



ACT Government Gazette

Gazetted Notices for the week beginning 02 August 2018

VACANCIES

Chief Minister, Treasury and Economic Development

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

Finance and Budget

Budget Coordination and Reporting

Director, Budget Coordination and Reporting

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E411)

Gazetted: 03 August 2018

Closing Date: 17 August 2018

Details: Expressions of Interest (EOI) are sought for two positions within Chief Minister, Treasury and Economic Development Directorate. Director, Social and Policy Branch commencing 6 August 2018 to 6 November 2018 and Director, Budget Coordination and Reporting available for eight weeks with the possibility of extension.

The position of Director Social Policy Branch, sits in the Treasury stream, is responsible in leading the branch that provides policy and budget advice in relation to health, education and community services as well as providing advice on national partnership agreements and specific purpose payments with the Australian Government. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Relevant tertiary qualifications are expected.

The position of Director, Budget Coordination and Reporting leads a branch responsible for providing strategic advice on the Government's financial position, and the co-ordination and development of the Government's Budget. You will also produce and analyse the Government's financial outcome reporting for the Government and other stakeholders and provide advice to agencies across government on various financial issues. The Director is a key member of Treasury's senior executive team. Applicants require a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with outstanding leadership and wider resource management expertise. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders. Relevant tertiary qualifications are expected.

Note: Selection may be based on written application and referee reports only. Noting E411 was circulated as an EOI on the 26 July 2018 and previous applicants do not need to reapply.

How to apply: Applicants will be considered for both roles. Interested candidates should submit a one page pitch addressing the executive capabilities, details of two referees and a current curriculum vitae to Mark Whybrow. Should an applicant want to be considered for one role only, please specify this in your EOI.

Remuneration: The positions attract a remuneration package ranging from \$237,513 to 247,667 depending on current superannuation arrangements of the successful applicants. This includes a cash component of \$184,627.

Contact Officer: Mark Whybrow (02) 6207 7879 mark.whybrow@act.gov.au

Shared Services

Shared Services ICT

Technology Delivery Services

Delivery Assurance Manager

Senior Officer (Technical) Grade B \$118,319 - \$133,197, Canberra (PN: 23097)

Gazetted: 08 August 2018

Closing Date: 15 August 2018

Details: The Technology Services Branch delivers a diverse and cohesive range of customer focused and technically efficient products and support. We enable digital collaboration, future optimising and modern technology-based problem solving in a highly responsive and professional environment. This position will support the Technical Services Delivery (TSD) Manager by monitoring and reporting on project work, including financial costing and

analysis of project activities, assigning project work to TSD staff and liaising with Strategic Business Project and programme Managers. It will also track Business As Usual (BAU) work of the section and resource staff where appropriate. 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 six months with the possibility of extension and/or permanency.

How to Apply: Please submit a two page pitch outlining your suitability for the position with a copy of your Curriculum Vitae and two referees.

Contact Officer: Robert Torley (02) 6207 8457 robert.torley@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

Senior Advisor Injury Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55762)

Gazetted: 08 August 2018

Closing Date: 22 August 2018

Details: Chief Minister, Treasury and Economic Development (CMTEDD) is seeking an experienced Injury Management professional to join the Corporate People and Capability Branch as the Senior Injury Management Advisor. The position will operate as part of a small outcomes focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will provide support and advice to the directorate on matters relating to injured and ill employees and will be responsible for assisting and providing advice to CMTEDD management to implement early intervention processes following an incident, assisting return to work processes, preparing complex correspondence relating to return to work cases, organising fitness for duty assessments and invalidity or medical retirements. The successful applicant will have injury management experience to be able to provide high level support to the Deputy Director and the Director, Corporate People and Capability and will have experience working in the public sector context. The successful candidate will enjoy working in a dynamic and complex 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.

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

How to Apply: Applicants should complete the Application coversheet, attach their resume and a statement addressing the selection criteria noting that Statements addressing the selection criteria should be no longer than three pages.

Contact Officer: Leanne Martens (02) 6205 0290 leanne.martens@act.gov.au

Corporate

People and Capability

Safety and Wellbeing

Senior Work Health and Safety Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40476)

Gazetted: 07 August 2018

Closing Date: 24 August 2018

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced Work Health and Safety (WHS) professional to join the Corporate People and Capability Branch as the Senior WHS Advisor. The position will operate as part of a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will provide expert advice and support in safety management strategies, systems and programs, WHS reporting, management of the Directorates consultative committee and WHS Network and will manage the implementation of the Directorate's WHS management system. The successful applicant will have strong work health and safety experience to be able to provide high level support to the Deputy Director and the Director, Corporate People and Capability and will have experience working in the public sector context. The successful candidate will enjoy working in a dynamic and complex

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. Note: This is a temporary position available until 30 June 2019 with a possibility of extension and/or permanency. How to Apply: Applications should address the selection criteria and be no longer than three pages. Contact Officer: Leanne Martens (02) 6205 0290 leanne.martens@act.gov.au

Corporate

Corporate Management

Project Coordinator/Business Improvement

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41119)

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: The position's role within Corporate Management is to drive efficiencies through innovative change. A large focus will be to engage our audience through automated dashboard reporting. Our aim is that by engaging our audience, and by linking data to its source, we can increase compliance, reduce manual handling, and improve accuracy and reliability of content. An additional focus for the role is to improve project management maturity for Corporate and the directorate through the development and communication of modern toolkits/artefacts. The role will also actively progress priorities projects for Corporate including workflow and process efficiencies through automation. 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: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Economic Development

Sport and Recreation

ACT Academy of Sport

Performance Dietician

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 41108)

Gazetted: 08 August 2018

Closing Date: 15 August 2018

Details: Sport and Recreation is seeking a person to join our ACT Academy of Sport team as a Performance Dietician to support up to 100 talented athletes from Olympic, Paralympic and Commonwealth Games sports. The successful candidate will have at least five years practical experience in leading, planning and delivering performance nutrition programs in a high performance sport environment. 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 Note: This is a temporary position available until 29 July 2021. This position is part-time at 28:84 hours per week and the full-time salary noted above will be paid pro-rata. It is likely to increase to full-time hours before the end of 2018.

Contact Officer: Stuart Karppinen 0466 398 768 stuart.karppinen@act.gov.au

Procurement, Property and Venues

ACT Property Group

Property Maintenance Services

Heating Ventilation and Air Conditioning Technician

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 26083)

Gazetted: 08 August 2018

Closing Date: 22 August 2018

Details: We are looking for a Heating Ventilation and Air Conditioning (HVAC) Technician to join our maintenance team, the position will provide repairs and maintenance to ACT Government owned and leased buildings. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is

committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.
Eligibility/Other Requirements: The successful applicant needs to have the following: Technical/trade certificate in Building related work or tertiary qualifications relevant to the building trade; have a White Card and Asbestos Awareness Card; hold a current driver's licence or have the ability to obtain a drivers licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. It would be desirable if the successful applicant holds a truck and or forklift licence as well as Knowledge of hazardous materials management/removal.
Contact Officer: Stuart Peacock 0417 664 539 stuart.peacock@act.gov.au

Access Canberra

Transport Solutions and Enforcement

Traffic Camera Office

Traffic Camera Operator

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 37384)

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Traffic Camera Office is seeking enthusiastic applicants to fill the role of Traffic Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The ACT Traffic Camera Office is responsible for the operation of the Mobile Speed Cameras as a part of the Act Road Safety Program. Under the general direction of the Shift Supervisor mobile camera operators will operate traffic offence detection devices in accordance with legislation and operating procedures. Operations are largely performed from inside of a vehicle, during early morning, night and weekend shifts. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A current, non-disqualified or restricted driver's licence is required. Positions are for Day and Night Operators and applicants should indicate their preference on their application. Night shift operators will work on a rotating roster which includes weekends.

Note: This is a temporary position available up to two years with a possibility of extension and/or permanency. 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. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current Curriculum Vitae. The one page response should be written in the form of a pitch and should not specifically address the selection criteria within the position description, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Contact Officer: Cassandra Keppell (02) 6205 9876 cassandra.keppell@act.gov.au

Procurement, Property and Venues

ACT Property Group

Carpenter and Joiner Maintenance Officer

Building Trade - \$70,400, Canberra (PN: 29333)

Gazetted: 08 August 2018

Closing Date: 22 August 2018

Details: We are looking for a Carpenter and Joiner to join our maintenance team, the position will provide repairs and maintenance to ACT Government owned and leased buildings. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive

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

Eligibility/Other Requirements: The successful applicant needs to have the following: Technical/Trade certificate in Building related work or tertiary qualifications relevant to the building trade; have a White Card and Asbestos Awareness Card; hold a current driver's licence or have the ability to obtain a drivers licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. It would be desirable if the successful applicant holds a truck and or forklift licence as well as Knowledge of hazardous materials management/removal.

Contact Officer: Stuart Peacock 0417664539 stuart.peacock@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

Coordinator General for Family Safety

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 40202)

Gazetted: 03 August 2018

Closing Date: 17 August 2018

Details: The Officer of Coordinator General for Family Safety is seeking applications for the position of Senior Manager in the Family Safety Hub. You will have the opportunity to play a critical role in implementing an Innovation Hub for ACT Government, to help solve the most challenging problems related to domestic and family violence. It is a rare and unique opportunity for highly skilled, motivated people to help achieve important outcomes for the Canberra Community. This role is perfect for someone who is looking to work closely with the community to achieve change on the ground or someone who has been seeking the right environment to put into practice their design-thinking and innovation skills. You will be responsible for overseeing the Hub as it designs innovative solutions to challenges in addressing family safety. Working as part of a small collaborative team, this is your opportunity to demonstrate your expertise and ability to deliver results in innovation and design, to transform public policy and service delivery. The team is built on trust, openness, personal accountability, courage and thinking outside the box. Day-to-day, the team will live and breathe the agile values. The work will be dynamic, focused on people and outcomes, intensive and challenging at times, and truly rewarding. The team works hard, has each other's back, celebrates shared success and appreciates fun and the lighter side of work.

How to Apply: Please submit a one-page pitch to tell us why you are the perfect person for the role. Relate your pitch to the Selection Criteria and show us that you are a team player.

Contact Officer: Jo Wood (02) 6205 1974 jo.wood@act.gov.au

Housing ACT

Infrastructure and Contracts

Contract Management Section

Senior Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 12258)

Gazetted: 08 August 2018

Closing Date: 22 August 2018

Details: The Infrastructure and Contracts Branch within Housing ACT are seeking a Senior Project Officer to assist the Managers of the Contract Management team. There is a wide range of duties that will fall under the responsibilities of the Senior Project Officer, including the management of contracts and consultancies, undertaking projects, research and analysis, providing leadership and preparing briefs and reports. There are also exciting opportunities to represent the Infrastructure and Contracts Branch and the Community Services Directorate at various forums involving other agencies and members of the public including acting as Principal's Representative in relation to construction contracts.

Eligibility/Other Requirements: Experience in contract management and experience in operating a range of computer programs including databases, excel and other reporting systems is highly desirable.

Contact Officer: Claire Gasteen (02) 6205 1627 claire.gasteen@act.gov.au

Housing ACT

Tenancy Operations

Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24836)

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: The Team Leader position is attached to the Tenancy Operations Section of Housing ACT and is responsible for providing leadership and developing and managing work performance within a Tenancy Team. The occupant of this position is also responsible for coordinating tenancy management across the portfolio and establishing networks and community linkages to ensure quality of service and outcomes for clients. The occupant of this position requires high level organisational skills, well developed interpersonal and communication skills and the ability to prioritise work to meet deadlines.

Eligibility/Other Requirements: A current driver's licence is required and experience using a range of Information Technology business and office applications. 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: Alexandra Groves (02) 6207 0900 alexandra.groves@act.gov.au

Housing ACT

Executive Support Unit

Administration Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 11641)

Gazetted: 07 August 2018

Closing Date: 21 August 2018

Details: The Executive Support Unit of Housing ACT is looking for a high performing Administration Assistant to work in our dynamic team. This role is responsible for supporting the work of the Housing ACT Executive and will report to the Office Manager of the Executive Support Unit. The Administration Assistant will also liaise with Government and non-Governments sectors as well as establishing and maintain strong working relationships with the Executive and staff of Housing ACT and the broader Community Services Directorate, with a focus on excellent customer service. The successful applicants will demonstrate excellent interpersonal, administration and coordination skills and have the ability to deal with matters of a sensitive and confidential nature.

Eligibility/Other Requirements: Demonstrated proficiency in the use of Microsoft Office applications and the ability to use Total Records Information Management (TRIM).

Contact Officer: Kim Wheeler (02) 6207 1376 kim.wheeler@act.gov.au

Inclusion and Participation

Social Recovery

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39257)

Gazetted: 08 August 2018

Closing Date: 22 August 2018

Details: The Division of Inclusion and Participation are seeking a Senior Project Officer in the Social Recovery Team to lead the development of sound policy and program advice to continuously improve and strengthen the ACT Government's Social Recovery capability. This includes reviewing and updating the ACT Government's Community Recovery Financial Assistance Guidelines, identifying options for cashless transfer of assistance payments, contributing to the review of existing community recovery plans and procedures, preparing Ministerial briefings and correspondence and providing secretariat support to Committees as required.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable but not essential; knowledge and understanding of emergency management and community recovery principles and processes is desirable.
Note: This is a temporary position available until 30 April 2019 with the possibility of extension. This position may be required to work afterhours, on-call and on weekends in accordance with Enterprise Agreement provisions.
Contact Officer: Leanne Green (02) 6205 3711 leanne.green@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Administration

Data Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 3569)

Gazetted: 07 August 2018

Closing Date: 14 August 2018

We are looking for a self-starter who is experienced in dealing with numbers, spreadsheets, and business metrics that inform decision makers. You will have an in depth understanding and knowledge of accounting, business, and commercial operations. This role works across all departments within the Canberra Theatre Centre and liaises with external clients and requires good communication, customer service and liaison skills. The role works with several systems including Ticketing, POS, CRM, Event Booking, and Accounting systems that will need to be mastered to enable data mining, analysis, and generation of periodic reports, including development of ad hoc reports as required. To be successful in this role you will be proactive, resourceful, a team player, highly self-motivated and results oriented. This position is a 1 year temporary contract with the possibility of a 2 year extension or ongoing employment.

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

Contact Officer: Mike Domigan 02 6243 5754 mike.domigan@act.gov.au

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

ACT Museums and Galleries

Canberra Museum and Gallery

Curator (Social History)

Professional Officer Class 1 \$64,616 - \$78,414, Canberra (PN: 13973)

Gazetted: 07 August 2018

Closing Date: 21 August 2018

Canberra Museum and Gallery (CMAG) is seeking an experienced curator to join our Social History team. We're looking for an enthusiastic museum professional with the skills to research and write about the social history of the Canberra region and communicate that history through exhibitions and associated activities. You will be experienced in the planning and delivery of exhibitions and have a sound knowledge of collection management systems. An interest in, and understanding of, Aboriginal and Torres Strait Islander peoples and their contribution to the history and cultural life of the ACT is desirable.

Note: Job-sharing arrangements will be considered.

Eligibility/Other Requirements: Bachelor Degree (Australian Qualifications Framework Level 7) and a current Australian driver's licence.

Contact Officer: Rowan Henderson 02 6207 2182 rowan.henderson@act.gov.au Applications can be forwarded to: Janelle Chapman, Payroll. PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Canberra Theatre Centre

Venue Hire and Operations

Administration Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 55311)

Gazetted: 07 August 2018

Closing Date: 14 August 2018

We are looking for a highly motivated person to join the Presenter services team in the position of Administrative Assistant. The Administrative Assistant undertakes a range of tasks in the implementation of both event-specific and Canberra Theatre Centre operational duties. There is a particular focus on assisting the Presenter services Manager. You will need to have: Demonstrated ability to work as part of a small team within an arts administration environment to achieve outstanding results. Experience in the management of accounts and invoices on behalf of a small organisation or team. (still invoices and receipts rent payments) High level organisational skills and a demonstrated ability to manage several projects simultaneously. Experience working to tight deadlines. Competent in Ungerboeck and ENTA and the suite of Microsoft office products. Excellent written and verbal communication skills. This is a 1 year temporary contract with the potential for a further two year extension. Eligibility/Other Requirements: Experience in the performing arts industry and knowledge of theatre protocols is desirable.

Note: Applicants must provide a written statement addressing the selection criteria. Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only.

Contact Officer: Gillian Schwab 02 6243 5707 gillian.schwab@act.gov.au Applications can be forwarded to: Janelle Chapman, Payroll, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

School Performance and Improvement

South Weston Network

Mawson Primary School

Building Service Officer 3 - Mawson Primary School

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 41118)

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: Mawson Primary School is seeking a highly motivated person to undertake the position of Building Services Officer. Mawson Primary is a dynamic and growing P-6 school. The school is celebrating its 50th anniversary this year and we are seeking to employ a very proactive BSO who will work in close collaboration with the Business Manager to maintain and improve our school. The position involves ensuring a wide variety of maintenance jobs and overseeing contractors doing major works. Must be proactive and a self-starter, able to work independently and work with school staff to ensure a safe, clean, maintain environment.

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.

Contact Officer: Narelle Dix (02) 62058046 narelle.dix@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Gungahlin

Technology Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 33511)

Gazetted: 06 August 2018

Closing Date: 20 August 2018

Details: Gungahlin College is seeking an experienced, organised and self-motivated person to undertake the duties of the Technology Assistant. This position provided supports to Gungahlin Colleges metal and wood technology areas along with our mechatronics program. We are seeking a proactive individual who is able to work both independently and as part of a team. The successful applicant will be required to work with limited supervision and will also be required to work with teaching staff to ascertain requirements. The successful applicant will be responsible for providing technical and procedural advice to teachers on safe operation of machinery and equipment. The successful applicant will monitor, order, purchase consumables and equipment and maintain register of equipment and tools and assist with stocktaking.

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

Note: Selection may be based on application and referee reports only. This position is part-time at 18:45 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Principal Harrison School - Junior Campus
School Leader A \$150,276 - \$180,443, Canberra (PN: 40602)

Gazetted: 06 August 2018

Closing Date: 20 August 2018

Details: Harrison School is seeking a dynamic person to co-lead our School. The role encompasses embedding an inclusive school culture, founded in the Harrison School Values, which ensures positive outcomes for all students and managing the school within legislative requirements and in accordance with system and school board policies. As a leader of the school's executive you will share accountability to improve outcomes for students, staff and Harrison community members through leading, promoting, and communicating the school vision, goals and improvement strategies in a consistent manner. The successful applicant will develop and lead the implementation of the strategic and operational plans to ensure the schools sets and achieves challenging goals and targets. You will lead a positive school culture through engaging with our school and broader community. The successful applicant will use a coaching and mentoring model to build the capacity and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

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

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current Curriculum Vitae. Applications should be lodged via email to: jobs@act.gov.au

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

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

Principal Harrison School - Senior Campus
School Leader A \$150,276 - \$180,443, Canberra (PN: 40585)

Gazetted: 07 August 2018

Closing Date: 21 August 2018

Details: Harrison School is seeking a dynamic person to co-lead our School. The role encompasses embedding an inclusive school culture, founded in the Harrison School Values, which ensures positive outcomes for all students and managing the school within legislative requirements and in accordance with system and school board policies. As a leader of the school's executive you will share accountability to improve outcomes for students, staff and Harrison community members through leading, promoting, and communicating the school vision, goals and improvement strategies in a consistent manner. The successful applicant will develop and lead the implementation

of the strategic and operational plans to ensure the schools sets and achieves challenging goals and targets. You will lead a positive school culture through engaging with our school and broader community. The successful applicant will use a coaching and mentoring model to build the capacity and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school.

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

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current Curriculum Vitae. Applications should be lodged via email to: jobs@act.gov.au.

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

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

Principal

Principal- Alfred Deakin

School Leader A \$150,276 - \$180,443, Canberra (PN: 01662)

Gazetted: 06 August 2018

Closing Date: 20 August 2018

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students in a manner that encourages and delivers an inclusive school learning culture.

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

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current Curriculum Vitae. Applications should be lodged via email to: jobs@act.gov.au.

Contact Officer: Wayne Prowse (02) 6205 3313 wayne.prowse@act.gov.au

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

Principal - Campbell High School

School Leader A \$150,276 - \$180,443, Canberra (PN: 01660)

Gazetted: 06 August 2018

Closing Date: 20 August 2018

Details: Develop an inclusive school culture which ensures positive outcomes for all students. Manage the school within legislative requirements and in accordance with system and school board policies.

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

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current Curriculum Vitae. Applications should be lodged via email to: jobs@act.gov.au

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

Environment, Planning and Sustainable Development

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

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

Engagement and Executive Support

Government Services

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38652)

Gazetted: 07 August 2018

Closing Date: 14 August 2018

Details: Keen to see how the environment and planning world works in the ACT government context? Interested in the relationship between climate change, sustainability and the built environment? Are you a leader in service delivery and master of government process? Well, Environment, Planning and Sustainable Development Directorates (EPSDD) fast paced Government Services team is looking for you. You'll lead a team of highly dynamic individuals in their activities of all things Cabinet, Assembly and Ministerial. You'll support not one, but four Ministers, as well as the government services activities of the two land agencies.

Eligibility/Other Requirements: Experience in Cabinet and Assembly processes is essential.

Note: This is a temporary position available until 31 May 2019 with possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@act.gov.au

Chief Operating Officer

People and Capability

Work Health Safety and Wellbeing

Manager, Work Health Safety and Wellbeing

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38765)

Gazetted: 07 August 2018

Closing Date: 22 August 2018

Details: This role is located in the People and Capability Branch and provides leadership to the Work Health Safety (WHS) and Wellbeing team who are responsible for WHS and rehabilitation management across a diverse workforce. If you like being hands on, have a mind for good WHS governance and understand rehabilitation management, then this is the role for you. In this multi-faceted role, you and your team provide advice, assistance and expert consultancy services across all aspects of WHS, injury prevention and management. The team works across a diverse workforce providing WHS services to both office and field staff. The team is also responsible for implementing whole of government frameworks as well as developing and implementing WHS strategies focusing on the safety and wellbeing of our people. The successful candidate will have excellent people management skills, comprehensive knowledge of WHS legislation and a good working knowledge of rehabilitation management. You will also have an ability to produce a range of reports, providing trending and statistical data to a variety of audiences and an ability to follow through delivering WHS across the workplace that is pragmatic and compliant.

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

Contact Officer: Rory Martin (02) 6207 9585 rory.martin@act.gov.au

**Office of the Director-General
Communications**

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16616)

Gazetted: 07 August 2018

Closing Date: 21 August 2018

Details: The Communications team is responsible for media management, issues management, strategic community engagement management, project management of key directorate publications, communications strategies, events and campaigns, advertising and marketing, website management and design, social media, internal communications and media monitoring. It is also responsible for supporting the Minister's office for all communication and media issues. The Senior Communications Officer will be part of the Planning Communications team and be primarily responsible for range of community engagement priorities for the directorate amongst other major communication projects for the directorate.

Eligibility/Other Requirements: Tertiary qualifications in Public Relations, Communications or Journalism, Community Engagement or related experience is essential.

Note: This is a temporary position available until 22 March 2019 with the possibility of extension.

Contact Officer: Mayumi Piper (02) 6205 3146 mayumi.piper@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Medicine

Medical

Endocrinology and Diabetes

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 21433)

Gazetted: 09 August 2018

Closing Date: 16 August 2018

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 Endocrinology and Diabetes Unit is a clinical unit within the Division of Medicine. The unit provides endocrinology and diabetes care to children (jointly with staff of the Women, Youth and Children Division), adolescents and young adults, pregnant women and adults in both the ambulatory and acute care settings in the ACT. The unit also provides specialist endocrinology and diabetes care to residents and from regional NSW adjacent to the ACT. There is currently an opportunity for a suitably qualified endocrinologist to join the Endocrinology and Diabetes Unit at The Canberra Hospital with the possibility of being appointed in the leadership role of Director of the Unit for a fixed period. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Post-fellowship specialty and academic qualifications and experience relevant to the position. Fellowship of the Royal Australasian College of Physicians or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Dr Girish Talaulikar, A/g Executive Director Medicine (02) 6244 3603

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Business Support Services

Senior Workforce Project Officer Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40887)

Gazetted: 9 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services 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: Rehabilitation and Speciality Services; Community Mental Health Services; Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Reporting to the Executive Director, Mental Health, Justice Health and Alcohol & Drug Services the Senior Workforce Project Manager will be responsible for delivery of the Mental Health Medical Workforce Action Plan including leading strategic and/or significant initiatives through the full project cycle. The role will blend both knowledge of HR practices, process and best practice with a clear understanding of the project management discipline. This role requires a self-motivated, detail orientated person with strong project management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities. As the Senior Workforce Project Manager you will liaise frequently with executives, senior managers and employees across the Mental Health, Justice Health, Alcohol and Drug Services. The Senior Workforce Project Manager will ensure the provision of the implementation, execution, control and completion of the Mental Health Medical Workforce Action Plan 2018-2019 ensuring consistency with business strategy; commitments, and goals. Eligibility/Other Requirements: Mandatory: Experience in HR management and/or workforce planning at a reasonably senior level. A background in project management with a keen understanding of the project management discipline and best practice. Desirable: Tertiary qualifications in a related field. Experience in the health sector with an understanding of healthcare service delivery and health structures. 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 12 months with the possibility of extension.

Contact Officer: Katrina Bracher (02) 6205 1313 katrina.bracher@act.gov.au

Canberra Hospital and Health Services
Surgery and Oral Health
Ophthalmology
Ophthalmology Clinic Coordinator
Registered Nurse Level 3.2 \$114,377, Canberra (PN: 39719)

Gazetted: 09 August 2018

Closing Date: 23 August 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 Ophthalmology Clinic provides an outpatient based high quality Nursing, Orthoptic and Ophthalmic services. The Clinical Nurse Consultant (CNC) Ophthalmology Clinic will: Provide expert leadership in coordinating a clinical services team ensuring proficient, professional and appropriate client care delivery at an operational level. Be responsible for the delivery of clinical services and the day to day operational management of the Ophthalmology Clinic. Provide leadership, mentoring, consultation and support to staff within the Health Directorate. Assess the

competence of nurses and other staff and provide feedback and counselling. Be accountable and responsible for resources expenditure and service delivery within budgetary requirements. Understand the financial and tendering processes within the Ophthalmology Clinic. Be responsible for the assessment, prioritisation and suitability of the initial referral for patients referred to the Ophthalmology Clinic

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a registered nurse. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Strong time management skills. Contact Officer: Jeanine Young (02) 6244 3375 jeanine.young@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Mental Health Director of Nursing

Assistant Director of Nursing Clinical Support

Registered Nurse Level 4.1 \$114,377, Canberra (PN: 10736)

Gazetted: 09 August 2018

Closing Date: 23 August 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. Applications are invited from suitably qualified and experienced Registered Nurses for the position of Assistant Director of Nursing (ADON) Clinical Support for Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). The ADON Clinical Support works closely with the Divisional Director of Nursing and provides high level support in assisting with the strategic and operational direction for nursing services, nursing standards and clinical nursing practice. The successful applicant will be required to demonstrate considerable applied knowledge and experience at a senior nursing level, by way of a proven ability to deliver on timely project completion, previous applied experience implementing quality and safety systems that support of nursing standards and work practices and a proven ability to manage job demands. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Office of the Divisional Director of Nursing (DON) provides professional leadership in the areas of nursing standards, nursing practice and practice development, policy, procedures, guidelines, models of care development and implementation, health infrastructure projects, training and development as well as undergraduate/graduate and post-graduate nurse education and professional supervision across the mental Health Justice Health and Alcohol & Drug Services (MHJHADS) Division. The Director of Nursing (DONs) Office works in close collaboration through the Divisions matrix management structure with Operational Directors and Clinical Directors to ensure that nursing standards and work practices support the delivery of safe, high quality person centred, recovery focussed nursing care in the areas of: Clinical practice; nursing leadership; partnerships and working collaboratively; responsive and sustainable workforce; education, training and research; professional standards and a positive work culture. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); demonstrated senior nursing experience with a minimum 12 months leadership/management experience; post graduate qualifications related to the nursing work undertaken by the Mental Health, Justice Health and Alcohol and Drug Services Division and a current driver's licence. Desirable: Tertiary qualification in Health Management or a related discipline or working towards Post Graduate Management qualifications. 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).

Notes: This position is located at the City Health Building in Civic and is fulltime Monday to Friday.

Contact Officer: Kevin Kidd (02) 6205 5134 kevin.kidd@act.gov.au

Canberra Hospital and Health Services

Pathology Specimen Reception

Specimen Reception Manager Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21233)

Gazetted: 9 August 2018

Closing Date: 23 August 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. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the work area and position: The Central Specimen Reception (CSR) department within ACT Pathology is responsible for the triaging, data entering and distribution of all specimens received into pathology, 24 hours, 7 days per week. As the manager of this area you will be required to provide leadership and promote high quality customer service principles, practices and attributes whilst maintaining quality laboratory practices and efficient turnaround times for the work received into the laboratory. Eligibility/Other Requirements: Desirable: Degree in Medical Laboratory Science or Bachelor of Applied Science or equivalent; experience in clinical diagnostic laboratory operations. 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: Monica Brady (02) 6244 2835 monica.brady@act.gov.au

Canberra Hospital and Health Services

Research

Clinical Trials Staff

Clinical Trials Coordinator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 33483, several)

Gazetted: 09 August 2018

Closing Date: 23 August 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 Office of Research leads strategic development and management of ACT Health's research, collaborating with clinical areas and academic institutions in the conduct and translation of research into practice. Our vision is to have a world-class sustainable teaching and learning organisation that delivers cutting edge healthcare informed by research that maximises health outcomes for patients and communities. With Academic Partners, underlying the direction are five key initiatives; effective translation from fundamental science to the clinic; grow, support and maintain the next generation of health and medical researchers; Innovation and improvement of the health system through high

quality health service and clinical research; growing and unlocking the health opportunities with data science and improve the investment opportunities for ACT Health innovations. Overview of the work area and position: The Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG). The Clinical Trials Co-ordinators provide key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital and Immunology research projects undertaken by the Clinical Trials Unit. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and benign Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Academic knowledge or practical experience of clinical trials coordination. 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).

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

Contact Officer: Karyn Ward (02) 6244 2313 karyn.ward@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Clinical Development Nurse - Renal

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29935)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

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

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Post graduate studies relevant to the speciality field. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Anne Maguire (02) 6174 8366 anne.maguire@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Clinical Development Nurse (Post Anaesthetic Care Unit)

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 03377)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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 Peri-operative Unit at the Canberra Hospital consists of a Day Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of area procedural/invasive specialty areas. The Clinical Development Nurse is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Clinical Development Nurse must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication. The Clinical Development Nurse provides one on one and group Perioperative teaching, direct clinical support, ongoing evaluation and feedback for graduate nurses across a diversity of clinical areas within ACT Health – Canberra Hospital and Health Services. The Clinical Development Nurse is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and provide direct nursing care as required. This role works collaboratively with and takes direction on clinical and education priorities from the Perioperative Educator and the Clinical Nurse Consultant.

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).

Postgraduate qualification in Nursing or Clinical Education; clinical experience as a Clinical Development Nurse role. 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: Emma Riley (02) 6244 3201 emma.riley@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program
Podiatrist**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21615)

Gazetted: 09 August 2018

Closing Date: 23 August 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (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. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. ACT Health is a values-led Directorate. Overview of the work area and position: Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. The Podiatrist is responsible for the provision of high quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Degree in Podiatry, or recognised equivalent; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months. 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: Amanda Mclean (02) 6205 1496 amanda.mclean@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40924)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Dhulwa Mental Health Unit; Justice Health Services, and Rehabilitation and Specialty Mental Health Services.

Overview of the work area and position: The Clinical Psychologist position is based in the Therapies Team of the Adult Community Mental Health Services (ACMHS) program area. The key function of the Therapies Team is to provide high-intensity, evidence-based psychological and psychosocial interventions to people, including psychological interventions, family-based interventions, and functional and occupational interventions. The Therapies Team aims to maximize the application of concentrated psychological and psychosocial interventions and enhance available treatment options for people who are clinically managed by a Community Recovery Service (CRS). As a function established under the ACMHS Model of Care, the Therapies Team provides targeted interventions that are unavailable elsewhere in the ACT and which are based on highest need within the ACMHS population. 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. Allied Health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The successful applicant of the HP3 Clinical Psychologist position is responsible for conducting skilled clinical assessments and delivering high-intensity psychological interventions to people. 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 the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants). The position will report operationally to the HP4 Team Leader of the Therapies Team. Professional governance of this position will come from the Discipline Principal of Psychology (MHJHADS).

Eligibility/Other Requirements: Mandatory: Hold General Registration with the Psychology Board of Australia. Hold an Area of Practice Endorsement in Clinical Psychology. Minimum of three years (ideal five years) post qualification. Desirable: Approved or eligible for approval as a Psychology Board of Australia Approved Supervisor. Current driver's licence. 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, and undergo a pre-employment Police check.

Contact Officer: Connie Galati (02) 6207 8647 connie.galati@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Senior Pharmacist – Rotational

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19647, several)

Gazetted: 09 August 2018

Closing Date: 23 August 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. CT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering and Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"*. Under the direction of the Lead Pharmacist and Deputy Director of Pharmacy (Clinical), the Senior Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service across a range of areas within the Division of Medicine, Surgery, Women's Youth and Children, Mental Health, Drug and Alcohol and Justice Health Services, Haematology/Oncology, Critical Care and Pharmacy Operations.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with substantial clinical pharmacy experience deemed equivalent. Desirable: Previous project management and/or research experience. Publication/s within peer reviewed journals. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

Canberra Hospital and Health Services

CMA Office

Medical Library

Reference Librarian

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 19555)

Gazetted: 09 August 2018

Closing Date: 23 August 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 ACT Health Library provides worldwide health information resources and quality services to its users. The Library acquires, organizes, preserves and provides access to information resources to meet the needs of all staff, faculty and students in a timely and cost-effective manner.

This position will work under broad direction of senior reference librarian and director.

Eligibility/Other Requirements: Mandatory: Degree from an Australian Library and Information Association (ALIA) accredited school of library/information science. 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 three years.

Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Contract Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23716)

Gazetted: 09 August 2018

Closing Date: 23 August 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 Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital and Health Services (CHHS). Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. This position works within the Medical Imaging Department at the Canberra Hospital managing the 210 devices that capture an image across ACT Health, including the management of procurement through to service and maintenance agreements. The role will be the first point of contact between the hospital and the imaging vendors. This position will be required to assist the Medical Imaging department with briefs and assist Canberra Hospital Health Services with audits and investigations.

Eligibility/Other Requirements: Desirable: Experience in the implementation and management of service contracts relating to medical devices; experience in conducting audits and investigations is considered highly desirable for this position; relevant experience in working in and understanding the clinical needs in a hospital environment will be advantageous. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

BreastScreen ACT

Clinical Administrator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40772)

Gazetted: 09 August 2018

Closing Date: 23 August 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: BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra City clinic. Under general direction, the Program Support/ Clinical Administration Officer is responsible for managing clinical administration and providing program support in BreastScreen ACT. This role includes managing all administrative functions relating to assessment clinics, providing administrative support to senior staff, management of invoicing, travel, some secretariat duties and project support.

Eligibility/Other Requirements: Mandatory: High level communication and interpersonal skills and able to build and maintain effective professional relationships; excellent organisational skills, sound judgement, show initiative

and manage competing priorities; capacity to learn and adapt to organisation specific software changes; a commitment to continuous improvement. Desirable: Knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System; experience in effectively managing the administrative workflow relating to a busy clinic; experience in providing secretariat functions and administrative support to senior managers. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Julie Strickland (02) 6205 5412 julie.strickland@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Personal Assistant (Director of Nursing and Midwifery)

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21301)

Gazetted: 09 August 2018

Closing Date: 23 August 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 Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Centenary Hospital for Women and Children (CHWC) is a tertiary centre providing specialised paediatric and neonatology services for the ACT and surrounding regional areas. This position is responsible for the provision of high level administrative support to the Director of Nursing and Midwifery as well as the Assistant Directors of Nursing and Midwifery, and other related administrative duties such as preparing a range of correspondence, diary and inbox management, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests.

Eligibility/Other Requirements: Desirable: Previous experience using HP Records Manager 8 (a.k.a Total Records Information Management (TRIM)). Previous experience working in the health sector. 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. Selection may be based on written application and referee reports only.

Contact Officer: Melissa Warylo (02) 6174 7491 melissa.warylo@act.gov.au

Deputy Director General Corporate

Business Support

Client Services, Security and Emergency

Client Services Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20122)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services; Information, Communications and Technology and People and Culture. Overview of the work area and position: Client Services Security and Emergency is a section of Business Support Services Branch. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. Business Support Services 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 Branch. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under general direction of the Manager, the Client Services Coordinator, will play a key role in overseeing the daily operations of the business units within Client Services. This role monitors work flow activity and provides supervision and leadership to the team members to deliver high level customer service to all internal and external clients.

Eligibility/Other Requirements: Mandatory: Possess a current driver's licence. Willingness and ability to undertake Certificate IV in Training and Assessment. Desirable: Previous experience in a health care setting and/or supervising in a very busy customer service setting especially those where there is a huge intake of consumer telephone calls. 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 12 months.

Contact Officer: Isabel Massey (02) 6244 4228 isabel.massey@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Clinician

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40898)

Gazetted: 09 August 2018

Closing Date: 16 August 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; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: This Health Professional Level 2 (HP2) position will support the ongoing operations of the Access Mental Health Team, which is part of the Adult Community Mental Health Services. The successful candidate will work in collaboration with medical staff and a small team of clinical staff in order to triage and assess the mental health care needs of the people living within the Australian Capital Territory. The position supports the provision of evidence-based clinical interventions within standardised clinical processes. At this level, it is expected that you will provide quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional Officer 1 levels

as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Strong understanding of adult community mental health service and a current Passenger vehicles driver's licence. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognized equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: 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.

Contact Officer: Russell Robson 0435 658 083 russell.robson@act.gov.au

Canberra Hospital and Health Services
Population Health Protection and Prevention
Health Protection Services

Public Health Officer

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

Gazetted: 09 August 2018

Closing Date: 23 August 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); have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent with proven relevant experience. Desirable: 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 professionals.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is linked to a current advertised Health Professional Level 1 and may be filled as a Health Professional Level 1. Recruitment is dependent on the quality and experience of the applicants. An order of merit list may be established to fill future vacancies at level over the next 12 months. 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 operational experience.

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

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

Occupational Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23686)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (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. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Transitional Therapy and Care Program (TTCP) is based at The University of Canberra Hospital (UCH) and is a short term, goal orientated, restorative program that aims to optimise the functioning and independence of older people post discharge from hospital. TTCP is a 12 week program provided either in a 15 bed low level care facility, located in Red Hill, or in the client's home. The HP2 TTCP Occupational Therapist will be expected to provide day to day occupational therapy to clients within a designated caseload area. This involves the provision of high quality, evidence based clinical assessments and interventions to facilitate positive, person centred outcomes as a part of a multidisciplinary team. The HP2 TTCP Occupational Therapist will have support from an experienced team of clinicians and Allied Health Assistants and direct supervision from a Senior Occupational Therapist.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy. Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA). Current driver's licence. Highly desirable: Previous experience working in the rehabilitation and aged-care sector. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note: This is a part-time position at 18:38 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Johanna Hunter (02) 6207 0658 johanna.hunter@act.gov.au

Canberra Hospital and Health Services
Population Health Protection and Prevention
Health Protection Service
Public Health Officer

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 12046)

Gazetted: 09 August 2018

Closing Date: 23 August 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 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. Health Professional Level 1 is a recent graduate or has less than 12 months post graduate professional relevant operational experience. Desirable: 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.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is linked to a current advertised Health Professional Level 2 and may be filled as a Health Professional Level 2. Recruitment is dependent on the quality and experience of the applicants. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Canberra Hospital and Health Services
Clinical Support Services
Pharmacy Services
Rotational Pharmacist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 34944, several)

Gazetted: 09 August 2018

Closing Date: 23 August 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. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support; Clinical Records. Overview of the work area and position: The Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. With professional supervision: Promote client outcomes through the provision of high quality clinical pharmacy services across designated areas or units as part of a team; apply knowledge, skills, professional judgment and initiative in the delivery of routine services; provide individual or group service delivery in all components of the medication management pathway.

Eligibility/Other Requirements: Mandatory: Be registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: The Society of Hospital Pharmacists of Australia (SHPA) membership; experience working in hospital pharmacy. 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 three years. Work across multiple CHHS sites. Contact Officer: Hameda Lane (02) 6244 2203 hameda.lane@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Phlebotomist

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 15947)

Gazetted: 09 August 2018

Closing Date: 23 August 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: Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within the Canberra, Calvary, National Capital Private Hospital and University of Canberra Hospitals and a number of outpatient collection centres. As a collector for ACT Pathology, you will have proven ability in blood collection from adults and children and be required to collect a number of different specimen types for Pathology testing including blood, urine, swabs and fungal collections. You will be required to provide a high level of quality customer service including reception duties. You will be provided support from the supervisor of the collection centre. Staff are required to be able to work in a variety of locations including being willing and able to complete ward collections at our hospital locations after appropriate training. You will also require a willingness to work on Saturday shifts. Eligibility/Other Requirements: Mandatory: Proven experience in Phlebotomy. 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 professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Jennifer Edmiston (02) 61747082 jennifer.edmiston@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

CACHS Executive

Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18754)

Gazetted: 09 August 2018

Closing Date: 16 August 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 of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health.

Overview of the work area and position: Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care. These services are supported by a small team dedicated to innovation and service development. This incorporates policy development and management, risk management, quality improvement, introduction of new services and development of new models of care, supporting staff through accreditation and managing specific projects. The Senior Manager role is responsible for leading the work of the team, agreeing priorities with the CACHS Executive, and actively contributing to the range of activities undertaken by the Innovation and Service Development team. This includes staying abreast of territory wide and national priorities, service specific data, standards and frameworks and ensuring CHHS Cancer services are continually striving to deliver high quality patient services.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Management, Project Management and/or a health related field are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Cathie O'Neill (02) 6174 5198 cathie.o'neill@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Services

Senior Workforce Project Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40887)

Gazetted: 09 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services 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: Rehabilitation and Speciality Services; Community Mental Health Services; Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Reporting to the Executive Director, Mental Health, Justice Health and Alcohol & Drug Services the Senior Workforce Project Manager will be responsible for delivery of the Mental Health Medical Workforce Action Plan including leading strategic and/or significant initiatives through the full project cycle. The role will blend both knowledge of HR practices, process and best practice with a clear understanding of the project management discipline. This role requires a self-motivated, detail orientated person with strong project management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities. As the Senior Workforce Project Manager you will liaise frequently with executives, senior managers and employees across the Mental Health, Justice Health, Alcohol and Drug Services. The Senior Workforce Project Manager will ensure the provision of the implementation, execution, control and completion of the Mental Health Medical Workforce Action Plan 2018-2019 ensuring consistency with business strategy; commitments, and goals.

Eligibility/Other Requirements: Mandatory: Experience in HR management and/or workforce planning at a reasonably senior level. A background in project management with a keen understanding of the project management discipline and best practice. Desirable: Tertiary qualifications in a related field. Experience in the health sector with an understanding of healthcare service delivery and health structures. 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 12 months with the possibility of extension.

Contact Officer: Katrina Bracher (02) 6205 1313 katrina.bracher@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Adult Community and Older Persons

Senior Manager

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 40755)

Gazetted: 09 August 2018

Closing Date: 16 August 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS): ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions, communications, performance conversations and the capabilities we are developing to successfully deliver services to the community. MHJHADS provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance of well-being and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services; Rehabilitation and Specialty Mental Health. Overview of the work area and position: Adult Community Mental Health Services (ACMHS) are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. This Senior Manager role will oversee the day to day operations and input into the strategic development and planning for the ACMHS program with particular responsibility for those new services commencing under the ACMHS Model of Care redesign process. This will include the Access Mental Health service, Assertive Community Outreach Service, Home Assessment and Acute Response Team, and the Therapy Team.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in health or a related discipline (Nursing, Occupational Therapy, Psychology or Social Work). Where relevant, unconditional registration or eligibility for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Zoe Pope (02) 6207 6864 zoe.pope@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Care Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38050)

Gazetted: 09 August 2018

Closing Date: 23 August 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: Ward 7B is a 26

bed unit, which manages General Medicine patients including drug and alcohol, toxicology and medically unwell mental health patients. The Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment. The Clinical Care Coordinator will work closely with the CNC, CDN and members of the MDT to ensure the delivery of best evidence based clinical care.

Eligibility/Other Requirements: Proven advanced clinical experience in a leadership role. Adaptability and flexibility to accommodate change and provide responsive services to meet patient and staff needs. Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Desirable: Holds or is working towards a tertiary management and/or nursing qualification.

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

Contact Officer: Clare Gallagher (02) 6244 2449 clare.gallagher@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Central Health Intake
Operations Manager**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40942)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: About us: An exciting opportunity exists for a highly skilled operations manager to lead the ACT Health Central Health Intake team. This busy and dynamic service provides the primary point of access for people wishing to access community and outpatient based services. The service manages 15,000 calls and 2000 referrals per month. We are looking for a dynamic manager who loves nurturing and developing staff, improving processes and meeting targets as well as developing productive relationships with stakeholders. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, transcription and community health centre management. Overview of the work area and position: The Central Health Intake team provides a call centre, referral receipt and management and outpatient bookings services. It is a busy and dynamic service supporting over 100 clinical services. A team of nursing and administrative staff provide a two tiered approach to the management of referrals, screening and appointment booking.

Eligibility/Other Requirements: Desirable: Holds or working towards a qualification in Management or relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Cathie O'Neill (02) 6174 5198 cathie.o'neill@act.gov.au

**Canberra Hospital and Health Services
Office of the DDG TCH and Health Services
Imaging**

Angiography Team Leader

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28804)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Medical Imaging Department of Canberra Hospital and Health Services provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in the ACT and surrounding regions. The service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise. The Unit is committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. Provide leadership, management and accountability for Angiography section within the Medical Imaging Department at The Canberra Hospital. Responsible for effective utilisation of available resources to enable service provision within identified accountability frameworks. Perform novel, complex, critical work at high level of expertise. Provide high quality clinical services in the Angiography section as a part of a multidisciplinary team. This position will provide leadership and direction in the Angiography department, whilst working under the direction and supervision of the Health Professional Level 5 (HP5) in this area.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Be eligible for an ACT Radiation licence. Tertiary qualifications or equivalent in Medical Radiation Science (Radiography). Desirable: Minimum five years Angiography experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children
Women and Babies**

Sonographer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 37893)

Gazetted: 09 August 2018

Closing Date: 23 August 2018

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

were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Fetal Medicine Unit within The Canberra Hospital is seeking a suitable qualified sonographer. The successful applicant must have appropriate qualification, obstetric and gynaecological imaging experience and have the ability to work independently within a team environment. This position requires a high level of communication skills and sensitive interaction in a high risk obstetric environment.

Eligibility/Other Requirements: Mandatory: Australian Sonographer Accreditation Registry (ASAR) accreditation. 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 professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary, part-time position available for a period of 12 months at 22:05 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Meiri Robertson (02) 6174 7461 meiri.robertson@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Commissioner's Office

Executive Support Unit

Ministerial Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41066)

Gazetted: 08 August 2018

Closing Date: 15 August 2018

Details: Applications are sought for the role of Ministerial Support Officer within the Commissioner's Office in the ACT Emergency Services Agency (ESA). The Commissioner's Office plays a key liaison and coordination role within the ESA as well as with the Minister's Office, the Justice and Community Safety Directorate, and key stakeholders. The Ministerial Support Officer position requires excellent written and verbal communication skills to assist in the coordination of the ESA's ministerial services. This includes drafting of Ministerial briefs and correspondence, Parliamentary questions, documents for submission to Cabinet and the Legislative Assembly, and other briefing material as required. The position documentation is attached for information. If you require any further information please contact the Contact Officer.

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

Contact Officer: Victor Khaw (02) 6207 0167 victor.khaw@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

City Services

Libraries ACT

Workforce Scheduling Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34398)

Gazetted: 07 August 2018

Closing Date: 21 August 2018

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. We provide public library services for the community over nine sites, online and through a range of programs. It is a vibrant, robust environment and we actively promote a positive image of the Libraries ACT and support Transport Canberra and City Services (TCCS) and ACT Government strategic directions. This position manages the allocation and scheduling of staff resources based on the daily/fortnightly operational needs of the library branches. The successful applicant will be a great communicator and actively contribute to continuous improvement, lead by example and provide excellent, pro-active customer service. The Workforce Scheduling Officer works collaboratively with all Libraries ACT teams to ensure staffing needs are met and strong relationships are maintained within the organisation. This position works weekends as Officer in Charge of library branches and is sometimes needed to backfill during the week. Willingness to facilitating children's and digital programs is also a requirement of this role.

Contact Officer: Holly Hart (02) 6207 5107 holly.hart@act.gov.au

Suburban Land Agency

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

Urban Projects, Sales and Marketing

Sales, Marketing and Mingle

Marketing Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41115)

Gazetted: 06 August 2018

Closing Date: 22 August 2018

Details: The Suburban Land Agency is seeking a dynamic and enthusiastic Marketing Officer to support the Marketing team in a focused approach to the marketing and sales of residential, industrial, commercial and community land in the ACT. We are looking for a flexible team player who is passionate about customer service and combines a dynamic and enthusiastic approach with skills and experience suitable for a marketing and events environment. Strong Information Technology skills and attention to detail, and the ability to develop, maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage. The role works in a fast-paced environment and will deliver a quality customer service experience to clients and stakeholders and negotiate effective outcomes.

Eligibility/Other Requirements: Qualifications in Marketing, Events or a related discipline; understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes.

Understanding of the land/ property development market, particularly in terms of marketing, sales or community development. Experience with Information Technology, online marketing and data management. A driver's licence is required and the ability to commence immediately. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for six months with the possibility of extension. This position will be required to occasionally work after hours and on weekends. Selection may be based on application and referee reports 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: Julia Forner (02) 6207 7096 julia.forner@act.gov.au

Urban Projects, Sales and Marketing

Sales, Marketing and Mingle

Sales Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41114)

Gazetted: 02 August 2018

Closing Date: 20 August 2018

Details: The Suburban Land Agency is seeking an energetic Sales Officer to support the sales team in a focused approach to the marketing and sales of residential, industrial, commercial and community land in the ACT. We are looking for a flexible team player who is passionate about customer service and combines a dynamic and enthusiastic approach with skills and experience suitable for a sales, administration and events environment. Strong Information Technology (IT) skills and attention to detail, and the ability to develop, maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage. The role works in a fast-paced environment and will deliver a quality customer service experience to clients and stakeholders and negotiate effective outcomes. This includes being the contact for customer enquiries in the office and at events.

Eligibility/Other Requirements: Understanding of the land/ property development market, particularly in terms of marketing and sales and legislation. Experience with Information Technology, online marketing and data management. A current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for 12 months with the possibility of extension. Ability to commence immediately. Selection may be based on application only. This position will be required to occasionally work after hours and on weekends. 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, an officer will not have a designated workstation/ desk.

Contact Officer: Julia Forner (02) 6207 7096 julia.forner@act.gov.au

Management Finance

Senior Project Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41127)

Gazetted: 07 August 2018

Closing Date: 22 August 2018

Details: Applications are invited from suitably experienced candidates from public or private sector backgrounds to join the Suburban Land Agency Finance team as the Senior Project Accountant. The team provides financial support and advice to the Board, Senior Executives and Management within the organisation. This position will be required to liaise closely with a range of external and internal stakeholders. Therefore, it is essential that the candidate has well developed communication and people management skills.

Eligibility/Other Requirements: The ideal candidate will be degree qualified, have completed or is working towards a Chartered Accountant/Certified Public Accountant qualification and will have a background in financial or management/project accounting. The occupant is required to have a strong financial background and previous experience in the land development or construction fields would be advantageous.

Note: This is a temporary position available for six months with the possibility of extension. Selection may be based on application and referee reports only. An order of merit may be established to fill future temporary vacancies at level over the next 12 months. The Suburban Land Agency 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.

How to Apply: Applications addressing past experiences and how these relate to the selection criteria, Curriculum Vitae and the contact names of at least two referees are required.

Contact Officer: Linlin Zhang (02) 6207 1820 linlin.zhang@act.gov.au

Urban Projects, Sales and Marketing

Sales, Marketing and Mingle

Sales and Client Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11138)

Gazetted: 02 August 2018

Closing Date: 20 August 2018

Details: The Suburban Land Agency is seeking a new Client and Sales Manager to implement and monitor the ongoing and timely development of land sales and the delivery and implementation of a range of sales projects across Canberra. We are looking for a dynamic, dedicated, flexible team player who is passionate about client service, project management and process. The successful applicant will provide leadership within a small team, including staff supervision and consultant management and will have strong project management and written skills and keen attention to detail. The role works in a fast-paced environment and will deliver a quality customer service experience to clients and stakeholders and negotiate effective outcomes. This includes being the contact for customer enquiries in the office and at events.

Eligibility/Other Requirements: Project management experience in a sales or marketing environment.

Understanding of ACT Government legislative frameworks in relation to land development and sales activities and processes. Understanding of the land/ property development market, particularly in terms of marketing and sales.

Experience with Information Technology, online marketing and data management. A current driver's licence. Prior

to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for 12 months 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, an officer will not have a designated workstation/ desk. This position will be required to occasionally work after hours and on weekends. Ability to commence immediately. Selection may be based on application and referee reports only.

Contact Officer: Julia Forner (02) 6207 7096 julia.forner@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$70,519 - \$94,094

David Smith 844-77913, Section 68(1), 3 August 2018

Chief Minister, Treasury and Economic Development

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

Amanda Louise Wilson 755-27958, Section 68(1), 6 August 2018

Community Services

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

Sofie Arvidsson 858-54901, Section 68(1), 17 September 2018

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

Indijana Kegan 858-55584, Section 68(1), 9 August 2018

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

Alyssa Stanley 858-52826, Section 68(1), 9 August 2018

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

Felicity Wilkinson 853-61912, Section 68(1), 8 August 2018

Education

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

Lisa Braban 843-51691, Section 68(1), 2 August 2018

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

Luke Ferguson 843-52889, Section 68(1), 3 August 2018

Environment, Planning and Sustainable Development

Technical Officer Level 4 \$79,824 - \$91,356

Laura Canackle 858-55699, Section 68(1), 6 August 2018

Health

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

Michelle Amber 853-62835, Section 68(1), 9 August 2018

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

Roger Bayani 848-84957, Section 68(1), 2 August 2018

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

Deepa Cherumkuzhiyil Kuttappan 834-45688, Section 68(1), 9 August 2018

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

Adam Clemence 850-41601, Section 68(1), 8 August 2018

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

Johanna De Vries 853-63029, Section 68(1), 9 August 2018

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

Katherine Gechter 853-64398, Section 68(1), 9 August 2018

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

Anthony Howard 847-03765, Section 68(1), 8 August 2018

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

Susan Le Chevert 845-03827, Section 68(1), 9 August 2018

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

Mia Lyons 858-53837, Section 68(1), 27 July 2018

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

Catherine Makings 848-85503, Section 68(1), 9 August 2018

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

Lissy Mathew 858-55541, Section 68(1), 6 August 2018

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

Zinnie Pappachan 834-45485, Section 68(1), 9 August 2018

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

Vishnu Ram 848-84375, Section 68(1), 9 August 2018

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

Louise Ramsay 857-44569, Section 68(1), 3 August 2018

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

Maria Ruaya 853-63088, Section 68(1), 9 August 2018

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

Mark Smith 858-55496, Section 68(1), 9 August 2018

Dental Assistant - Qualified \$52,996 - \$61,965

Marko Tancheski 853-63360, Section 68(1), 3 August 2018

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

Deena Thomas 845-01813, Section 68(1), 9 August 2018

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

Deza Villasenor 853-51167, Section 68(1), 9 August 2018

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

Mathew Ward 858-55445, Section 68(1), 2 August 2018

Specialist Level 1- 5 \$164,470 - \$202,960

Hari Priya Bandi, 78807496, Section 68(1), 7 August 2018

Senior Specialist \$222,205

Jennifer Bromley, 85951074 Section 68(1), 30 July 2018

Justice and Community Safety

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

Benjamin Baker 853-64507, Section 68(1), 2 August 2018

PROMOTIONS

Canberra Institute of Technology

Heather Cousins: 820-80170

From: Professional Officer Class 1 \$56,359 - \$78,145

Canberra Institute of Technology

To: Professional Officer Class 2 \$79,824 - \$91,356

Canberra Institute of Technology, Canberra (PN. 31098) (Gazetted 8 August 2018)

This promotion is to a non-advertised vacancy and it is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General

Chief Minister, Treasury and Economic Development

Finance and Budget Division

Social Policy and Development and Infrastructure Policy Branches

Dean Davies: 843-98094

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34656) (Gazetted 21 February 2018)

Finance and Budget Division

Social Policy and Development and Infrastructure Policy Branches

Geoffrey Hodder: 848-64307

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55229) (Gazetted 21 February 2018)

Shared Services

Information and Communications Technology

Strategic Business

Kylie-Anne Mckeough: 792-43936

From: Information Technology Officer Class 2 \$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. 01341) (Gazetted 14 June 2018)

Finance and Budget Division

Social Policy and Development and Infrastructure Policy Branches

David Teuchert Walsh: 830-79075

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36370) (Gazetted 21 February 2018)

Finance and Budget Division

Social Policy and Development and Infrastructure Policy Branches

Wasana Wuijesuriya: 846-9664

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35264) (Gazetted 21 February 2018)

Community Services

Office of the Director General

Organisational Governance

Lisa Guteridge: 778-10706

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

Community Services

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

Community Services, Canberra (PN. 10311) (Gazetted 30 June 2018)

Director of Public Prosecutions

Legal

Shaz Naidu: 835-99599

From: Prosecutor Grade 2 \$92,999 - \$113,159

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 04208) (Gazetted 1 June 2018)

Education

Service Design and Delivery

Student Engagement

Murrumbidgee Education and Training Centre

Steve Collins: 739-89825

From: \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 33760) (Gazetted 27 June 2018)

School Performance and Improvement

North and Gungahlin Network

Majura Primary School

Amanda McDermott: 798-37910

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

Education

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 00845) (Gazetted 6 December 2017)

School Performance and Improvement

South and Weston Network

Narrabundah College

Jacqueline Ockwell: 824-46742

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

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 02715) (Gazetted 24 May 2018)

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support

Tegan Liston: 827-33362

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 37841) (Gazetted 12 July 2017)

Health

Quality, Governance and Risk

People and Culture

Employment Services

Heidi Louise Gregson: 779-18717

From: Senior Officer Grade C \$100,462 - \$108,140
Health
To: †Senior Officer Grade B \$118,319 - \$133,197
Health, Canberra (PN. 16351) (Gazetted 20 April 2018)

Deputy Director General Corporate

Petah Larke: 821-05067

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health
To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 34182) (Gazetted 28 June 2018)

Canberra Hospital and Health Services

Medicine

Annaliese Liefing: 830-80914

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN: 12121) (Gazetted 14 June 2018)

Justice and Community Safety

ACT Corrective Services

Corporate Services

Information and Business Solutions

Lu Chen: 844-74712

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Justice and Community Safety, Canberra (PN. 35519) (Gazetted 3 April 2018)

Transport Canberra and City Services

Chief Operating Officer

Governance and Ministerial Services

Security and Risk

Philip Gritti: 783-12020

From: Senior Officer Grade C \$100,462 - \$108,140
Transport Canberra and City Services
To: †Senior Officer Grade B \$118,319 - \$133,197
Transport Canberra and City Services, Canberra (PN. 00478) (Gazetted 22 June 2018)

City Services

Roads ACT

Road Maintenance

Matthew Handley: 827-5644

From: General Service Officer Level 5/6 \$52,198 - \$57,445
Transport Canberra and City Services
To: †General Service Officer Level 7 \$59,230 - \$62,549
Transport Canberra and City Services, Canberra (PN. 26317) (Gazetted 15 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.

CORRIGENDA

ACT Health

Registered Nurse Level 3.1 \$101,175 - \$105,339

Jonathan Howes: 857-44817, Section 68 (1), 16 July 2018

Note: Correction to commencement date originally published in the gazette of 26 July 2018.

Community Services

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

Sofie Arvidsson: 858-54901, Section 68(1), 17 September 2018

Note: Correction to commencement date originally published in the gazette of 06 August 2018.