



ACT Government Gazette

Gazetted Notices for the week beginning 17 May 2018

VACANCIES

Calvary Health Care ACT (Public)

Various

Registered Nurse/Midwife/ Enrolled Nurse

RN Level 1/2 \$57635 - \$93533, Canberra (PN: Several)

Gazetted: 17 May 2018

Closing Date: 30 December 2018

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Note: Registered Nurse and Midwife Vacancies, Enrolled, Level 1 and Level 2 Permanent and Temporary; Full time, Part time and Casual Contact Officer: HR@calvary-act.com.au 0262016982 HR@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical Stream

Registrar

Executive Level Registrar Year 1, 2, 3 and SNR Registrar \$98,704 - \$138,667, Canberra (PN: Expected)

Gazetted: 22 May 2018

Closing Date: 3 June 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17152

Contact Officer: David Banfield (02) 6201 6128 David.Banfield@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical Stream

Senior Resident Medical Officer - Critical Care

Executive Level SRMO1/JNR Registrar - SRMO2- SRMO3 \$80,000 - \$100,000, Canberra (PN: Expected)

Gazetted: 22 May 2018

Closing Date: 3 June 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17149

Contact Officer: Harith Al-Rawi (02) 6201 6128 Harith.Al-rawi@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Palliative Care Service

Palliative Care Staff Specialist

Staff Specialist Band 1-3 \$164,470 - \$183,697.00, Canberra (PN: Several)

Gazetted: 22 May 2018

Closing Date: 17 June 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17349

Contact Officer: Suharsha Kanathigoda (02) 6201 6982 suharsha.kanathigoda@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Pharmacy

Pharmacist Graduate

Executive Level Health Professional Level 1 Year 3 \$65,757 - \$65,757, Canberra (PN: Expected)

Gazetted: 22 May 2018

Closing Date: 31 May 2018

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17291
Contact Officer: Nhi Dinh (02) 6201-6266 nhi.dinh@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Palliative Care

Registrar

Executive Level Registrar \$98,704 - \$123,327, Canberra (PN: Expected)

Gazetted: 22 May 2018

Closing Date: 17 June 2018

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17346

Contact Officer: Jane Etchells (02) 6201 6982 Jane.Etchells@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Emergency Department

Short Stay Unit

Enrolled Nurse

Enrolled Nurse Level2 \$62564, Canberra (PN: Several)

Gazetted: 22 May 2018

Closing Date: 29 May 2018

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17322

Contact Officer: Matt Luther Matt.luther@calvary-act.com.au

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

Canberra Institute of Technology

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

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

CIT Corporate Services

Procurement and Contract Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40440)

Gazetted: 23 May 2018

Closing Date: 6 June 2018

Details: The Canberra Institute of Technology (CIT) is seeking an energetic and self-motivated individual to join the CIT's Corporate Services Division as CIT's Procurement and Contract Manager. The responsibilities of the role are diverse and include providing strategic advice on CIT's procurement and contract management functions; reviewing and amending existing policies and procedures required to undertake procurement activities; and applying appropriate project management/solution delivery approaches to enable multiple concurrent projects to be effectively managed and delivered within tight deadlines. The role requires the successful candidate to have strong attention to detail, excellent communication skills and well developed organisation skills. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: Previous experience in procurement and contract management is highly regarded. Problem solving capability and an understanding of legislative requirements in relation to procurement activities in ACT Government is highly desirable.

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

Contact Officer: Anita Hargreaves (02) 6207 8960 anita.hargreaves@cit.edu.au

Canberra Institute of Technology Corporate Services
CIT Student and Academic Services Management
CIT Education Services
Head of Department Education Design and Technology
Manager Education Level 1 \$116,494, Canberra (PN: 51712)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: The Education Design and Technology Department within Canberra Institute of Technology (CIT) Education Services, as part of the CIT Student and Academic Services Division, drives education leadership and support in blended and online learning and education design across CIT by fostering innovation in education and delivery to improve student outcomes. It is expected that the Head of Department, Education Design and Technology, will achieve this by establishing effective partnerships and collaborations with CIT teachers and other staff and other interested stakeholders. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Bachelor of Education, Management or relevant higher level qualification is desirable.

Note: This is a temporary position available until 14 December 2018 with the possibility of extension up to but not exceeding five years. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.' Selection may be based on application and referee reports only.

Contact Officer: Shari Madden (02) 6205 4148 shari.madden@cit.edu.au

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

Business, Tourism and Accounting
Business, Tourism and Accounting Management
Workplace Training and Development Team Leader
Teacher Level 2 \$100,508, Canberra (PN: 35341)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

Details: Business Tourism and Accounting College at the Canberra Institute of Technology (CIT) has an exciting opportunity for a highly motivated, enthusiastic and collaborative individual to lead a high performing team in workplace delivery. You will be responsible for the management of the quality delivery of Vocational Education and Training (VET) related activities and assessment in workplace settings across business administration, business and management, accounting, book keeping and law; hospitality, tourism and event programs. This role will significantly contribute to the achievement of CIT's strategic goals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Knowledge of the Australian VET environment, Australian Apprenticeships and Skilled Capital program requirements would be advantageous. Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Relevant industry experience is highly desirable, though this does not have to be across all disciplines.

Note: This is a temporary position available for 12 months with the possibility of extension up to five years in total. This is a temporary position available for 12 months with the possibility of extension up to five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the

Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.edu.au

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

Brand and Business Development

International and Business Support

Business and Industry Engagement Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15519, several)

Gazetted: 17 May 2018

Closing Date: 4 June 2018

Details: Canberra Institute of Technology (CIT)’s Business Growth and Development Team has several opportunities available for future focused individuals to contribute to growing our engagement with business and industry. As part of an energetic and dynamic team you will work collaboratively with our teaching Colleges to market CIT’s Vocational Education and Training (VET) programs to businesses/customers in the ACT and region. If you have a passion for supporting accessible and relevant education and an ability to communicate across all levels, we would welcome an application from you. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Business and market engagement experience will be considered favourably.

Experience in industries relevant to CIT such as building and construction (all trade areas); management and commerce; food, hospitality and personal services; health care and social assistance; early childhood; and public administration and safety will be considered favourably.

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

Contact Officer: James Latimore (02) 6207 3222 james.latimore@cit.edu.au

Business, Tourism and Accounting

Accounting and Law

Law Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51778)

Gazetted: 17 May 2018

Closing Date: 4 June 2018

Details: CIT Accounting, Bookkeeping and Legal Services Department are seeking to appoint a teacher with a strong background in private legal practice and a passion for sharing their industry knowledge with students. The teacher will perform professional, educational, administrative and training duties, and will need digital literacy in Microsoft Office suite. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate industry

competencies demonstrated by the following qualifications: Bachelor Degree in Law, or similar. Desirable: Workplace experience in Corporations Law. Proficiency in word processing, spreadsheet and presentation software.

Note: This is a temporary position available for a period of 18 months with the possibility of extension up to but not exceeding five years in total. This is a part-time position working 18.375 hours per week (.5FTE) and the full-time salary noted above will be paid pro rata. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.' Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.edu.au

Trade Skills and Vocational Learning

Culinary

Culinary Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51722)

Gazetted: 23 May 2018

Closing Date: 6 June 2018

Details: CIT is looking for an enthusiastic, innovative and qualified Culinary Teacher to join the CIT Culinary team. This Teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the Culinary qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT Teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT Teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Note: This is a temporary position working 29.4 hours per week and the full time salary noted above will be paid pro rata, available for a period of two years with the possibility of extension up to but not exceeding five years in total. You will be required to submit two referee reports with your application. Successful applicants may be selected based on applications and referee reports alone. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Student and Academic Services

Library and Learning Services

eLearn Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39930)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: Canberra Institute of Technology (CIT) is seeking an eLearn Support Officer to provide level 1 technical support in troubleshooting CIT's online environments. The successful candidate will have a demonstrated knowledge and experience in troubleshooting Moodle, EQUELLA, Adobe Connect, and Banner Environments. They will prepare and execute User Acceptance Testing. This role requires highly developed customer service and communication skills as well as demonstrated understanding of digital literacy skills including experience in working with a range of software, such as Microsoft Office Suit, SCORM packages and digital assets. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Amy Holland (02) 6207 4325 amy.holland@cit.edu.au

Health, Community and Science

CIT Human Resources

Senior Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39218)

Gazetted: 23 May 2018

Closing Date: 6 June 2018

Details: Canberra Institute of Technology (CIT) Human Services Department is seeking an enthusiastic Senior Administrative Officer to undertake a wide range of operational and administrative tasks. We are looking for an individual who is keen to work in a highly motivated, innovative and collaborative team of professionals. The successful candidate will need to possess a similar work ethic and have excellent customer services skills to enhance customer experience. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Policy and Cabinet

Territory Records Office

Senior Advisor - Information Access

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40145)

Gazetted: 23 May 2018

Closing Date: 6 June 2018

Details: The Territory Records Office is seeking an innovative information professional to lead our front-line services providing access to government information to the community and other stakeholders. In this new position you'll have the opportunity to work in a small team to help shape the future of archives service delivery for the ACT Government. You'll head up our Public Access Unit, Archives ACT, and work directly with the Deputy Director of Territory Records and others to deliver projects, publications, events and other initiatives that enhance access to ACT Government information. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Dani Wickman (02) 6207 0194 dani.wickman@act.gov.au

Policy and Cabinet

Territory Records Office

Senior Advisor - Information Governance

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40144)

Gazetted: 23 May 2018

Closing Date: 6 June 2018

Details: The Territory Records Office is seeking an innovative Information Professional to lead our services providing front line advice and assurance on information governance issues for ACT Government agencies and other stakeholders. In this new position you'll have the opportunity to work in a small team to help shape the future of records and information governance advice and support services in the ACT Public Service. You'll lead our compliance and advisory engagements with agencies, including the development of records management programs and records disposal schedules. You'll also work directly with the Deputy Director of Territory Records and others to deliver projects, tools and other initiatives that support improvements to information governance in a digital ACT environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Dani Wickman (02) 6207 0194 dani.wickman@act.gov.au

Shared Services

Partnership Services

Commercial Services

Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39215)

Gazetted: 18 May 2018

Closing Date: 28 May 2018

Details: Record Services is a business unit of Partnership Services Group that provides a full range of records management and mail room/courier activities to the majority of ACT Government Directorates. We are looking to recruit a motivated Team Leader to manage the operations of day to day of paper records management and mail services. The successful candidate will have the skills to lead and motivate teams to achieve outcomes. They will engage with their staff to effectively manage change in the workplace and maintain a positive workplace culture. The Team Leader will need to manage people in a commercial setting while thinking strategically and contribute to on-going business improvement. They will possess strong interpersonal skills and be able to communicate with influence to a range of different stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a manual handling work environment and occasional lifting may be required.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Shared Services Information Communication Technology

Technology Services Branch

Service Assurance

Asset Audit and Compliance Supervisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14350)

Gazetted: 18 May 2018

Closing Date: 1 June 2018

Details: Service Assurance Asset Audit and Compliance Team is seeking a highly motivated candidate who will manage a team of Audit and Compliance officers (AAC) responsible for effectively assisting in the life-cycle management of all IT assets across the ACT Government. You will provide a number of services to ACT Government Directorates including asset rentals and customer enquiries regarding the financial aspects of Information Technology (IT) assets provided by Shared Services Information Communication Technology (ICT). This position reports directly to the Asset, Audit and Compliance Manager. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive

workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: After reviewing the “What you will do” and “What you require” sections in the Position Description, please provide a two page written response that provides evidence of your capabilities. Include examples that clearly demonstrate relevant past experience, skills, knowledge and behavioural capabilities.

Note: Successful applicants may be selected off application and referee reports only.

Contact Officer: Alan Kayes (02) 6207 0642 alan.kayes@act.gov.au

Access Canberra

Transport Licensing

Business Support and Training Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 12978)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: Are you keen to join the engine room of Transport Licensing? Are you a fast learner? We are looking for an energetic, results-driven person with high attention to detail to fill the position of the Business Support Officer working on the rego.act Helpdesk. The role has multiple priorities varying from providing guidance and advice on complex system related issues to assisting the training officer with the delivery of training programs - amongst many more! This team works in a fast-paced environment, researching and implementing solutions in rego.act.Help and Sharepoint tool to reflect policy, legislative and client needs. The team also provide Training, Helpdesk support to users of the rego.act computer system and advice on Road Transport Authority (RTA) legislation, policy and business rules. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Ellen Marks (02) 6207 7091 ellen.marks@act.gov.au

Economic and Financial Group

Financial Framework Management and Insurance

Insurance

Senior Policy Officer

Senior Officer Grade C \$118,319 - \$133,197, Canberra (PN: 34277)

Gazetted: 21 May 2018

Closing Date: 2 June 2018

Details: The Financial Framework Management and Insurance Branch in the Chief Minister, Treasury and Economic Development Directorate is seeking an enthusiastic Senior Policy Officer to work as part of a small project team to help implement the outcome of the ACT Government’s first deliberative democracy process, which aims to improve the Compulsory Third Party (CTP) Insurance scheme. The role is exciting and varied and will include preparing legislative drafting instructions, considering operational policy issues, establishing new policies and procedures, contributing to communications materials and strategies, preparing Ministerial documents, and working to identify Information Technology (IT) system requirements. Applicants should have a demonstrated ability to understand Cabinet, legislative and government processes and undertake policy formulation and advice. They should possess high level communication skills, and have a proven ability to work independently and as part of a small team under tight timeframes. Applicants do not need to have a background of directly working in CTP insurance. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: We are looking for applicants who possess relevant qualifications with high level transferable skills, and an interest and enthusiasm for the work that we are doing.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position will be filled at a Senior Officer Grade B (SOGB) or Senior Officer Grade C (SOGC) depending on the skills and experience of the successful applicant.

Contact Officer: Cecilia Willis (02) 6207 0292 cecilia.willis@act.gov.au

Access Canberra

WorkSafe and Construction Services

Construction Occupations and Licensing

Team Leader Construction Audit Team

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13820)

Gazetted: 21 May 2018

Closing Date: 28 May 2018

Details: The Construction Audit Team of Access Canberra is looking for a motivated individual to fill the role of Team Leader. The role of Team Leader will require you to lead a dynamic team responsible for the audit and associated investigations into licensees in the occupations of building surveyor, builder, building assessor, works assessor and energy assessor. The successful applicant will need to have relevant technical expertise in one or more of the above listed occupations, and be able to provide technical direction to the team in undertaking audits and investigations. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Brian Connors (02) 6207 5644 brian.connors@act.gov.au

Access Canberra

Projects, Governance and Support

Projects and ICT

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40584)

Gazetted: 22 May 2018

Closing Date: 29 May 2018

Details: Are you a data magician and a research wiz? Are you a risk taker willing to start a project and go where it takes you? If the answer is yes this role is for you. The Workforce Capability Team at Access Canberra is looking for a Senior Officer Grade C (SOGC) to lead the development, implementation, reporting and evaluation of workforce capability maps and tools. You will talk to, and gather sound data from, each team in Access Canberra. You will use the research data, your analytical magic and communication skills to deliver reports, and make recommendations. Your reports and recommendations will support the strategic workforce development direction of Access Canberra as well as helping individual staff on their career paths. If you are creative in a research and data kind of way we would like to hear from you!

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

How to Apply: Please review the position description and job advertisement for details about the role and associated responsibilities. Please submit a written application, of no more than two pages, responding to the two statements below, and provide contact details of at least two referees and a current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria. Your pitch should indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievements and how they relate to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Krystal Eppelstun (02) 6207 4844 krystal.eppelstun@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

Housing ACT

Business and Capital

Feasibility and Planning

Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34795)

Gazetted: 21 May 2018

Closing Date: 4 June 2018

Details: As a Team Leader, you will supervise the Feasibility and Planning Team to strategically manage the public housing portfolio and implementation of the Public Housing Asset Management Plan. You will also have a key role in overseeing community engagement activities and delivering key budget initiatives. This role will also work closely with the Capital Delivery Team and other internal stakeholders, to ensure the design of new public housing meets the needs of current and future tenants and is in accordance with the operational requirements of Housing ACT. The Feasibility and Planning Team carries a significant workload which increase rapidly and requires the Team Leader to be able to effectively manage multiple projects and resources. It is critical for the Team Leader to be able to identify/prioritise issues, manage outcomes, achieve targets, implement practical solutions and escalate issues where appropriate. The Team Leader will also be required to provide high level briefs, reports and ministerial documentation on a regular basis to support the Senior Manager and the business unit to be successful in application, you will have an ability to network and grow relationships, both within Government and outside, especially within the design and construction industry as this be an important part of the position's responsibilities. We are looking for someone with demonstrated influencing, negotiation and engagement capabilities and an ability to develop and use relationships and networks with internal and external stakeholders. The position reports through the Manager to the Senior Manager, Feasibility and Planning.

Contact Officer: Brooke Yates (02) 6205 0887 brooke.yates@act.gov.au

**Housing ACT
Business and Capital
Capital Delivery
Team Leader**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16406)

Gazetted: 21 May 2018

Closing Date: 4 June 2018

Details: The Team Leader for the Capital Deliver team is the key contact point for the Public Housing Renewal Taskforce and manages the transfer of public housing properties from the Taskforce. As a Team Leader you will supervise the Capital Delivery team to deliver the Capital Program including sales, acquisition and construction of new properties. You will also work closely with the Capital Planning Team and other internal stakeholders, to ensure the design and construction of new public housing dwellings align with the core principals of the Division and in accordance with the strategic direction and management of the public housing portfolio. You will also be responsible for leading and participating in procurement activities, being involved in community and stakeholder engagement, projects, contracts and risk management. The Capital Delivery team carries a significant workload which can change rapidly, the Team Leader must be able to effectively manage multiple projects and resources. Consequently, it is important that you can identify/prioritise issues, manage outcomes, achieve targets, implement practical solutions and escalate issues where appropriate. To be successful for this role, you will have an ability to handle relationships, both within Government and outside, especially with the construction industry as it is an important part of the position's responsibilities. You will also be required to provide high level briefs, reports and ministerial documentation on a regular basis to support the Senior Manager and the Business unit. The position reports to the Senior Manager, Capital Delivery.

Contact Officer: Brooke Yates (02) 6205 0887 brooke.yates@act.gov.au

Director of Public Prosecutions

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 Director of Public Prosecutions

Corporate

Corporate Admin Support

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10290)

Gazetted: 21 May 2018

Closing Date: 4 June 2018

Details: The successful applicant will be required to provide a wide range of administrative support to the Corporate area including but not limited to finance, human resources, preparing accounts payable, arranging travel and accommodation, manage and maintain database systems and records management administration. This position requires a person with a high level of customer service, effective communication and organisational skills and the ability to multi-task and work under pressure.

Eligibility/Other Requirements: The successful applicant will be required to undergo a criminal history check.

Contact Officer: Mercy Wilkie (02) 6207 5399 mercy.wilkie@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

Business Services

Governance and Community Liaison

Communications and Engagement

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 40686)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: An exciting opportunity exists within the Education Directorate for a permanent Senior Manager. The Senior Manager will lead the Media and Communications team for an initial period of 12 months. In this role, the appointee will be responsible for both external and internal communication activities, including branding, events, community engagement, public relations, public affairs advice, media liaison and providing communication support to public schools. After the initial period of 12 months, the successful applicant may continue as leader of the Media and Communications team or be transferred to a relevant alternative role at same level. This will be negotiated with the successful candidate.

Note: This position was previously advertised as a 12 month temporary placement. Applicants for that position are not required to re-apply. Selection may be based on written application and referee reports only.

Contact Officer: Margaret Stewart (02) 6207 9334 margaret.stewart@act.gov.au

School Performance and Improvement

Tuggeranong

Charles Conder Primary School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 04038)

Gazetted: 22 May 2018

Closing Date: 5 June 2018

Details: Deputy Principal role requires a highly motivated person to lead collaborative teams to produce high quality educational and social outcomes. They need the ability to make informed decisions and be able to have strong interpersonal skills and work successfully with the school community.

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

Contact Officer: Jason Walmsley (02) 6142 0177 jason.walmsley@ed.act.edu.au

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

School Performance and Improvement

North Canberra/Gungahlin

Ainslie School

**Deputy Principal - Pedagogical Transformation
School Leader B \$136,828, Canberra (PN: 40667)**

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: The Ainslie School community experiences learning in a site that holds great cultural significance within the ACT, nationally and internationally. The location of the school affords rich opportunities, as student's access natural landscapes and the many landmarks, organisations and enterprises within Canberra's Parliamentary Triangle. While respecting the many traditions established over Ainslie School's 90 year history, staff and families continue to embrace change, through providing contemporary education of the highest calibre. Creativity and curiosity are nurtured at Ainslie School, and our approaches reflect the core values of community, respect, and excellence. In addition to a targeted focus on literacy and numeracy, our students have access to specialist programs in Music, Japanese and Physical Education. A high level of community involvement supports the broad ranging experiences that enrich Ainslie School. The Deputy Principal - Pedagogical Transformation will play a key role in guiding the education team in its pursuit of innovation around student leadership, environmental sustainability, and conservation of this special part of Canberra. Collaboration with students, families, staff and community partners in the design and delivery of personalised education services will be a significant focus.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). 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 4 June 2018 until 26 January 2019.

Contact Officer: Wendy Cave (02) 6142 3060 wendy.cave@ed.act.edu.au

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

School Performance and Improvement Division

Tuggeranong Network

Gordon Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 33621)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: Gordon Primary School is seeking applications for an Executive Teacher. The successful applicant will be required to implement and oversee the school's early intervention strategy including leading and delivering the Reading Recovery and targeted support programs; provide leadership and management in coaching, mentoring in literacy, numeracy and quality pedagogy through application of the Australian Professional Standards for teachers; supervise a designated team. As a member of the Executive Team: Assist in implementing the Gordon Annual Action Plan and goals of the Lanyon Cluster, Tuggeranong Network and ACT Education Directorate; assist with the development and the implementation of school-wide educational and organisational policies, procedures, programs and activities including data gathering, analysis and team leadership; provide curriculum leadership including; implementing the Australian Curriculum, development of integrated units, based on the Learning by Design model, Choice Theory and Quality School (Glasser) ethos, personalised learning, Kagan Cooperative Learning, the ANU School of Music Singing program, and implementation of school endorsed literacy and numeracy approaches; assist the Executive Team in the following school wide tasks; implementation of Glasser-based student management and welfare; facilitation of collaborative planning and teamwork; promotion of positive school and community relations, parent involvement and liaison with other sectors and schools within the Lanyon Cluster, Tuggeranong Network and the ACT Education Directorate; undertake a prescribed teaching load especially, but not limited to, targeted support and Reading Recovery.

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

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

Contact Officer: Murray Bruce (02) 6205 5955 murray.bruce@ed.act.edu.au

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

Office for Schools

Belconnen Network

Kingsford Smith School

School Leader C Maths/Science School Leader C \$115,778, Canberra (PN: 15916)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan; work with the primary school executive Practical Learning Training (PLT) to lead and implement a Response to Intervention approach across the primary school; support student social and emotional learning within a Restorative Practices framework; lead and implement a whole school project negotiated with the Principal; undertake an appropriate teaching load and other duties as determined by the Principal .

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

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

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@ed.act.edu.au

Joint Selection Committee Process 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.

Business Services Division

Strategic Finance

School Resourcing and Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00296)

Gazetted: 21 May 2018

Closing Date: 28 May 2018

Details: The successful applicant will support services in relation to asset utilisation including community use arrangements, assist in preparing financial reporting and budgeting for internal and external clients including ACT Public Schools, and actively contribute to the operations of a Strategic Finance service sub-section.

Eligibility/Other Requirements: Experience in contract and financial management is desirable. Tertiary qualifications relating to Accounting or Business Management are desirable.

Note: This is a temporary position available until 1 May 2019 with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only.

Contact Officer: Susanna Wicks (02) 6205 3839 susanna.wicks@act.gov.au

School Performance and Improvement

Student Engagement

Network Student Engagement Team

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34750)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: Network Student Engagement Team (NSET) is seeking exceptional Administration Officers to perform professional, administrative and operational duties within the section. This will include processing and triaging incoming referrals from schools requesting support, managing enquiries, data collection, file management as well as day-to-day support for a multi-disciplinary team. The successful applicants will be committed to working within

an inclusive workplace and will achieve this by establishing partnerships with schools and the Education Support Office.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with

Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Matthew Holdway (02) 6207 1985 matthew.holdway@act.gov.au

North Canberra/Gungahlin

Franklin Early Childhood School

Building Services Officer

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 39099)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

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

Eligibility/Other Requirements: Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This is a temporary position available for six months with the possibility of extension. This is a part-time, job share position available at 19:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Patricia Duffy (02) 6142 1113 patricia.duffy@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Turner School

Building Services Officer 1- Turner School

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 26619)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: Turner School is seeking an energetic, organised and highly self-motivated person to undertake the duties of the Building Service Officer 1(BSO1), General Services Officer 3/4 (GSO 3/4) position advertised. The successful applicant will work as part of a team with the GSO6 (BSO2) to facilitate building security, furniture, fittings and equipment; repairs and maintenance programs and day to day grounds maintenance; stocktake/storage of equipment and supplies and administrative tasks to ensure compliance in relation to risk management, safety and record keeping.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This position is part-time at 22.48 hours per week and the full-time salary noted above will be paid pro-rata.
Contact Officer: Deborah Parr (02) 61422430 deborah.parr@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

Environment

ACT Parks and Conservation Services

Capital Projects

Senior Capital Works Planner

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 25340)

Gazetted: 22 May 2018

Closing Date: 5 June 2018

Details: The Environment Division within the ACT Directorate of Environment, Planning and Sustainable Development Directorate (EPSDD) manages over 70% of ACT land with responsibility for environment protection, nature conservation and heritage, water policy, softwood plantation, rural lands and biosecurity. The Division works with community groups, volunteers, non-government and research organisations and across all layers of government nationwide. The Parks and Conservation Service (PCS) is a Branch within the Environment Division and is responsible for the management of the ACT's nature reserves, National Park and rural lands. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental and heritage outcomes. The position lies within the PCS, Capital Projects section which delivers Capital Works projects, contribute to the planning and policy of reserves and work with Canberra communities towards the development of quality public places. Leading the Capital Projects team to manage the delivery of a suite of environmental capital works projects for PCS and the broader Division; manage the delivery of Capital Works projects that require a high level of inter-directorate liaison, to the agreed scope, approved schedule and within the allocated budget essential in achieving the required outputs of the capital works program; co-ordinate and oversee the development of yearly budget bids for the Division; provide professional advice and assistance to other managers within EPSDD and establish and maintain excellent communications with Government and community stakeholders; liaise closely with relevant Parks and Conservation staff and management and respond to issues raised by Territory land managers; and maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.
Contact Officer: Daniel Iglesias (02) 6207 6997 daniel.iglesias@act.gov.au

Planning Policy

Strategic Planning

Senior Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14056)

Gazetted: 21 May 2018

Closing Date: 4 June 2018

Details: The Planning Policy Division is seeking a highly motivated, experienced and suitably qualified person to fill the role of Senior Project Manager. The Planning Policy Division has responsibility for the development of city-wide urban land policies that underpin planning for future urban growth, land supply and major infrastructure for future urban areas and the character and structure of our city. This role will require you to develop, manage and deliver effective strategic planning policies, programs and projects consistent with Government priorities; develop and provide high level strategic policy advice and briefings to Senior Executives, Ministers and the Government; and represent the Directorate in communication with a variety of Government Agencies, community groups and the general public. Candidates should have a high level of oral and written communication skills, high level interpersonal skills and a proven ability to manage competing priorities.

Eligibility/Other Requirements: Tertiary qualifications in Strategic Planning, Urban Planning or another relevant professional area would be highly desirable.

Note: This is a temporary position available for six months with the possibility of extension. Selection may be based on application only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Fleur Flanery (02) 6207 5486 fleur.flanery@act.gov.au

Environment

Heritage

Team Leader Registrations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43072)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: ACT Heritage is looking for a suitability qualified and experienced Team Leader to provide leadership in the assessment of nominations to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with strong experience in and knowledge of heritage assessment, conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong leadership and teamwork skills, as well as an ability to work independently.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Jennifer O'Connell (02) 6207 2179 jennifer.oconnell@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Actsmart Business Unit

Senior Assessor - Business Energy and Water

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19609)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: The Sustainability Programs section develops and delivers sustainability programs for ACT households, businesses, schools to support implementation of ACT Government environment and sustainability policies. The section is seeking to fill the Senior Energy Assessor position within the team. The position is responsible to provide technical advice to energy and water clients from the business and household sectors for Sustainability Programs. Eligibility/Other Requirements: Experience with Energy and Water assessments to commercial and residential sites essential; occasional weekend work will be required and a current driver's licence is essential.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Actsmart Business Unit

Manager - Business Energy and Water

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 56088)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: The Sustainability Programs section develops and delivers sustainability programs for ACT households, businesses, schools to support implementation of ACT Government environment and sustainability policies. The

section is seeking to fill the Manager Business Energy and Water position within the team. The position is responsible for the delivery of energy and water programs to the business sector for Sustainability Programs. Eligibility/other Requirements: Occasional weekend work will be required. A current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Actsmart Household Unit

Manager - Low Income Households

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21196)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: The Sustainability Programs section develops and delivers sustainability programs for ACT households, businesses, schools to support implementation of ACT Government environment and sustainability policies. The section is seeking to fill the Manager Low Income Households position within the team. The position is responsible for the delivery of the programs to the low income households sector and community sectors for Sustainability Programs.

Eligibility/Other Requirements: Occasional weekend work will be required. Current driver's licence essential.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Environment

Parks and Conservation Services

Forestry and Fire Management

Aboriginal Fire Project Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 37354)

Gazetted: 22 May 2018

Closing Date: 5 June 2018

Details: The Parks and Conservation Service (PCS) is a branch of Environment, Planning and Sustainable Development Directorate (EPSDD) with responsibility for the management of the ACT's conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service invites applications from suitably skilled and motivated people interested in a position as a Fire Management Officer. People of Aboriginal or Torres Strait Islander descent are encouraged to apply. The successful applicant will liaise with a variety of internal and external stakeholders on a local and national level to build productive relationships with relevant Aboriginal and Torres Islander organizations. The successful applicant will implement the objectives of the draft PCS ACT Aboriginal Fire Management Framework and associated actions in the EPSDD Bushfire Operations Plan.

Eligibility/Other Requirements: Applicants must be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; be able to meet the appropriate firefighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually); be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis and possess a manual driver's licence.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension and/or permanency. This position is classified as a Fire Designated Position under the ACT Public Sector Technical and other Professional Enterprise Agreement. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Employment to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk. Contact Officer: Ryan Lawrey (02) 6205 2473 ryan.lawrey@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

Renal

Assistant Director of Nursing – Renal Services

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 18044)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. There is also a medical inpatient ward dedicated to renal patients. The Assistant Director of Nursing (ADON) – Renal Services, will actively manage and co-ordinate the delivery of nursing services and access to renal care. The position is based at Canberra Hospital and reports to the Director of Nursing (DON) and Unit Director Renal Services, Division of Medicine. The role of ADON Renal Services offers an exciting opportunity for a highly motivated and driven senior nurse. The successful applicant will have advanced skills and experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative network service that will require someone with the ability to be flexible and to manage and support change within the service.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current valid driver's licence. Post graduate studies relevant to the speciality field is desirable. Prior to commencement successful candidates will be required to undergo a pre-

employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Kellie Noffke (02) 6244 2619 kellie.noffke@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Older Persons Mental Health Community Team

Nurse Practitioner - Older Persons Mental Health Community Team (OPMHCT) Intensive Treatment Service

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 19393)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Mental Health Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Older Persons Mental Health Community Team (OPMHCT) provides contemporary mental health services for people over the age of 65 who present with moderate to severe mental health presentations and conditions of ageing. OPMHCT provides evidence-based assessment and interventions with a recovery focus. The Nurse Practitioner position will work collaboratively as part of a multidisciplinary assertive community outreach team to enhance access to comprehensive mental health assessment, treatment and clinical care to support older persons to be discharged from hospital and provides increased levels of support for older persons who are becoming unwell in the community with the aim of preventing unnecessary hospital admissions. This role will provide assessment, evidence based treatment and clinical management to people, within a recovery framework, facilitate group work and provide leadership and support to registered nurses, allied health professionals and allied health assistants. 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. The Nurse Practitioner will report operationally to the Team Manager and professionally to the Director of Nursing of the Division. To be successful in this position, you will have a demonstrated track record of working in a multi-disciplined team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role. The successful candidate will be required to be available to work within all program areas of Rehabilitation and Specialty Mental Health Services as service needs arise.

Eligibility/Other Requirements: Mandatory: Be registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct; endorsed as a nurse practitioner with the Nursing and Midwifery Board of Australia (NMBA). Successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health occupational screening requirements related to immunisation

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

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 40424)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult 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: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the patient, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation. It is expected that in this position you will provide high quality advanced nursing skills, leadership and care to achieve sound outcomes for patients. This includes the provision of high quality customer service to the patients, carers and other staff of MHJHADS. This position works collaboratively with the Assistant Director of Nursing (ADON) and the Clinical Nurse Consultant Unit Manager for AMHU to ensure optimum service delivery and best practice. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and recent 12 months experience in an Acute Mental Health Facility.

Desirable: Holds or is working towards a post graduate qualification in Mental Health Nursing. 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).

Contact Officer: Kelly Chase (02) 6244 4623 kelly.r.chase@act.gov.au

Canberra Hospital and Health Services

Division of Medicine

Canberra Sexual Health Centre

Sexual Health Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 32323)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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: Canberra Sexual Health Centre (CSHC) is based at The Canberra Hospital. We provide clinic-based care for sexual health and HIV patients as well as innovative outreach programs in non-clinical settings. We have a strong philosophy of teamwork, evidence based practice and continuing professional development. Under the general direction of the Clinical Nurse Consultant, the Registered Nurse within the CSHC is responsible for the provision of assessment, screening, information, education and referral of patients attending the centre, and those accessing services in outreach settings. This involves care to patient through daily walk-in clinics and collaboratively working in a busy multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Two years recent full-time equivalent clinical experience; holds Sexual and Reproductive Health Nursing Certificate, or working towards. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases and comply with ACT Health credentialing and scope of clinical practice requirements for Registered Nurses.

Note: This is a permanent part-time position working 23.5 hours per week, however, up to full-time hours can be negotiated on a temporary basis. The full-time salary noted above will be paid pro rata.

Contact Officer: Cat Brown or Debbie Morgan (02) 6244 2184 cat.brown@act.gov.au or debbie.morgan@act.gov.au

UC Public Hospital

RACC Administration

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40401)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of Canberra Hospital (UCH) is scheduled to open in 2018. UCH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. The (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the

grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The Clinical Development Nurse (CDN) position will be a dynamic role over the next 12 months. The main priorities of this position are to coordinate education and promote a learning culture within the UCH. As part of the new model of care for UCH, the clinical staff will have a more active role in a first response team. As the CDN you will be a part of the first response team when required, and assist in ensuring the relevant staff have Intermediate Life Support skills and knowledge to effectively participate in this team. The successful applicant will have an understanding of the principles of rehabilitation nursing however will be supported by the Clinical Nurse Educator and Multi-disciplinary team. This role works collaboratively with and takes direction on education priorities from the Clinical Nurse Educator and the Clinical Nurse Consultant (CNC). The CDN role will support the Neurological, Older Persons, General and Slow Stream Rehabilitation ward. As this role will be dynamic and changing in the first 12 months it is encouraged that you speak with the contact person prior to applying. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment) and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata however there may be opportunity to increase to full time with clinical shifts.

Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Newborn and Parent Support Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22271)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Newborn and Parent Support Service (NAPPS) provides a seven day a week, early discharge programme for the Neonatal Intensive care Unit (NICU) and Special Care Nursery. NAPPS is a home visiting service for the families of infants who no longer require intensive medical and nursing treatment but still require some nursing care, support and advice at home. As a NAPPS nurse you will require expert neonatal skills and knowledge while working in this semi-autonomous role. You will work in a small

team supporting the parents/carers with the home care of their infant until the infant's needs are met by other support services in the community.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Post-graduate qualifications in Neonatal Nursing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time permanent position working 28 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Chanel Connor (02) 6174 7578 chanel.l.connor@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21514)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); 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 HP1 and HP2 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. This role is at the CAMHS South team and is temporary for 12 months. Applicants who are found suitable at interview will be considered for future HP3 positions at either the CAMHS North or South Teams if they become available.

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 driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); must hold a current driver's 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 driver's licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This vacancy is to fill a temporary full time position, based at CAMHS South from June 2018 for 12 months with the possibility of extension. Part time hours at 4 days per week may be considered. An order of merit will be established from this process and may be used to fill future identical full time temporary 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: Melina Tsembis (02) 6205 1469 melina.tsembis@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager, Psychologist - Belconnen Mental Health Team

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31325)

Gazetted: 24 May 2018

Closing Date: 07 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Overview of the work area and position: The allied health psychologist position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; and provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care.

The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. HP3: Minimum of three years (ideal five years) post qualification. Highly Desirable: HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. 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; have current

registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Note: This is an expected permanent vacancy.

Contact Officer: Graham Twycross (02) 6205 1477 graham.twycross@act.gov.au

Innovation

Policy and Stakeholder Relations

Miowera Farm

Support Worker

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40352, several)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Innovation Division provides ACT Health wide non-clinical strategic services and is critical to the effective provision of health services. The Innovation Division consists of the following Branches; Strategy and Design; Policy and Stakeholder Relations; and General Practice. 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. 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 peoples, 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: The Ngunnawal Bush Healing Farm (NBHF) provides a place of healing, by Aboriginal and Torres Strait Islander peoples will feel safe and supported by traditional custodians, community leaders, elders, respected role models and cultural healers to make ongoing and meaningful changes in their lives. The catchment area for the clients accessing the NBHF includes Canberra and surrounding NSW; including Queanbeyan, Yass and Goulburn. The Support Worker is responsible for assisting clients to maximise their options and potential via facilitating their involvement in community with social activities, education, employment and training opportunities offered by NBHF and wider ACT Health. Under limited supervision, this involves assessing client needs, developing individual support plans with clients, attending case conferences as necessary, monitoring client progress throughout the program and linking clients to other support services in accordance with the policies, procedures, aims and objectives of the service. The ACT Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga) along with ACT Health's Aboriginal and Torres Strait Islander Health Workforce Support Network.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Certificate III (or equivalent) in relevant Individual Support (Home and Community), or similar; previous experience working within Aboriginal and Torres Strait Islander communities; First Aid certificate. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are several temporary positions available for a period of 12 months. This position is required to participate in an on-call roster, including outside of normal hours. This is a designated position and is only open to Aboriginal and/or Torres Strait Islander people, in accordance with s42, *Discrimination Act 1991*. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Jodie Brooks (02) 6205 4907 jodie.brooks@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

Business Support Services

Database Administrator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23586)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Population Health Protection and Prevention has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. Population Health Protection and Prevention is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The role of the Business Support Services section of the Health Protection Service is to provide administrative support to program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the Facility. BSS provides customer service as the first point of to HPS stakeholders visiting the site or contacting the Service by phone. Working under broad direction, the Database Administrator to the Business Improvement Manager and plays a key role in ensuring the quality of regulatory data and reports. As part of the Business Improvement Team this position also participates in the development and implementation of business improvement activities that support the work of the Health Protection Service.

Eligibility/Other Requirements: Experience in the administration of a SharePoint site or similar is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: David Mills (02) 6205 4741 david.mills@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

CRCC Operational Management

Service Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37796, several)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for highly motivated and organised individuals with a high passion for high quality administrative support and customer service, with the possibility of extension or permanency. The Service Coordinator will form part of the Cancer Administrative Leadership Team and will be responsible for coordinating support to one of four clinical streams within the Cancer Services. Overview of the work area and position: Cancer Services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support to clinicians in achieving customer focuses patient care.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Caroline McIntyre (02) 6174 8536 caroline.mcIntyre@act.gov.au

Corporate

Business Support

Business Support and Development

Accommodation support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21497)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance.

Overview of the work area and position: Business Support and Development is a section of Business Support Services. Business Support Services (BSS) is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. BSS provides a wide range of essential non-clinical operational services including strategic accommodation, security services, sterilising services, procurement, food services, fleet services, administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. The Strategic Accommodation and Leasing team manages and oversees the development of Accommodation Procedure and Policies across ACT Health, focusing on the relocation of staff to better improve directorate efficiencies, the project management of minor works, and the procurement of Furniture, Fixtures and Equipment (FFE) in conjunction with Work Place and Health Safety policies. The team also manages lease arrangements for ACT Health's owned and leased properties. Under the direction of the Strategic Accommodation Manager, the Accommodation Officer role(s) work in a small team to provide direct project officer support to projects, and plan and manage relocations and procurement of furniture, fittings and equipment (FFE). This involves scoping of projects, coordinating quotes for building works, relocations and FFE, overseeing all components relating to the project, including file management, liaising with internal and external stakeholders, processing of invoices, DISST form processes and project completion. This role is also responsible for undertaking building audits, updating floor plans and occupancy reporting. Strategic Accommodation and Leasing, within Business Support Services (BSS). Is seeking a suitable candidate for an Accommodation Officer Position. The Strategic Accommodation and Leasing team manages and oversees the development of Accommodation Procedures and Policies across ACT Health, focusing on the relocation of staff to better improve directorate efficiencies, the project management of minor works, and the procurement of Furniture, Fixtures and Equipment in conjunction with Workplace Health & Safety policies. The team also manages lease arrangements for ACT Health's owned and leased properties. We are seeking a well organised person to work in our team, with the ability to assist in the planning and coordination of relocation activities. The position requires good internal and external stakeholder communication skills as well as good knowledge of Microsoft applications. The successful applicant will be required to coordinate and manage Accommodation Variation Requests (AVRs), undertake building occupancy audits throughout ACT Health sites, and provide administration support and reporting on Strategic Accommodation functions.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Previous experience with project and leasing management. Knowledge and experience with Microsoft Office applications, in particular Microsoft Excel spread sheet skills. 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 with the possibility of extension and/or permanency.

Contact Officer: Priya Grovenor (02) 6207 8826 priya.grovenor@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Dhulwa Mental Health Unit (DMHU)

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 37734, several)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Dhulwa Mental Health Unit (DMHU) is secure mental health facility that first opened in November 2016. DMHU provides 24-hour contemporary evidence-based clinical support and high quality mental health care for people from 18 to 65 years of age with moderate to severe mental illness. Its therapeutic and recovery-based approach focuses on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the consumer, their carers and other key services. DMHU is a program of MHJHADS with 10 acute care beds and 15 rehabilitation beds. In this position it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements: Mandatory: Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA) and a current driver's licence.

Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Desirable: Co-morbidity or Alcohol and Drug Service experience and recent mental health experience within a forensic, acute or mental health setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Unit

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40433, several)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing skills and care to achieve sound recovery outcomes. It is also an expectation that you will contribute to the multidisciplinary team, and support the senior nurses, Clinical Nurse Consultant and Assistant Director of Nursing in change processes. You will

be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Approved tertiary or equivalent qualifications in Nursing. Post Graduate Qualification in Mental Health Nursing. 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: There are several positions available as permanent, temporary, full-time and part-time. These positions will involve a rotating shift roster, including night shifts. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kelly Chase 02) 6174 5452 kelly.r.chase@act.gov.au

Canberra Hospital and Health Services

Division of Medicine

ACT Diabetes Service

Diabetes Enrolled Nurse, ACT Health Diabetes Service

Enrolled Nurse Level 2 \$62,564, Canberra (PN: 33660)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. 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 is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. Under the professional supervision of the relevant Clinical Nurse Consultant (CNC), the Enrolled Nurse role is responsible for the provision of appropriate skilled clinical nursing care for clients with Diabetes throughout the ACT Community and ACT Health campuses (incl. CHHS)

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary part-time position available for a period of 13 months with the possibility of extension. This position is part-time at 28.00 hours week (.73FTE) and the full-time salary noted above will be paid pro rata.

Contact Officer: Libby Bancroft (02) 6244 3794 elizabeth.bancroft@act.gov.au

Canberra Hospital and Health Services

Population Health, Protection and Prevention

Health Protection Services

Health Professional Level 2 - Public Health Officer

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29632, several, expected vacancy)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit people with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications and proven experience in Environmental Health are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Mandatory: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent with proven relevant experience. Equivalency of studies and training is determined by senior environmental health staff. Applicants should call the Contact Officer for advice on whether they are eligible to apply. This position is available for applicants with at least 12 months relevant experience. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health credentialing requirements for allied health professionals.

Note: These are temporary expected vacancies available for a period of six months with the possibility of extension and/or permanency. A merit list may be established to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Radomir Krsteski (02) 6205 1700 radomir.krsteski@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Oral Health Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25906, several)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

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

University. Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. These services include dental assessments, preventive and restorative treatments and health promotion. Staff work from community health centres and outreach facilities

Eligibility/Other Requirements: Mandatory: Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA); minimum of 12 months paid clinical experience as a qualified dental practitioner and hold a licence Certificate with ACT Radiation Council. Desirable: Work experience in the public oral health sector; possess a Working With Vulnerable Peoples (WWVP) card and a 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several positions available, some are permanent and some are temporary.

Contact Officer: Trish Mason (02) 6205 1088 trish.mason@act.gov.au

Innovation

Policy and Stakeholder Relations Executive

Miowera Farm

Administrative Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40356)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Innovation Division provides ACT Health wide non-clinical strategic services and is critical to the effective provision of health services. The Innovation Division consists of the following Branches: Strategy and Design; Policy and Stakeholder Relations; and General Practice. 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. 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 peoples, 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: The Ngunnawal Bush Healing Farm (NBHF) provides a place of healing, by Aboriginal and Torres Strait Islander peoples will feel safe and supported by traditional custodians, community leaders, elders, respected role models and cultural healers to make ongoing and meaningful changes in their lives. The catchment area for the clients accessing the NBHF includes Canberra and surrounding NSW; including Queanbeyan, Yass and Goulburn. Under the direction of the NBHF Service Manager, the Administrative Assistant position is responsible for providing day-to-day receptionist services and high level administrative assistance to support management of the overall workflow for the NBHF, in accordance with the NBHF Interim Operational Manual. The role requires a strong understanding of adult learning principles and the ability to apply these in an organisational and cultural context. The ACT Public Service offers a local Aboriginal and Torres Strait Islander employee network (Murranga Murranga) along with ACT Health's Aboriginal and Torres Strait Islander Health Workforce Support Network.

Eligibility/Other Requirements: Desirable: Previous experience in an administrative support and/or customer service role; previous experience working within Aboriginal and Torres Strait Islander communities. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This is a designated position and is only open to Aboriginal and/or Torres Strait Islander people, in accordance with s42, Discrimination Act 1991. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Jodie Brooks (02) 6205 4907 jodie.brooks@act.gov.au

Canberra Hospital and Health Services

Medicine

Neurology Department

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 25156)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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: Canberra Hospital and Health Services Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region in both inpatient and outpatient settings. Services provided by the Neurology Department include: Botox; Electroencephalography (EEG); Nerve Conduction Studies (NCS); Electromyography (EMG); Neurologist Consultations; Evoked Potentials (VEPs, BSEPs and SSEPs). Under general direction of the Administration Manager, the Administrative Services Officer is responsible for the preparation of patient correspondence and other documents on behalf of the Neurology Department as well as the booking and scheduling of patient appointments. The role is primarily required to undertake medical dictation and transcription duties for the department's specialists, including coordination of signed letters for the Neurology Department to patients, doctors and external healthcare providers. Eligibility/Other Requirements: Desirable: An understanding of Medical Terminology; previous medical transcription experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a part-time permanent position available at 21.63 hours per week and the full-time salary noted above will be paid pro-rata.

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 24481)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

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

delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services; Rehabilitation and Specialty Mental Health Services. Overview of work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct. An exciting opportunity exists for entry into Mental Health, Justice Health and Alcohol and Drug Services Division of ACT Health. The successful applicant will be employed as a Health Professional Level 1, to be a member of a multidisciplinary adult community mental health team based in Gungahlin. Under close professional supervision, the position holder will promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1); General Psychology registration with 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*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This position will be temporarily based within Gungahlin Mental Health Team and may be transferred to other areas of Adult Mental Health Services when the Adult Model of Care has been implemented.

Contact Officer: Deepthy Palamadathu (02) 6207 3844 deepthy.palamadathu@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Operational

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 31480)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

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

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

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

Contact Officer: Jessica Pendergast (02) 6174 7677 jessica.pendergast@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 27163)

Gazetted 24 May 2018

Closing Date: 31 May 2018

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

acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders.

Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students.

Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient's services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognised equivalent.

Desirable: Experience working with allied health professionals in a hospital setting. 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: An order of merit list may be established to fill future vacancies at level over the next 12 months. Job share may be considered.

Contact Officer: Timothy Tooke (02) 6244 2230 timothy.tooke@act.gov.au

Innovation

Strategic Health Planning

Territory Wide Services Framework

Senior Health Planning Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19997, several)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Territory-wide Services Redesign branch is comprised of health planning, modelling, and is responsible for the development of the Territory-wide Health Services Framework 2017-2027. The branch works with service providers and consumers to identify health service needs and undertakes analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. The Senior Health Planning Officer will lead a small team to deliver projects, and represent the Executive Director Territory-wide Services Redesign at meetings, forums and events as required. The Territory-wide Services Redesign branch of ACT Health is seeking applications from interested candidates who are looking to expand their skill set, and give health planning a go! Candidates will have exceptional written skills, vast experience in stakeholder engagement, and the ability to undertake and contribute to the preparation, development and completion of a range of project documentation. The Senior Health Planning Officer will provide leadership to a small team to deliver projects, and represent the Executive Director Territory-wide Service Redesign at meetings, forums and events as required. Senior health planning officers should be exemplary in their ability to work with staff at all levels across ACT Health, including senior medical, nursing and allied health professionals.

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

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

Contact Officer: Carolyn Bartholomew (02) 6205 2646 carolyn.bartholomew@act.gov.au

Canberra Hospital and Health Services

Business Support Services

Food Services

Senior Manager Food Services

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 29237)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance.

Overview of the work area and position: Logistic Support is a section of Business Support Services. Business Support Services (BSS) is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. BSS provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures

Under limited direction of the Director of Infrastructure and in collaboration with the Director of Nutrition, the Senior Manager of Food Services is responsible for the overall management of daily operations of food services, ensuring compliance with national food safety standards in all areas of operation, including customer relations, monitoring of maintenance and repair, inventory management, team management, recruiting, hiring, and building a great team, financial accountability, and ensuring that the highest quality product and service are delivered to each customer.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong leadership and organisational skills with ability to manage competing priorities; adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs whilst upholding a high level of customer service. Highly Desirable: Tertiary qualifications in Business Management an advantage; relevant Food Service Management Qualifications and certified Food Safety Supervisor (FSS) initiative. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Jeanne McLauchlan 0403 973 251 jeanne.mclauchlan@act.gov.au

Canberra Hospital and Health Services

Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager - Gungahlin Mental Health Team

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 23776)

Gazetted: 24 May 2018

Closing Date: 31 May 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The nursing position is

based in the Gungahlin Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact and provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve of positive outcomes for people. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum three years nursing experience in a mental health services, and strong understanding of adult community mental health services. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such, and a current driver's licence.

Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Deepthy Palamadathu (02) 6207 3844 deepthy.palamadathu@act.gov.au

Office of the Director-General

Territory-wide Services Redesign

Health Service Redesign

Health Planning Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20510, several)

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Territory-wide Services Redesign branch is comprised of health planning, modelling, and is responsible for the development of the Territory-wide Health Services Framework 2017-2027. The branch works with service providers and consumers to identify health service needs and undertakes analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. The Territory-wide Services Redesign branch of ACT Health is seeking applications from interested candidates who are looking to expand their skill set, and give health planning a go! Candidates will have excellent written skills, well developed stakeholder engagement skills, and the ability to undertake and contribute to the preparation, development and completion of a range of project documentation. Health planning officers should be confident in their ability to work with staff at all levels across ACT Health, including senior medical, nursing and allied health professionals.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. *Desirable*: Tertiary qualifications in Health, Management or a related discipline, and experience in a social policy or planning environment are both highly desirable and knowledge of health

service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in Project Management is desirable.

Note: There are several positions available for filling. These are temporary positions available for up to six months with the possibility of extension and/or permanency. Successful candidates may be selected on the basis of written applications and referees reports. An order of merit list may be established to fill future vacancies at level, which may occur over the next 12 months.

Contact Officer: Carolyn Bartholomew (02) 6205 2646 carolyn.bartholomew@act.gov.au

Canberra Hospital and Health Services
Activity Based Performance Branch
Performance, Reporting and Data
Senior Analyst

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

Gazetted: 24 May 2018

Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Performance, Reporting and Data Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. The Managers role in this area is to provide management, leadership and guidance to this unit under the umbrella of Activity Based Performance (ABP). The manager will lead this team in ensuring that stakeholders and senior executives both understand key aspects to the linkages between how funding and activity is generated and how it informs ABP. The manager will set the direction and lead a team of analysts to undertake complex modelling, hospital performance analysis and critical thinking to assist in informing ACT Health's internal budgets and the ongoing monitoring of performance throughout the financial year. The Manager will support the Senior Manager in stakeholder engagement relations and negotiations around key areas of ABP. Overview of the work area and position: The ABP Branch has been established to implement a management approach within the Health Directorate that supports how ACT health plans, budgets, allocates and manages both activity and financial resources to deliver safe and high quality health service for the ACT Community. The ABP Branch manages external contracts with third party service providers. This position is a senior role reporting to the Senior Manager, Activity Based Performance and is primarily responsible for supporting the Senior Manager, Assistant Director and Director on the development and implementation of Activity Based Management (ABM) across the Territory and to ensure that the Territory achieves optimal health outcomes within budget. Under the broad direction of the Manager, the Senior Analyst role is responsible for ensuring that activity is optimised in order to deliver the best possible of care to patients, and the best possible results when comparing the Territory performance (financial and non-financial) to other jurisdictions. This Senior Analyst role also facilitates the continuous review of performance, and continuous performance improvement by engaging clinicians and teams in relation to all aspects of ABM.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a relevant field; previous experience and knowledge in applying ABM principles and a strong understanding of hospital related activity data; previous experience undertaking analysis of financial and clinical data. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Catherine Shadbolt (02) 6207 0114 catherine.shadbolt@act.gov.au

Canberra Hospital and Health Services
Deputy Director General - Canberra Hospital and Health Services
Allied Health
Allied Health Workforce Initiatives Co-ordinator
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16386)
Gazetted: 24 May 2018
Closing Date: 7 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Chief Allied Health Office provides professional and strategic leadership and high level advice on a broad range of allied health issues including clinical governance and professional practice, regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement and research and education. The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce and allied health professions locally and across Australia. We have strong partnerships with a range of vocational and tertiary institutions, regulating authorities, professional associations, other government agencies and key stakeholders to support this work. The Office is committed to the modernisation of the allied health workforce in line with ACT Health's strategic priorities and reform agenda, and plays a lead role in key areas associated with this, including overseeing established programs in clinical education, new graduate support, research capacity development, clinical supervision and inter-professional collaboration. With changing demographics and expected future requirements of health services, the Office is working in an exciting area that has the potential to have significant influence on long term client care in the ACT, the local region and beyond. Overview of the work area and position: The Chief Allied Health Office is located at the Canberra Hospital campus. The Office includes the Allied Health Clinical Education Unit, with reporting lines to the Chief Allied Health Officer through the Allied Health Clinical Education Co-ordinator; as well as a team of senior allied health officers who report directly to the Chief Allied Health Officer. This position reports directly to the Chief Allied Health Officer. The primary responsibilities of the Allied Health Workforce Initiatives Coordinator position include provision and application of high level knowledge, skills and expertise in the professional, clinical and strategic governance of the allied health workforce. The position also has responsibility for portfolio management of several key specific workforce initiatives including the Allied Health Postgraduate Scholarship Scheme, the Allied Health Symposium and Excellence Awards, the Health Professional Level 3 (HP3) Personal Upgrade Scheme and the annual audit of health practitioner registration.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a health related discipline; working knowledge of the ACT healthcare system, including knowledge about the allied health workforce; experience in project management, workforce reform and innovation. 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).

Contact Officer: Jennie Yaxley (02) 6174 7959 jennie.yaxley@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

Corporate Services

ICT Capital Works and Infrastructure

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 40695)

Gazetted: 23 May 2018

Closing Date: 30 May 2018

Details: A high performing, motivated and well-rounded senior professional is sought to undertake a key role in the Information and Communication Technology (ICT), Capital Works and Infrastructure (ICT and CWI), Corporate

Division of the Justice and Community Safety (JACS) Directorate. The Senior Manager, ICT and CWI will support business units to meet commitments and service delivery, by delivering key ICT, and some capital works, programs and projects; monitor and assure the overall performance of the portfolio's programs, projects, strategic assets and the directorates enabling strategies and plans, in particular ICT and digital; provide subject matter expertise for digital and ICT business case development, procurement and planning, project development and delivery; build and maintain relationships with stakeholders and develop a client service culture and provide high quality reporting and advice to senior management, executives, Ministers and high level governance bodies.

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

ACT Emergency Services Agency

ACT Rural Fire Service

Operations - Logistics Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40573)

Gazetted: 18 May 2018

Closing Date: 1 June 2018

Details: The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency response, management and related support arrangements in the Territory. The Agency has four operational services: ACT Ambulance Service; ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Applications are sought for a dynamic person to fill the role of Operations-Logistics officer for the ACT Rural Fire Service. The successful applicant will work within a dedicated team reporting to the Operations Manager. The majority of the ACT Rural Fire Service is a volunteer workforce. These members are highly valued and require a person with a strong focus on client service to support them in performing their roles effectively. The successful candidate will be working in a small team to deliver quality logistical operational support to our members. Duties may include but not limited to, helping maintain our fleet of firefighting appliances, facilities management, operational requirements supporting the ACT Rural Fire Service to help protect the ACT community, Work Health and Safety (WH&S) compliance, reporting and assisting with the delivery of the Strategic Bushfire Management Plan. The ACT Rural Fire service also assists other Emergency Services agencies locally and interstate. The role requires a person who can develop and maintain working relationships with stakeholders. Someone who can work with limited supervision often external to normal place of work. Be able to problem solve with a solutions based focus and if needed, think outside the square to achieve an outcome. Ability to manage work priorities as the work environment can be very dynamic as incidents and support requests occur.

Eligibility/Other Requirements: A background in client services with experience or knowledge of logistics and support functions. Good time management skills and ability to prioritise and manage multiple tasks. A team orientated person who can work in small groups is highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Rohan ScottRFS (02) 6205 0544 rohan.scottRFS@act.gov.au

ACT Courts and Tribunal

ACT Magistrates Court

Criminal Unit

Registry Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43615, several)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: The ACT Courts and Tribunal is seeking highly motivated client-focused Registry Support Officers with good communication skills, an ability to work well within a changing environment and the capacity to work with people

from diverse backgrounds. As a Registry Support Officer you will assist Team Leaders in; performing administrative functions and working collaboratively across the Supreme and Magistrates Courts. Providing procedural advice to clients and relevant agencies and proactively seeking assistance when required. Undertaking computer-based tasks with a high level of accuracy and work output. Working within defined policy, legislation and guidelines. Receiving, invoicing and acquitting monies. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability are encouraged to apply.

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

How to Apply: Applicants are required to submit a Curriculum Vitae (CV), provide contact details for two referees and an application (maximum two pages) addressing the selection criteria. When addressing the selection criteria, please highlight relevant skills, experience and any specific examples or achievements that will demonstrate your ability to perform the role. You should avoid repeating any information contained in your CV. An order of merit may be established from this process and used to fill future temporary vacancies.

Contact Officer: Daniela Mojsoska (02) 6207 1292 daniela.mojsoska@courts.act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Manager, Information and Digital Services

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 350)

Gazetted: 22 May 2018

Closing Date: 5 June 2018

Details: The Office of the Legislative Assembly is seeking a motivated and enthusiastic individual to fill the role of Manager, Information and Digital Services within the Business Support Branch. Reporting to the Executive Manager, Business Support the Manager, Information and Digital Services will: lead and manage a small and diverse team responsible for the provision of information and digital services to the Assembly; explore opportunities and implement digital solutions to business processes; and develop and implement relevant business plans, policies and procedures for the Office's broadcasting and information management function(s).

Contact Officer: Ian Duckworth (02) 6205 0181 Ian.Duckworth@parliament.act.gov.au Applications can be forwarded to: olarecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra and City Services

City Services

Capital Works and Development Support

Director Major Projects

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E849)

Gazette: 23 May 2018

Closing Date: 30 May 2018

Details: The Directorate is seeking applications for the role of Director, Major Project Support. The Major Project Director will be responsible for delivering Transport Canberra and City Services (TCCS) requirements for facilitating the development of major transport projects for Canberra. The role is also responsible for being the principle TCCS contact for delivery of Canberra's light rail network. This role is accountable for managing the coordination of construction operations and subsequent interfaces within TCCS operational areas, and the broader road network. This role requires exceptional leadership and stakeholder engagement skills. This includes chairing Traffic Management Coordination Groups that are made up of members from across government. Remuneration: The

position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124. Contract: The successful applicant will be engaged under a performance based contract for a period of up to two years.

Note: Selection may be based on application only.

Contact Officer: Further information about the position is available from contact officer, jim.corrigan@act.gov.au, (02) 6207 5819.

City Services

Roads ACT

Traffic Management and Safety

Senior Manager, Traffic Management and Safety

Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 25035)

Gazetted: 21 May 2018

Closing Date: 11 June 2018

Details: Roads ACT are seeking applications for the Senior Manager Traffic Management System (TMS) which is one of three senior managers, who, along with the Director Roads ACT, constitute an integrated leadership team spanning all of the operations and responsibilities of Roads ACT and both local and Territory road authority. Roads ACT continuously seeks improvement opportunities and is currently exploring options to re-sharpen its focus on our community's use of the places we manage. The Senior Manager TMS will be instrumental in optimising the roles, responsibilities and scopes of the senior management team members in this context.

Note: Roads ACT are conducting this recruitment through an external provider. If anyone is interested in applying they should direct their enquiries to Matthew Smee at Hudson Recruitment.

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

Chief Operating Officer

Governance and ministerial Services

Governance

Senior Manager, Governance

Senior Officer Grade A \$137,415, Canberra (PN: 00475)

Gazetted: 23 May 2018

Closing Date: 4 June 2018

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of the ACT Government. They will have a proven track record of providing leadership, direction and guidance to a team. They will exercise sound people management skills and effective planning as well as development and implementation of strategic programs and projects.

Eligibility/Other Requirements: Experience in corporate policy writing and and/or annual report coordination is essential.

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

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

City Services

Roads ACT

Road Maintenance

Works Manager

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 00824 (expected permanent))

Gazetted: 18 May 2018

Closing Date: 8 June 2018

Details: Roads ACT are seeking applications for a Works Manager to join the Road Maintenance team. The successful candidate will plan and organise the infrastructure maintenance services program; using engineering expertise, plan and coordinate a program of works designed to optimise efficiency and resource allocation. The role will be responsible for the management of call out/emergency response/special event processes. The successful candidate will have experience in a relevant field.

City Services

Roads ACT

Road Maintenance

Road Worker

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 01857)

Gazetted: 22 May 2018

Closing Date: 4 June 2018

Details: Roads ACT is seeking a suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. The position may include a compulsory component of shift work (morning shift/evening shift). This will allow flexibility in the delivery of the street sweeping program. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@act.gov.au

Roads and Transport

Transport Canberra

Public Transport Operations

Bus Allocator

General Service Officer Level 4 \$49,409 - \$51,420, Canberra (PN: 36996)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: ACTION is responsible for the provision of bus services to the ACT community, and is particularly focussed on customer service and sustainable transport outcomes, through safe bus operations. ACTION employs over 800 staff and is responsible for significant capital assets through bus fleet, depots and workshops. The Bus Allocator reports to Depot Operations Manager, Belconnen Depot and is responsible for coordinating bus resources to meet peak vehicle availability.

Eligibility/Other Requirements: The successful applicant must hold a current C-class driver's licence.

Note: The position has an early start of 6:30am, and the successful applicant should have a basic mechanical knowledge and be able to perform physical tasks in varying weather and temperature conditions to ensure the preparation of the bus fleet for daily operations.

Contact Officer: Malcolm Howard (02) 6207 7640 malcolm.howard@act.gov.au

City Places and Infrastructure

City Presentation

Place Management

General Service Officer

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 25348, several)

Gazetted: 17 May 2018

Closing Date: 12 June 2018

Details: We are looking for motivated people to fill a number of permanent, and temporary roles in our horticulture and cleaning teams. Are you interested in improving the look and feel of Canberra? Can you work individually or as part of a team of employees engaged in horticultural maintenance and cleaning operations in a safe manner? Are you able to conduct tasks relating to urban open space maintenance including; mowing, weeding, pruning, collection of litter and fallen leaves, cleaning of shops and toilets and assisting with tree maintenance and chemical weed control activities? The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage women, people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply. For further information and details on information sessions please visit <http://www.tccs.act.gov.au/>

Note: There are several positions available for filling, both permanent and temporary. The temporary contracts vary in length from three months up to five years.

Contact Officer: Lisa Flederis (02) 6207 5435 lisa.flederis@act.gov.au

City Renewal Authority

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

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

City Renewal Authority

Design and Place Development

City Activation

Manager City Activation

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37863)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: The purpose or prime function of the position is to: Manage the City Renewal Authority's (CRA) redevelopment precincts to achieve sustainable development outcomes aligned to the urban renewal vision; develop and manage precinct-based sustainability plans, targets, budgets, reports and strategies to ensure the CRA embeds sustainable development practice within the renewal areas; monitor progress against agreed outcomes.

Note: This is a temporary position available until 3 March 2019. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

John Ambler 835-99783, Section 68(1), 22 May 2018

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

Michael Eldridge 844-85008, Section 68(1), 21 May 2018

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

Teagan Exposito 858-50361, Section 68(1), 22 May 2018

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

Anisa Hasan 853-80646, Section 68(1), 22 May 2018

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

Melissa Joyce 853-75302, Section 68(1), 18 May 2018

Community Services

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

Veronica Williams 856-74169, Section 68(1), 15 May 2018

Education

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

Emily Beltrame 853-81956, Section 68(1), 21 May 2018

General Service Officer Level 6 \$54,949 - \$57,445

Gregory Chapman 858-50732, Section 68(1), 24 May 2018

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

Emelia Kayser-Gascoigne 849-11935, Section 68(1), 16 May 2018

School Assistant 2 \$45,058 - \$49,757

Ruth O'Reilly 858-51233, Section 68(1), 21 May 2018

Environment, Planning and Sustainable Development

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

Megan Childs 844-85139, Section 68(1), 16 May 2018

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

Joanne Hawkes 858-50927, Section 68(1), 22 May 2018

Health

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

Victoria Allen 857-92341, Section 68(1), 28 May 2018

Senior Officer Grade A \$137,415

Pieta Bonato 833-38014, Section 68(1), 23 May 2018

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

Madeleine Brown 847-01284, Section 68(1), 21 May 2018

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

Saumya Jayaratne 857-43005, Section 68(1), 24 May 2018

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

Kate Lawson 858-50337, Section 68(1), 14 May 2018

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

Belinda McKay 858-51065, Section 68(1), 24 May 2018

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

Zoe Redmond 858-51284, Section 68(1), 21 May 2018

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

Sarah Smith 858-51508, Section 68(1), 24 May 2018

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

Catalina Vera Vera 853-62675, Section 68(1), 24 May 2018

Transport Canberra and City Services

Bus Operator - Training \$66,212

Graham Cringle 858-50601, Section 68(1), 18 May 2018

Bus Operator - Training \$66,212

Naresh Handa 858-50564, Section 68(1), 18 May 2018

Bus Operator - Training \$66,212

Umesh Kunwar 858-50767, Section 68(1), 18 May 2018

Bus Operator - Training \$66,212

Tais Mon Kuriakose 858-50660, Section 68(1), 18 May 2018

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

Sharon Roulston 858-49133, Section 68(1), 21 May 2018

Bus Operator - Training \$66,212

Jasvir Singh 858-50425, Section 68(1), 18 May 2018

TRANSFERS

Health

Sarah Kadayi: 836-01548

From: Registered Nurse Level 1 78,425

Health

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

Health, Canberra (PN. 40018) (Gazetted 8 February 2018)

Sin Lau: 846-89457

From: Registered Nurse Level 1 \$84,888

Health

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

Health, Canberra (PN. 40005) (Gazetted 8 February 2018)

Anthony Nocka: 740-93801

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

Justice and Community Safety

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

Health, Canberra (PN. 28452) (Gazetted 1 February 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Strategic HR and Corporate

Facilities

Bradley Kirkness: 853-60661

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09665) (Gazetted 1 January 2001)
This Promotion to a non-advertised vacancy is made in accordance with Section 106(5) Division 5.7 Part 5 of the Public-Sector Management Act 1994.

Policy and Cabinet

Strategic Policy and Cabinet

Dorena Morris: 260-53506

From: Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$137,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 04828) (Gazetted 4 April 2018)

Access Canberra

Canberra Connect

Service Centres

Laura Murray: 853-74764

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development, Canberra (PN. 35201) (Gazetted 13 December 2017)

Procurement, Property and Venues

ACT Property Group

Property, Projects and Services

Stuart Peacock: 711-67561

From: Building Trade \$66,564 - \$70,400
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 29336) (Gazetted 7 February 2018)

Access Canberra

Canberra Connect

Service Centres

Belinda Raczkowski: 853-74705

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development, Canberra (PN. 55687) (Gazetted 13 December 2017)

Access Canberra

Parking Operations

Christopher Seddon: 844-80573

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 04684) (Gazetted 5 April 2018)

Access Canberra

Registration and Fair Trade

Business and Industry Licensing

Ashlee Spencer: 853-60506

From: Administrative Services Officer Class 1 \$47,088 - \$51,800
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 2 \$52,991 - \$58,513
Chief Minister, Treasury and Economic Development, Canberra (PN. 42529) (Gazetted 1 January 2001)
This Promotion to a non-advertised position has been made under Section 106(5) Division 5.7 Part 5 of the Public Sector Management Act 1994.

Education

School Performance and Improvement

Tuggeranong Network

Isabella Plains Early Childhood School

Melissa Chadwick: 787-71382

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 16263) (Gazetted 29 March 2018)

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.

Organisational Integrity Division

Infrastructure and Capital Works

School Infrastructure Management

John Nakkan: 843-48687

From: Infrastructure Officer 5 \$142,761

Education

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

Education, Canberra (PN. 40395) (Gazetted 16 August 2017)

Health

Canberra Hospital and Health Services

Kerrie Andriolo: 261-52547

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

Health

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

Health, Canberra (PN. 40059) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Susan Bradbury: 537-52652

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

Health

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

Health, Canberra (PN. 40058) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Narelle Brodie: 748-78422

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

Health

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

Health, Canberra (PN. 40056) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Kate Bunyan: 836-08520

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. 40159) (Gazetted 5 June 2018)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Paul Lum On: 835-90965

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

Health

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

Health, Canberra (PN. 13619) (Gazetted 1 January 2018)

Canberra Hospital and Health Services

Women, Youth and Children

Clare McCosh: 853-51140

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

Health

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

Health, Canberra (PN. 22483) (Gazetted 1 March 2018)

Canberra Hospital and Health Services

Simon Newton: 825-49901

From: Health Service Officer Level 4 \$49,958 - \$51,869

Health

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

Health, Canberra (PN. 40057) (Gazetted 12 April 2018)

Transport Canberra and City Services

Finance, Legal and Sustainability

Lee Hoskins: 853-50869

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 40666) (Gazetted 1 January 2001)

This Promotion to a non-advertised vacancy is made in accordance with Section C6 (e) Graduate and Cadet Program Traineeships and Apprenticeships of the ACT Public Service Administrative and Related Classifications Enterprise Agreement 2013-2017.