activities. Under the *Utilities Act 2000*, the Commission has responsibility for licensing utility services and ensuring compliance with licence conditions. The Commission is seeking an experienced Regulatory Analyst to contribute to the work program of the Economics Team. Their contribution would focus on matters relating to the regulation of utilities and the determination of retail prices for electricity and water and sewerage services. Working under the direction of a senior manager, the successful applicant will have good communication skills and will be required to provide advice (written and oral), undertake research, draft documents and prepare reports. The successful applicant will have a professional work ethic and the ability to work with minimal supervision while working in a small collaborative team environment. The successful applicant will be rewarded with a positive team environment and flexible work arrangements.

Eligibility/Other Requirements: Skills and experience in one or more of the areas of Economic Regulation, Economics, Finance, Econometrics, Quantitative Analysis and Regulatory Compliance, particularly as they relate to utility regulation and similar infrastructure, will be highly regarded. Applicants must be competent in the use of Microsoft Word and Excel.

Note: A merit list may be established to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Ian Phillips (02) 6205 2773 ian.phillips@act.gov.au

Administration Team

Office Manager

Administrative Services Officer Class 4/5 \$66,656 - \$78,414, Canberra (PN: 09308)

Gazetted: 03 August 2017

Closing Date: 18 August 2017

Details: The Independent Competition and Regulatory Commission (Commission) is established under the *Independent Competition and Regulatory Commission Act 1997* to regulate pricing, access and other matters in relation to declared regulated industries, to independently investigate competitive neutrality complaints and government regulated activities. Under the *Utilities Act 2000*, the Commission has responsibility for licensing utility services and ensuring compliance with licence conditions. Under the direction of a senior manager, the Office Manager will undertake the planning, development and delivery of office protocols; manage the overall operation of the office at the administrative level; assist in preparation for Commission and formal meetings, including document management; contribute to wider policy and communications and work programmes and any other activities as directed; and undertake bookkeeping responsibilities with managing and processing financial information, documentation and invoices as per defined processes. The successful applicant will have a professional work ethic and the ability to work with minimal supervision while working in a small collaborative team environment. The successful applicant will be rewarded with a positive team environment and flexible work arrangements.

Note: This position will be filled at either the ASO4 or ASO5 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Ian Phillips (02) 6205 2773 ian.phillips@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Training and Development Unit

Senior Trainer, Custodial Operations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10029, several)

Gazetted: 08 August 2017

Closing Date: 16 August 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced officers for the role of Senior Trainer, Custodial Operations. These positions are responsible for all aspects of training delivery

to ACTCS custodial staff and assessment of accredited qualifications. They are also responsible for the provision of specific operational related training to non-custodial staff. The successful applicants will identify training needs for Custodial Operations and other areas. You will also be required to coordinate and deliver accredited and non-accredited training for staff within Custodial Operations and outside agencies as required. Further to this, you will develop and review Custodial Operations' training materials, identify and source resources to support the delivery of training and research best practice in the delivery of training for Custodial Operations. In addition, you will provide advice to the Training and Development Manager in relation to the identification/development of further training opportunities, and assist the Registered Training Organisation (RTO) Operations Manager to meet the standards and requirements of a Registered Training Organisation. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Custodial experience in a correctional facility is essential. Certificate III and IV in Correctional Practice is essential. Certificate IV in Training and Assessment is highly desirable. A driver's licence is essential. Eligible candidates will undergo a Police Record Check. Candidates will be required to plan for and deliver a short (10 minute) presentation on a topic of their choosing as a component of the selection process.

Note: These are temporary positions available for a fixed term period of up to 3 years. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of 300 words per criterion); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Jacqui Retford (02) 6205 1314 jacqui.retford@act.gov.au

ACT Corrective Services

Corporate Services

Training and Development Unit

Senior Trainer, Non Custodial

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35267)

Gazetted: 09 August 2017

Closing Date: 16 August 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced officers for the role of Senior Trainer, Non-Custodial. The successful applicant will identify training needs for Community Corrections and Offender Services and Programs and other areas as required. You will also be required to coordinate and deliver accredited and non-accredited training for staff within Community Corrections and outside agencies as required. Further to this, you will develop and review training materials, identify and source resources to support the delivery of training and research best practice in the delivery of training for Community Corrections. In addition, you will provide advice to the Training and Development Manager in relation to the identification/development of further training opportunities, and assist the RTO Operations Manager to meet the standards and requirements of a Registered Training Organisation. The successful applicant will provide leadership and mentor all ACTCS Trainers and Assessors who assist with the delivery of accredited training and qualifications. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Experience in a Community Corrections role is essential. Certificate IV in Correctional Practice (Community) is highly desirable. Certificate IV in Training and Assessment is highly desirable.

Eligible candidates will undergo a Police Record Check. Candidates will be required to plan for and deliver a short (10 minute) presentation on a topic of their choosing as a component of the selection process.

Note: This is a temporary position, available for a period of up to 3 years. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of 300 words per criterion); (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: Jacqui Retford (02) 6205 1314 jacqui.retford@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**

Director, Commercial Management

Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E897)

Gazetted: 09 August 2017

Closing Date: 23 August 2017

Details: The ACT Government, through Transport Canberra, is currently delivering a landmark infrastructure project in Light Rail which will transform the future of our city. Stage 1 of this vital transport network is under construction while Stage 2 is currently being scoped and defined through planning and a business case. This city changing project represents a fantastic opportunity for a highly experienced Commercial and Contracts Executive to apply your skills and leadership to a critical role working directly to the Project Director for the Project. The emphasis of the role will focus on working with all key stakeholders and the project team to define and execute the project's scope, particularly in relation to legal, contractual and procurement matters. This is a fantastic opportunity for an experienced professional with superior business acumen, strategic thinking ability and analytical and problem solving skills.

The successful applicant will have demonstrated experience in a PPP or other similar environment for the delivery and operation of large scale infrastructure and proven commercial and contract development acumen and experience in risk, change and issues management.

Eligibility/Other Requirements: Tertiary qualification in Business Administration, Contract Management, Law or a related discipline or equivalent experience.

Remuneration: The position attracts a remuneration package ranging from \$211,059 - \$220,120, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759.

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.

How to Apply: For further information and an information pack, please contact Matthew Smee or Sarah Jennings on (02) 6229 1540, or email lightrailact@hudson.com or by visiting <http://lightrailact-hudson.com.au/>.

Applications should be sent to the Contact Officer.

Contact Officer: Matthew Smee or Sarah Jennings (02) 6229 1540 lightrailact@hudson.com

Transport Canberra

Light Rail

Contract Management Office

Project Controls Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38590)

Gazetted: 09 August 2017

Closing Date: 16 August 2017

Details: Transport Canberra City Services is seeking to employ a Project Controls Officer which is a support role within the Light Rail Project team and is part of the Contract Management Office (CMO) team. The CMO is a functional area of the Light Rail Branch and is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The Project Controls Officer will report directly to the Senior Project Controls Officer, though will also be expected to liaise closely with the Contract Management Office team, and other staff and advisors across all areas of the project team. Within the Light Rail project the definition of Project Controls is the integration of risk, issues, schedule and change management activities. The key focus of the role is around gathering information from the project team on activities related to risk mitigation and issue management, and ensuring that the Project Controls Database is kept updated and accurate.

Eligibility/Other Requirements: Experience in Microsoft Excel is required. Desirable, but not essential: Experience using MS Access or a similar database management system; Tertiary qualifications in Project Management (or similar field); and experience within public/private partnership projects or the procurement of transportation assets and infrastructure.

How to apply: All applications are to be sent to Hudson Recruitment. Further details can be found at:

<http://lightrailact-hudson.com.au/>

Contact Officer: Matthew Smee or Sarah Jennings (02) 6229 1450 lightrailact@hudson.com

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Manjula Angamma 844-74755, Section 68(1), 3 August 2017

Infrastructure Officer 2 \$79,919 - \$91,947

Souha El-Husseini 853-49251, Section 68(1), 10 July 2017

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

Samantha Foster 853-62165, Section 68(1), 7 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554

Justin Myburgh 836-14314, Section 68(1), 4 August 2017

Senior Officer Grade A \$137,415

Jonathan Robert Owen 853-69105, Section 68(1), 7 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554

Jessuah Pender 836-14322, Section 68(1), 4 August 2017

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

Hamish Richard Wise 853-65964, Section 68(1), 30 August 2017

Education

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

Lucy Shanny 853-68946, Section 68(1), 7 August 2017

Health

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

Kellie Brookes 845-03915, Section 68(1), 10 August 2017

Health Service Officer Level 3 \$48,385 - \$49,958

David Brown 848-84658, Section 68(1), 10 August 2017

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

Mitchell Carrington 847-01153, Section 68(1), 7 August 2017

Enrolled Nurse Level 1 \$57,635 - \$61,578

Kylieann Cox 847-02420, Section 68(1), 10 August 2017

Enrolled Nurse Level 1 \$57,635 - \$61,578

Shiralee Field 834-52060, Section 68(1), 10 August 2017

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

Elaine Greenaway 853-65358, Section 68(1), 7 August 2017

Technical Officer Level 1 \$54,720 - \$57,369

Maria Hernandez 844-33363, Section 68(1), 31 July 2017

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

Caroline Holmes 847-00695, Section 68(1), 31 July 2017

Registered Nurse Level 2 \$88,249 - \$93,533

Manju John 834-45805, Section 68(1), 10 August 2017

Registered Nurse Level 2 \$88,249 - \$93,533

Karenjit Kaur 847-00361, Section 68(1), 10 August 2017

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

Priscilla Millgate 846-99989, Section 68(1), 31 July 2017

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

Anna Petchell 850-42110, Section 68(1), 10 August 2017

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

Debbie Rooke 853-66094, Section 68(1), 7 July 2017

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

Nicole Stubbs 845-03624, Section 68(1), 10 August 2017

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

Hannah Whiting 850-43092, Section 68(1), 7 August 2017

Staff Specialist 1- 5 \$164,470 - \$202,960 Christina Jenkins: 847-11503, Section 68(1), 14 August 2017

Justice and Community Safety

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

Nadine Highfield 847-19011, Section 68(1), 7 August 2017

Ambulance Support Officer 1 \$54,949 - \$58,394

Troy Simshauser 853-41989, Section 68(1), 8 August 2017

Transport Canberra and City Services

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

Gregory Haraldson 853-49331, Section 68(1), 8 August 2017

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

Daniel Warren 835-94982, Section 68(1), 7 August 2017

TRANSFERS

Health

Sangeetha Iyer: 846-99292

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

Health

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health, Canberra (PN. 36919) (Gazetted 4 May 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

**Shared Services, Information and Communication Technology Team
Business Application Management**

Marissa Prieto: 829-68559

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 19528) (Gazetted 10 August 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.

Education

School Performance & Improvement

Belconnen Network

Kaleen Primary School

Christina McCombe: 827-60416

From: School Assistant 2/3 \$45,058 - \$54,947

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 35049) (Gazetted 10 August 2017)

Exhibition Park in Canberra

Health

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Sarah Chapman: 846-87486

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

Health

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

Health, Canberra (PN. 20390) (Gazetted 30 March 2017)

Canberra Hospital and Health Services

Critical Care

Imaging

Michelle Cooney: 847-27118

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

Health

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

Health, Canberra (PN. 28803) (Gazetted 20 October 2016)

Canberra Hospital and Health Services

Josefina Durham: 789-45661

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

To: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health, Canberra (PN. 10605) (Gazetted 23 March 2017)

Canberra Hospital and Health Services

Fiona Gall: 843-89294

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

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 28811) (Gazetted 20 October 2016)

Canberra Hospital and Health Services

Women, Youth and Children

Louise Hawkins: 827-31105

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health

To: †Registered Nurse Level 3.2 \$114,377
Health, Canberra (PN. 27185) (Gazetted 18 May 2017)

Canberra Hospital and Health Services

Jamuna Kandel: 836-05776

From: Assistant in Nursing \$48,888 - \$50,543
Health

To: Registered Nurse Level 1 \$63,548 - \$84,888
Health, Canberra (PN. 20465) (Gazetted)

This promotion to a non-advertised position is made in accordance with the Nursing and Midwifery Enterprise Agreement 2013–2017, Section 72, Direct Appointment of Registered Nurse Level 1/Registered Midwife Level 1.

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Cathi Metcalf: 846-85384

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 38433) (Gazetted 25 May 2017)

Canberra Hospital and Health Services

Vincent Ng: 827-36168

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

To: †Health Professional Level 4 \$100,462 - \$108,140
Health, Canberra (PN. 21582) (Gazetted 1 June 2017)

Canberra Hospital and Health Services

Klara Pap: 836-55642

From: Dental Assistant - Unqualified and Qualified \$44,469 - \$61,965
Health

To: Principal Dental Assistant \$72,175
Health, Canberra (PN. 20547) (Gazetted 27 June 2016)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Grant Shaw: 848-78119

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

Health

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

Health, Canberra (PN. 28442) (Gazetted 30 March 2017)

Justice and Community Safety

ACT Corrective Services

Business Policy and Coordination

Policy and Government

Alice Campbell: 833-46356

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

Community Services

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

Justice and Community Safety, Canberra (PN. 37213) (Gazetted 3 January 2017)

Human Rights Commission

Victim Support ACT

Susan Houghton: 853-58473

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 28842) (Gazetted 13 June 2017)

Emergency Service Agency

Fire Brigade

Operational Support

Richard Maloney: 333-69277

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 46229) (Gazetted 31 July 2017)

This Promotion is to a non-advertised position under Section D Clause 22, ACT Fire and Rescue Enterprise Agreement 2013-2017

ACT Corrective Services

Business Policy and Coordination

Policy and Government

Chris Orubuloye: 821-18853

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

Environment, Planning and Sustainable Development

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

Justice and Community Safety, Canberra (PN. 35359) (Gazetted 3 January 2017)

Emergency Services

Fire Brigade

Operational Support

James Schlizio: 333-71350

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 49039) (Gazetted 31 July 2017)

This Promotion is to a non advertised position, made under Section D Clause 22