



ACT Government Gazette

Gazetted Notices for the week beginning 06 July 2017

VACANCIES

ACT Audit Office

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

Performance Audit

Senior Audit Manager

Audit Band 2 - Audit Manager \$103,575 - \$111,677, Canberra (PN: 42800)

Gazetted: 12 July 2017

Closing Date: 28 August 2017

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated. Further information may be obtained from the contact officer.

Note: This is a temporary position available for a period of 12 months. Shortlisted applicants will be asked to nominate two referees that can be contacted by the selection committee.

Contact Officer: Mr Brett Stanton (02) 6207 9534 brett.stanton@act.gov.au

Performance Audit

Senior Auditor

Audit Band 1 \$51,579 - \$98,171, Canberra (PN: 42807)

Gazetted: 12 July 2017

Closing Date: 28 August 2017

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated. Further information may be obtained from the contact officer.

Note: This is a temporary position available for a 12 month period with the possibility of extension and/or permanency. Shortlisted applicants will be asked to nominate two referees that can be contacted by the selection committee.

Contact Officer: Ms Caroline Smith (02) 6207 7829 caroline.smith@act.gov.au

Canberra Institute of Technology

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

Student and Academic Services

Student Services

Client Relationship Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19509)

Gazetted: 12 July 2017

Closing Date: 26 July 2017

Details: CIT is seeking an enthusiastic Client Relationship Manager to lead CIT Student Services Shop Front operations across all CIT campuses, with responsibility for coordination and administration of enrolments and reenrolments, campus reception and referral to CIT services. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Extensive client service management experience in an educational institution.

Appropriate tertiary qualifications.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Shared Services ICT

Technology Services

Technical Services Branch

Delivery Assurance Manager

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

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: The successful candidate will be responsible for the management and allocation of resources across Technical Services for the delivery of technical initiatives and projects as well as reporting on team activity, identifying areas of risk for project delivery and facilitating engagement between all Shared Services ICT teams.

Eligibility/Other Requirements: Knowledge of ITIL frameworks would be highly advantageous. Possession of, or the ability to rapidly attain, a Protected Security clearance is mandatory.

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

Contact Officer: Con Bogiatzis (02) 6207 8923 con.bogiatzis@act.gov.au

Shared Services ICT

Technology Services

Technical Services Branch

Senior SCCM Administrator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15779)

Gazetted: 12 July 2017

Closing Date: 19 July 2017

Details: The successful candidate will plan, manage and support the software deployment and auditing service for the ACT Government's enterprise environments. Including but not limited to developing and maintaining the Microsoft Systems Centre Configuration Manager (SCCM) infrastructure to support; application deployment, operating system deployment, auditing of assets including software and other business requirements.

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

Contact Officer: Con Bogiatzis (02) 6207 8457 con.bogiatzis@act.gov.au

Shared Services

Shared Services ICT

ICT Security

ICT Security Deputy Manager, Risk and Compliance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30922, several)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

Details: Shared Services Information and Communication Technology (ICT) Security is seeking two team leaders to work within the Governance, Risk and Compliance Team. Successful applicants will have experience in risk assessment and compliance auditing in an ICT or ICT security environment. You will also have experience in providing risk treatment advice to business, and knowledge of privacy related legislation and security policy, preferably in a public sector environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Candidates must possess or have the ability to attain an NV1 security clearance; educational and professional qualifications checks may be undertaken prior to employment. Professional certification in IT Security Management, Risk Management, Information Security Auditing and/or Cloud Security would be an advantage. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Nicole Honchera (02) 6205 3699 nicole.honchera@act.gov.au

Access Canberra

Projects, Governance and Support

Policy, Research and Implementation

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36060)

Gazetted: 07 July 2017

Closing Date: 14 July 2017

Details: Are you a curious person who enjoys a challenge? Do you enjoy working in a team to find new ways to deliver results? Are you interested in working for an organisation that prides itself on delivering innovative solutions? If the answer to these questions is yes, then the Access Canberra's Policy, Research and Implementation Team is the place for you. We, at Access Canberra, have an exciting Assistant Manager position available in our Policy, Research and Implementation Team. This operational policy role requires a person who is responsive and flexible. You will be able to quickly grasp complex concepts across a range of operational policy areas including Gambling and Racing, Liquor, Road Transport and Consumer Protection. You will be able to identify policy gaps and use your expertise and outstanding communication skills to advise and influence stakeholders and policy makers. In the Assistant Manager role you will develop policy solutions, implement new policies, represent Access

Canberra on commonwealth forums and undertake analysis on reports, submissions and briefs. Your advice and influence will ensure policies are effective and able to be implemented to the benefit of the Canberra community. In this role you will need to manage up, down, sideways and diagonally... all while maintaining a good sense of humour and laughing at all jokes made by the senior executive team.

Eligibility/Other Requirements: Experience in a regulatory environment or in gambling and racing matters would be highly regarded.

Note: This position was recently advertised as temporary and is now readvertised as permanent. Previous applicants will be considered and need not reapply. Selection may be based on application and referee reports only.

Contact Officer: Belinda Josey (02) 6207 0382 belinda.josey@act.gov.au

Culture and Communications

Communications, Special Events and Executive Support

Communications

Senior Strategic Communications and Media Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38851, several)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

Details: We are seeking two experienced communications professionals to provide strategic communications and media support for Access Canberra. The successful applicants will provide high level advice and assistance on media management and communications strategy development, implementation and evaluation and will be part of a small team which works to develop and deliver a range of innovative internal and external communication activities.

Eligibility/Other Requirements: Relevant tertiary qualifications, and/or a minimum of three years experience as a graded journalist or a similar public relations and media management role is essential. Experience in video, editing and digital skills would be highly regarded.

Note: The successful applicant will need to be available for occasional weekend and after hours work.

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

Communications and Engagement

Strategic Engagement

Senior Strategic Communications and Media Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38806)

Gazetted: 10 July 2017

Closing Date: 24 July 2017

Details: We are looking for a dynamic and motivated communications professional to support a significant community engagement reform project for the ACT Government. You should be passionate about facilitating a conversation between government and the Canberra community. You will have experience in developing and delivering traditional and digital communication strategies, have the ability to form productive relationships across the ACT Government, Ministerial offices and members of the community. You will also have experience in managing media and related issues.

Eligibility/Other Requirements: The ability to work flexible hours is required.

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

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

Shared Services

Finance and Payroll

Accounts Processing Team

Senior Supervisor Accounts Payable

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07342)

Gazetted: 11 July 2017

Closing Date: 25 July 2017

Details: This vacancy provides a great opportunity to work within the Accounts Payable Team in an exciting environment. You will oversee the performance of the team, demonstrating effective management skills and ensuring a focus on our clients and the delivery of the best outcomes. Well developed communication skills along with sound risk management and analytical capabilities are important in this role and in providing direct support to the Team Leader

Contact Officer: Sonja Grosse (02) 6207 7295 sonja.grosse@act.gov.au

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

Communications and Engagement

Whole of Government Communications

Digital Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20648)

Gazetted: 12 July 2017

Closing Date: 28 July 2017

Details: The Whole of Government Communications team in the Chief Minister, Treasury and Economic Development Directorate is looking for an organised and innovative Digital Communications Officer to assist the team in sourcing, writing, creating and publishing written and digital content for whole-of-government publications, websites and social media channels. We are especially looking for someone who can take written content and transform it into engaging digital content. We are also keen to hear from applicants with experience in creating effective digital content that reaches young people in Canberra.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. The order of merit established from this process may be used to fill further vacancies at level over the next 12 months.

Contact Officer: Tania Navarro (02) 6205 0192 tania.navarro@act.gov.au

Infrastructure Finance

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33946)

Gazetted: 07 July 2017

Closing Date: 21 July 2017

Details: The Chief Minister, Treasury and Economic Development Directorate has an exciting opportunity available for a person with high-level organisational and administrative support skills. As the Executive Assistant within the Infrastructure Finance Division you will work closely with the Executive Director and the Division's Directors and will be responsible for the management of project tasks, communication activities and the monitoring and management of correspondence and calendars. The role involves extensive liaison across Government, and provides the opportunity to contribute to high profile ACT projects. The successful applicant will be a strong communicator, with exceptional interpersonal skills. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

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

Community Services

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

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

Child and Youth Protection Services

Team Leader – Case Analysis

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 37431)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

Details: The team leader role is focussed on supporting the continuous improvement of Child and Youth Protection Services (CYPS) practice and decision making. The position is responsible for providing strong leadership and management of the Case Analysis Team and identifying areas of practice improvement to assist CYPS to meet statutory obligations. This will be done by conducting analysis of individual cases taking into consideration all of the information held by CYPS. The team will provide independent advice, quality assurance and guidance to caseworkers and team leaders having considered the historic and current risks, the impact and risk of cumulative harm, any identified vulnerabilities to the safety of children and young people and the protective factors which mitigate these vulnerabilities. The themes identified within individual cases will be used to strengthen training, policy and procedures and practice guidance to staff.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or a related discipline; five years experience in human service delivery; and a current driver's licence are all essential. Relevant tertiary qualifications in project management, change management or a related discipline are desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 24 July 2017 to 24 July 2019 with the possibility of extension. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Ali Trehwella (02) 6207 0621 alison.trehwella@act.gov.au

Child and Youth Protection Services

Bimberi Residential Services

Youth Worker

Youth Worker 1/2 \$60,039 - \$72,175, Canberra (PN: 22786, several)

Gazetted: 11 July 2017

Closing Date: 3 August 2017

Details: Bimberi Youth Justice Centre and Bimberi Residential Services are looking for people with integrity, resilience, flexibility and a willingness to work with young people with complex needs in a custodial and residential setting. Staff will need to be willing to work as a member of a team focused on providing safe care, support and supervision of young people. The role will require staff to actively participate and engage positively with young people in a confident, calm and controlled manner. The most successful applicants will be those that are able to demonstrate the values of respect, integrity, collaboration and innovation. Staff will receive an attractive remuneration package (including shift penalties) and the opportunity for professional development. A compulsory seven week induction training program will be provided. These positions will require staff to be rostered to work at Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and include day work, night work and weekend work.

Eligibility/Other Requirements: Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric assessment, a medical test and meet a baseline standard fitness requirement as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and a National Police check will be required for all applicants.

Note: The order of merit established from this recruitment process will be used to fill permanent, temporary and casual positions at level within the next 12 months. Past applicants are eligible to reapply. There will be information sessions at Bimberi Youth Justice Centre regarding the advertised positions. These sessions will be held on Tuesday 18 July 2017 and Thursday 20 July 2017 from 6pm to 7pm. RSVP to contact officer required.

Contact Officer: Business Manager (02) 6205 9051 CYPScruitment@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

Learning and Teaching

Careers, Transitions and VET

Careers and Transitions Program Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 09480)

Gazetted: 07 July 2017

Closing Date: 21 July 2017

Details: An opportunity exists in the Learning and Teaching Branch for a highly motivated person to work within the Careers, Transitions and VET Section to support schools in the delivery of quality student transitions, pathways planning and career education programs and services. The position involves researching, analysing and providing advice to senior management on policy development in this area, including career development across the lifespan. The position also requires the ability to use technology effectively to manage the ACT Pathways website, promote its usage and benefits to students, teachers and parents, and implement enhancements and upgrades. The successful candidate will have the ability to work under pressure to set priorities and meet deadlines both independently and as a member of a team, and proven capacity to liaise effectively with all stakeholders.

Eligibility/Other Requirements: Experience and/or qualifications in career development practice is desirable.

Notes: This position is temporary until 29 December 2017 with the possibility of extension and/or permanency.

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

Contact Officer: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

Environment, Planning and Sustainable Development

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

Business, Governance and Capability

People and Capability

Senior Manager, People and Capability

Senior Officer Grade A \$137,415, Canberra (PN: 28915)

Gazetted: 07 July 2017

Closing Date: 14 July 2017

Details: The Environment, Planning and Sustainable Development Directorate is seeking a highly motivated officer to fill the role of Senior Manager, People and Capability. The formation of the new directorate provides a unique opportunity to recast governance arrangements and values. Central to this approach will be a coordinated and collaborative Business, Governance and Capability stream focussed on providing transparent, accountable and robust governance frameworks that champion Workplace Health and Safety ideals, efficient and effective use of resources within an environment that seeks and monitors continuous improvement. The successful candidate will have highly developed change management and relationship management capabilities. The ability to manage complex employment matters, work collaboratively with managers and senior executives as well as lead and manage a small HR team.

Eligibility/Other Requirements: A tertiary qualification in Human Resources; or equivalent senior level experience would be well regarded.

Note: This is a temporary vacancy available for up to ten months. Expressions of interest are sought from potential candidates and should include a supporting statement against each criterion of no more 300 words each, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Jaime Elton (02) 6207 9151 jaime.elton@act.gov.au

Planning Delivery

Planning Support

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 37841)

Gazetted: 12 July 2017

Closing Date: 19 July 2017

Details: The Planning Delivery Division is seeking a Senior Manager to lead the Planning Support section. The role will require strong leadership and stakeholder engagement skills. The Planning Support section deals with customers and industry groups providing advice on planning and leasing enquires, and timely administration of regulatory processes related to planning, leasing and development proposals. The Planning Support section also manages the business improvement work across the Division.

Eligibility/Other Requirements: Experience in change management and driving business improvements is essential.

Contact Officer: Brett Phillips (02) 6207 3520 brett.phillips@act.gov.au

Engagement and Executive Support

Communications Unit

Community Engagement Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33016)

Gazetted: 12 July 2017

Closing Date: 19 July 2017

Details: An opportunity exists for a highly motivated Community Engagement Officer to be a part of the Communications team in Environment, Planning and Sustainable Development (EPSDD). Strong experience in community engagement with the ability to prepare, implement and undertake community engagement strategies on major directorate initiatives is required. The position is also responsible for working with the team to ensure high quality communications support for line areas and Minister's offices. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in community engagement, communications and/or public relations are desirable.

Note: This is a temporary position available from 11 August 2017 to 3 August 2018.

Contact Officer: Mayumi Smith (02) 6205 3146 mayumi.smith@act.gov.au

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

Office of the Commissioner for Sustainability and the Environment

GIS/Environmental-Economic Accounts specialist

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: C10300)

Gazetted: 12 July 2017

Closing Date: 19 July 2017

Details: This position reports to the Senior Manager (State of the Environment reporting) and works in a small team. The GIS / Environmental Economic Accounts specialist will be responsible for producing environmental-economic accounts as per the SEEA Central Framework and the SEEA Experimental Ecosystem Accounting Framework.

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

Contact Officer: Becky Smith (02) 6205 1084 becky.smith@act.gov.au

Asbestos Response Taskforce

Finance

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34954)

Gazetted: 06 July 2017

Closing Date: 13 July 2017

Details: The successful applicant will deliver a range of financial and administrative services for the Taskforce. Duties include, but are not limited to: processing accounts payable and receivable, data entry and retrieval of information, preparing reports, records and information management and drafting less complex correspondence. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Note: This position is temporary available until 31 December 2017 with the possibility of extension. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Applicants should provide a written Expression of Interest of no more than two pages, current Curriculum Vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration of the Duty Statement and Selection Criteria. However, there is no requirement to address each criterion individually.

Selection may be based on application and referee reports only.

Contact Officer: Richard Kingham (02) 620 70234 richard.kingham@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

Specialist / Senior Specialist - General Medicine

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 34212)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Overview of the work area and position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. Applicants should have had training and experience in General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the on-call and weekend arrangements for the General Medicine roster is expected. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960. Senior Specialist: \$222,205. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians (FRACP) in General Medicine and/or medical sub-specialty or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part time position at 12 hours per week for 12 months.

Contact Officer: Dr Ashwin Swaminathan (02) 6174 5148

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Corporate

Business Performance Information and Decision Support

Business Intelligence Corporate

Costing Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 20231)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Business Performance Intelligence Decision Support has responsibility for producing information on the performance of ACT Health for the Minister, senior managers, clinicians and the public. The Costing Manager will provide advice and support to the Director, Analysis and Reporting. To be successful in this role you will have excellent technical skills and have demonstrated experience to support the coordination, consolidation and analysis of costing processes to fulfil national and local obligations.

Eligibility/Other Requirements: Accounting qualifications, data analysis experience and experience in manipulating and managing large datasets and experience with data in a health setting environment are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Karen Chudleigh (02) 6207 2324 karen.chudleigh@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 25109)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

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

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Hospital in the Home (HITH) is an inpatient service that enables patients to receive individualised acute medical care in their home environment. HITH cares for a variety of patients of all ages with varying conditions across many specialties. These treatments may include intravenous antibiotics for short or long term periods, warfarinisation and total parenteral nutrition to name a few. The registered nurses who work in HITH are highly experienced practitioners who deliver acute care 7 days a week with an on call service overnight. This service substantially reduces patient length of stay and is pivotal in facilitating patient flow. The Medical Day Unit (MDU) provides an infusion service for patients with a chronic illness. These treatments may include biologic infusions, immunoglobulin, blood or iron infusions. Minor procedures such as abdominal paracentesis, lumbar punctures and changing of supra pubic catheters are also performed in the MDU. This service operates Monday to Saturday. The CNC will play a crucial role in the day to day co-ordination of the unit and patient flow; have an advanced knowledge of acute medical nursing and be responsible for clinical nursing support, operational management and strong leadership. The

successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a current driver's licence. It is desirable that the successful applicant has clinical experience in acute medical nursing, ambulatory care, general medicine and/or chronic disease management and holds or is working towards a post graduate qualification relevant to nursing/management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Wendy Mossma (02) 6244 5164 wendy.mossman@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Nursing**

**Metastatic Breast Cancer Nurse Specialist
Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 16988)**

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The 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 support to Ambulatory and Community Health centres across ACT Health. The cancer nurse specialist role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of metastatic breast cancer across the cancer journey. The role is co-funded by ACT Health and the McGrath foundation; this funding agreement will enable additional hours to be negotiated with the successful candidate on a temporary on-going basis.

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

Notes: This is a part-time position at 24 hours per week. The salary noted above will be pro rata for part-time hours.

Contact Officer: Sharon Bale (02) 6244 4269 sharon.l.bale@act.gov.au

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

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 17565)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialist Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Service; Alcohol and Drug Service; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: This nursing position is based in the Older Persons Mental Health Community. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. In this position the person will provide advanced assessment, recovery planning, clinical coordination and therapeutic interventions.

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

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

Registered Nurse Forensic Mental Health Services

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14460)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community, FMHS Court Assessment and Liaison (FCAL), FMHS Bimberi Youth Justice Centre (FMHS BYJC), FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as

forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APHRA). Eligibility for membership of the appropriate professional organisations. Current driver's licence. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@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: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. 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: ASAR accreditation is mandatory. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available for a period of 12 months. As a part-time position the salary noted above will be paid pro-rata.

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

Corporate

Strategic Finance

Health Economics

Senior Activity Based Funding Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 04573)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Under direction, provide high level support to the Senior Manager Health Economics Unit in the delivery of analysis and reporting for ACT Health against various national and Territory initiatives and assist in the analysis and financial reconciliation for Cross Border, Department of Veterans' Affairs and National Health Reform agreements.

Eligibility/Other Requirements: Highly Desirable: Relevant tertiary qualification in economics or finance or experience in a health economics/finance discipline. Experience in the use of SAS, SPSS statistical software and/or

Microsoft SQL Server is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Mohan Singh (02) 6207 1065 mohan.singh@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons Mental Health

MoC Implementation Support Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 38246)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumer, 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 people's homes. These services include: Rehabilitation and Speciality Services, Adult Acute Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. This role requires you to assist in the successful planning, implementation and evaluation of the Adult Community Mental Health Service Model of Care. Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional Health Practitioner Regulation Agency (AHPRA) registration where applicable and/or eligibility for membership of the appropriate professional organisation. Strong understanding of the adult community mental health services. Must hold a current driver's licence. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Previous experience and working knowledge of MHJHADS strategic projects, business support and clinical service provision with specific familiarity of Adult Community Mental Health Services is highly desirable. Previous experience of project implementation within a clinical setting is highly desirable. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

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

Contact Officer: Amber Shuhyta (02) 6207 7382 amber.shuhyta@act.gov.au

Innovation

Strategy and Design

Health Service Planning

Planning Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31433)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Health service planning aims to improve health service delivery and/or system performance to better meet the health need of a

population. It comprises the process of aligning the delivery of existing health services to meet the changing patterns of need and use of services. This aims to make the most effective use of available and future health resources (funding, staff and infrastructure). The 'modelling' arm of the 'Health Services Planning Unit' uses statistics of future population growth of the region and casemix-specific level data to formulate demand projections for service, bed, technology, staff and other resources required to meet population need. It uses quantitative data, qualitative data and evidence to assess future changes in demand. A 12 month opportunity exists for a suitably experienced candidate to join the Health Services Planning Unit (HSPU) as a Planning Officer - Modelling. The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for ACT Health. The HSPU coordinates the development of the Territory Wide Clinical Services Framework, along with the service level plans that are aligned with it. The HSPU undertakes capital and facility planning, including working with the clinical divisions to develop Models of Care. The HSPU also works with consumers and service providers to identify health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. As part of the HSPU team, you will analyse and assess service data and information, contribute to health service plans, health planning unit briefs, facility concept design processes, asset strategic planning processes and provide advice to service delivery units and other stakeholders.

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

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

Contact Officer: Serge Papin (02) 6205 1074 serge.papin@act.gov.au

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Chief Scientist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26435)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT 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 Anatomical Pathology Department is located at the Canberra Hospital. The cytology department offers a gynaecological, non-gynaecological and fine needle aspiration cytology service. This position manages a small team of scientists and is directly involved in coordinating directing quality control, continuing medical education and service provision. Expressions of interest are sought for an experienced cytotechnologist to temporarily fill this Health Professional Officer 4 (HP4) position within the Anatomical Pathology department. The suitable applicant will be a highly skilled cytotechnologist who has extensive experience in the field of diagnostic cytology, both gynaecological and non-gynaecological, experience in providing supervision and leadership to staff and experience with the quality systems in place in a cytology laboratory.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. Successful completion of the Australian Examination in Cytology – CT (ASC). Please note 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.

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

Contact Officer: Narelle Brodie (02) 6244 2879 narelle.brodie@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22660)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. Healthcare Access at School (HAAS) enables students with complex or invasive health care needs to attend school safely. This is a permanent full time position. The office is based in the City at 1 Moore Street but will travel to schools on most days. This service is provided by ACT Health's Women's Youth and Children, Community Health Programs in partnership with the Education Directorate. Your Paediatric background will be necessary to complete the health needs and risk assessment and your primary health knowledge to support the student in a non acute school setting. This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for families, schools and students and one is rewarding for you, the clinician. The HAAS team is positive and dynamic and you will be welcomed and well supported as you learn the role.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current ACT drivers licence. Paediatric qualifications and/or extensive experience in this specialist area is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: Clinical workload is such that there is capacity to take annual leave during the school holidays; especially over the Christmas school holidays.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse Forensic Mental Health Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 25563, expected vacancy)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

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 work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community, FMHS Court Assessment and Liaison (FCAL), FMHS Bimberi Youth Justice Centre (FMHS BYJC), FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Tertiary qualifications in Nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Relevant experience in the area of Mental

Health. Current driver's licence. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Canberra Hospital Health Services

Women Youth and Children

Women and Babies

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 23514, several)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas, providing specialised maternity care to all risk women and babies. The service provides two models of Midwifery Group Practice. The Canberra Midwifery Program (CMP) is a continuity midwifery model, providing maternity care for low risk women in the community, and birth in a Birth Centre environment. The CMP currently offers publically funded homebirth to women meeting eligibility requirements. The Continuity at The Canberra Hospital (CaTCH) program provides continuity midwifery care to all risk women. The advertised position is for a case load midwife providing continuity of midwifery care during the antenatal, birth and postnatal periods to 35-40 women a year in the community.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); eligible for membership of the Australian College of Midwives; and hold a current drivers licence. Completion of Midwifery Practice Review or equivalent is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several permanent full-time positions available.

Contact Officer: Chris Fowler (02) 6174 7684 chris.fowler@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Physiotherapist Neurosciences

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25526)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

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

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

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

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current drivers licence. Desirable: At least three years work experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Notes: A merit list will be created from this process and may be used to fill full-time and part-time temporary and permanent vacancies which occur over the next 12 months. You will be required to participate in an overtime roster.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Mental Health Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 14861)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

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

Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Note: This is a temporary position available for a period of three months with the possibility of extension. This position is part-time at 22:03 hour per week position and is based at CAMHS North from August 2017. An order of merit will be established from this process and may be used to fill future identical full time temporary vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Elloise Barry (02) 6205 1050 elloise.j.barry@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Paediatric Physiotherapy

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17272, several)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

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

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in

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

Eligibility/Other Requirements: A Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current drivers licence are all required. At least three years work experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This recruitment round will be used to fill two Health Professional Level 3 Paediatric Physiotherapy positions; one permanent part-time position at 25:72 hours per week and the salary noted above will be paid pro-rata; and one temporary full-time position available until 25 December 2017 with the possibility of extension. You will be required to participate in an overtime roster. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

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

Population, Health, Protection and Prevention

Health Protection Service

HPI Program Safety

Database Administrator

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

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the Work Area and Position: The role of the Business Support Services (BSS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of contact to HPS stakeholders visiting the site or contacting the Service by phone. The HPS database administrator is responsible for administering and maintaining a number of databases utilised by the Branch as well as the Division SharePoint site and HPS content on the ACT Health website. The successful applicant will use IT to support business processes and quality improvement activities for the Branch as well as utilising relevant systems to generate reports in a timely and efficient manner. In addition, the position is responsible for undertaking various research and projects on behalf of the Branch.

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

Notes: This is a temporary position available from September 2017 for a five month period with the possibility of extension.

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

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Deputy Administrative Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 26561)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The successful applicant will assist the Administration Manager to lead a team to achieve business outcomes including: developing and maintaining appropriate policies and procedures; staff supervision and leadership; setting priorities and conducting staff appraisals; and staff training. Provide accounting support to the Medical Imaging Department as directed, including the preparation of journals, transaction and costing analysis, maintenance of finance schedules. Manage internal billing processes on behalf of the Department. The successful applicant will also be required to assist the Radiology Information System Administrator maintain the Radiology Information System. Excellent people skills and the demonstrated ability to lead a team are essential as are good oral and written communication skills.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Ability to work outside normal working hours and be on call. Desirable: Previous experience of a Radiology Information Systems (RIS). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of five months. This position involves shiftwork. An order of merit will be established from this selection process that may be utilised to fill any permanent, full-time or part-time, temporary or casual positions (at level), which may occur within the following 12 months. Selection may be based on application and referee reports only. Applicants must provide two written referee reports which address the selection criteria.

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

Canberra Hospital and Health Services

Medicine

Medical

Personal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13141)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Medicine provides adult medicine services to the Canberra community in inpatient, outpatient and outreach settings. An emphasis is placed on accessible, timely and integrated care, which is delivered to a high standard of safety and quality. The Division has a strong commitment to teaching and research. Health students from several universities undertake practical placements within the division. Most of the Division's senior medical staff hold academic appointments at the Australian National University Medical School, and there are many research programs in operation. Many

members of the Division's staff participate in the development of national professional guidelines and quality initiatives. The Division of Medicine is working towards innovative improvements to hospital and clinical pathways. The Division seeks to employ professional, focused individuals who will contribute to the Divisional and Organisational goals and strategic plan. Overview of the work area and position: The Executive Director of Medicine manages the delivery of services within the Division of Medicine, Canberra Hospital and Health Services and provides strategic direction for the Division. Under limited direction, you will play a key role in providing administrative support to the Executive Director of Medicine by 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: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Elizabeth Chatham (02) 6244 3603 elizabeth.chatham@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Personal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23668)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. This Personal Assistant role supports the Executive Director of the Division of Surgery, Oral Health, who is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

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

Notes: This is a temporary position available for six months.

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

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Credentialing and Scope of Clinical Practice Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 23851)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

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

in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. MOSCETU has responsibility for: The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and the process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health; and manage the recruitment, rostering and administration related to the Junior Medical workforce. Overview of the Work Area and Position: The position of Credentialing and Scope of Clinical Practice Officer sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role is part of a small team that manages the operations of the credentialing and scope of clinical practice process and provides the secretariat function to the scope of clinical practice committees under the *Health Act 1993*.

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

Notes: This is a temporary position available for 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Tara Ross (02) 6174 7231 tara.ross@act.gov.au

Innovation

Research

Clinical Trial Staff

Clinical Trials Coordinator

Research Officer Grade 2 \$66,656 - \$72,175, Canberra (PN: 16277, several)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council. The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. The successful applicant will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. This role works under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

Eligibility/Other Requirements: Mandatory: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, OR an equivalent combination of experience and/or education. Academic knowledge or practical experience of clinical trials coordination is desirable. Hold a current driver's licence and have certification or ability and intention to become certified in an Accredited Good Clinical Practice (GCP) course. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy

Notes: The option to work part-time will be considered. Hours of work are flexible. Selection may be based on written application and referee reports only. A merit list may be established to fill identical positions which may arise within the next 12 months.

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Innovation

Research

Clinical Trial Staff

Clinical Trials Coordinator

Research Officer Grade 2 \$66,656 - \$72,175, Canberra (PN: 32047)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council. The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. The successful applicant will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. This role is under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

Eligibility/Other Requirements: Mandatory: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience, or an equivalent combination of experience and/or education. Academic knowledge or practical experience of clinical trials coordination is desirable. Hold a current driver's licence and have certification or ability and intention to become certified in an Accredited Good Clinical Practice (GCP) course. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Part-time hours will be considered. Hours of work are flexible. A merit list may be established to fill identical positions within the next 12 months.

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Justice Health Services - Health Professional

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 14464)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via

structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid post graduate professional work experience in a related/relevant organisation/service. 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 professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: This is a temporary position available for a period of 12 months. Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Booking Clerk

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36940)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: Medical imaging is looking for Booking Clerks who enjoy working in a front line position. Under general direction you will be required to provide reception and administration services to patients attending the section. You will be responsible for arranging and overseeing modality bookings as well as maintaining waiting lists. You will be required to liaise with a number of internal and external clients, senior staff specialists and other medical and administrative staff. Retrieve files from our offsite storage. The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

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

Note: This is a permanent position and an order of merit may be established to fill future temporary vacancies at level, which may occur over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Rose Varga (02) 6244 2159 ruzica.varga@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

HPI Program Safety

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23655)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The 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 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 (HPS) 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. The role of the Business Support Services (BSS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and Executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of contact to HPS stakeholders visiting the site or contacting the Service by phone.

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

Notes: An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Kim Warren (02) 6205 4405 kim.warren@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Personal Assistant to Director of Anaesthesia

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 24245)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

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

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

Eligibility/Other Requirements: Experience with Dictaphone typing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes

This is a temporary part-time position available for six months with the possibility of extension. The full-time salary noted above will be paid pro-rata.

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

Innovation

Research

Clinical Trial Staff

Receptionist/Administrative Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 16336)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council. The Receptionist/Administrative Assistant provides key support to clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Receptionist/Administrative Assistant will be to support the conduct and management of a clinical trial projects. This role works under the general direction of the Manager of Clinical Trials.

Eligibility/Other Requirements: Desirable: Academic knowledge or practical experience of clinical trials is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: The option to work part-time will be considered. Hours of work are flexible. Selection may be based on written application and referee reports only. A merit list may be established to fill identical vacancies which may arise within the next 12 months.

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult and Community Mental Health Services

New Graduate Health Professional

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 19451)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of people access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services, Justice Health Services and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct. An exciting opportunity exists for entry into Mental Health, Justice Health and Alcohol and Drug Services Division of ACT Health. The successful applicant will be

employed as a Health Professional Officer Level 1, to be a member of a multidisciplinary adult community mental health team based in City Mental Health Team. Under close professional supervision, the position holder will promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services. Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check.

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

Contact Officer: Lisa Hawke (02) 6205 1338 lisa.hawke@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Emergency Department Administrative Support Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: C00059, several)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; and Research and Service Development Unit. Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral hospital and trauma centre for the ACT and surrounding region of NSW with 82, 000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. Overview of the work area and position: The Emergency Department (ED) Administration Support Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, seven days a week. The positions report to the ED Administration Manager, Division of Critical Care. Under broad direction, you will play a role in providing day-to-day support to the Emergency Department including, but not limited to: Patient registration, ward round, patient billing, phone management, stocking or supplies and general administrative tasks as directed.

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

Note: These are casual position's to provide backfill for the ED Administration team. The successful applicant/s will be offered a casual contract. The ED Administration team are looking for a mixed range of experience and

availability. These positions attract penalties rates for employees who are rostered to work outside the hours of 6:00pm and 6:30am as outlined in the ACT Public Service (Administrative and Related Classifications) Enterprise Agreement 2013-17. Applications addressing the selection criteria are to be a maximum of two pages in length. Contact Officer: Haylee Snowden (02) 6244 4115 haylee.snowdon@act.gov.au

Justice and Community Safety

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

General Manager, Custodial Operations

Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E869)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

Details: The ACT Justice and Community Safety Directorate are seeking applications for the role of General Manager, Custodial Operations. The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security.

The General Manager Custodial Operations is key in supporting the Executive Director ACT Corrective Services in delivering all aspects of Custodial Operations and works alongside the General Manager (Community Corrections) to provide high quality corrective services within the ACT. The position oversees the Alexander Maconachie Centre (AMC), the first correctional facility in Australia to be designed, constructed and operated under human rights legislation. The General Manager provides leadership to 261 (FTE) staff and is accountable for effective management of an annual operational budget of \$43 million.

The ideal candidate will apply specialised professional knowledge and experience to lead and respond to the complexities surrounding custodial operations within the ACT. They will also have a good understanding of best practice correctional services and the ACT's human rights framework.

All enquiries regarding this position should be directed to Rebecca Bauer, Principal Consultant, Hudson Brisbane Office on (07) 3258 8305 or by email on rebecca.bauer@hudson.com.

Remuneration: The position attracts a remuneration package ranging from \$256,039 - \$267,315, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Applications should be sent to the contact officer.

Contact Officer: Rebecca Bauer (02) 3258 8305 rebecca.bauer@hudson.com

ACT Corrective Services

Corporate Services

Business Services Unit

Team Leader, Detainee Finance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37005)

Gazetted: 10 July 2017

Closing Date: 22 July 2017

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Team Leader, Detainee Finance (SOGC), in the Business Services Unit (BSU). The successful applicant will be responsible for providing accurate, timely and analytical insight into detainee finance and leading and undertaking transactional process. Further to this, you will report and investigate activities into the detainee finance service provision, analyse and report on business and financial information and support operational activities. The successful applicant will have management of the Alexander Maconachie Trust Account, ensuring financial accounting principles are adhered to. In addition, you will also prepare monthly,

quarterly and annual financial statements, develop, review and update relevant policies and procedures and, in consultation with operational areas, assist with budget and problem solving to find workable solutions. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting are highly desirable. The successful candidate may be required to undergo a criminal history check. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* and a current driver's licence 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: To apply, applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Law Courts and Tribunal

Corporate and Strategic Services

Finance Unit

Management Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38935)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

Details: The ACT Law Courts and Tribunal (ACTLCT) are seeking an experienced Management Accountant to provide quality analysis, forecasting, reporting and advice on a range of financial issues, financial performance, budget preparation and management to chief judicial officers, the executive management group and staff. The successful applicant will be expected to manage and enhance the ACTLCT's reporting processes, both internal and external to better practice standards and the timely achievement of established deadlines; undertake budget preparation, costings, analysis and forecasting of financial performance and prepare meaningful reports for the chief judicial officers and the executive management group; provide advice and support to the chief judicial officers, the executive management group and staff on a range of financial issues and on budget preparation and management; ensure compliance with Director-General Financial Instructions, financial management guidelines, statutory reporting and other legislation requirements and timeframes; manage the end of month processes, including preparing necessary journals, analytical review to eliminate errors and to ensure completeness, undertake general ledger reconciliations and other necessary tasks; represent the ACTLCT in discussions and negotiations with internal and external agencies; provide leadership and promote a commitment to high quality customer service principles, practices and attributes; the supervision, training and development of allocated staff; and undertake other financial tasks as required.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting, CPA or ICA membership would be highly desirable.

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

Contact Officer: Corinne Appleby (02) 6207 1064 corinne.appleby@courts.act.gov.au

Legislation, Policy and Programs

Road Safety and Transport Regulation

Road Safety Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36204)

Gazetted: 12 July 2017

Closing Date: 26 July 2017

Details: This position is located within the Road Safety Policy section and is responsible for the development and delivery of policy and programs on all road safety related matters including the ACT Road Safety Strategy and the current Road Safety Action Plan. The section is also responsible for delivering a comprehensive road safety awareness programs and other current priorities such as the development of a drug driving strategy, the review of the ACT's road safety Camera Program and the graduated driver licensing scheme. The successful applicant will

have strong communication skills, with a proven ability to deliver quality products within set timeframes. The successful applicant will also be required to develop and promote positive relationships with stakeholders and represent the Directorate at high-level meetings.

Eligibility/Other Requirements: Previous experience in developing road safety policy is desirable but not essential, and applicants with policy development and program delivery experience are encouraged to apply.

Contact Officer: Naveen Wijemanne (02) 6205 8656 naveen.wijemanne@act.gov.au

ACT Supreme Court

Chambers

Executive Assistant to the Chief Justice

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35346)

Gazetted: 07 July 2017

Closing Date: 21 July 2017

Details: We are seeking an organised and professional person to perform the role of Executive Assistant (EA) to the Chief Justice of the ACT Supreme Court. The duties of the position include the provision of high level administrative, secretarial and other support to the Chief Justice, supporting other chambers staff, maintaining effective liaison with the judiciary, court staff, offices of the ACT Government, high level dignitaries, external organisations and the legal profession and provision of secretariat support to committees. In addition, the Chief Justice's EA acts as Chambers Manager, managing administrative functions effecting Chambers staff such as employment, leave and training.

Eligibility/Other Requirements: The successful applicant will have demonstrated skills in providing secretarial assistance at a senior level, high level written and oral communication, organisational and administrative abilities and an understanding of the legal system.

Note: This is a temporary position available from 27 October 2017 to 27 October 2018. Selection may be based on written application and referee reports only. Applicants are required to submit a current curriculum vitae (CV), contact details of at least two referees (one of whom should be your current supervisor) and responses addressing the selection criteria.

Contact Officer: Jessica Ryan (02) 620 71568 jessica.ryan@courts.act.gov.au

ACT Corrective Services

Corporate Services

Business Services Unit

Finance Officer, Budgets and Reporting

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 44667)

Gazetted: 10 July 2017

Closing Date: 25 July 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced and highly motivated people, to fill the position of Finance Officer, Budgets and Reporting (ASO5), in the Business Services Unit. The successful applicant will assist in the preparation of accrual based financial management reports in the preparation and analysis of financial and non-financial information, such as monthly accrual accounting and monthly journals. In addition, you will manage and report on the Accounts Payable and Receivable processes of ACT Corrective Services and assist with financial reporting as required. Further to this, you will manage and collate petty cash vouchers and cab charges, respond to all telephone enquiries from suppliers and ACT Government Units and contribute to projects, including transitioning the department to an automated accounts payable system. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting are highly desirable. The successful candidate may be required to undergo a criminal record check. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* and a current driver's licence 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: Applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

ACT Corrective Services

Corporate Services

Business Services Unit

Finance Officer, Detainee Finance

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 43038)

Gazetted: 10 July 2017

Closing Date: 22 July 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced and highly motivated people, to fill the position of Finance Officer, Detainee Finance (ASO5), in the Business Services Unit. The successful applicant will assist with the management of the Alexander Maconochie Centre Trust Account, providing and maintaining accurate and timely data records for detainee finance. You will also provide detailed financial reports as required, assist with daily bank reconciliations, End of month and End of year reporting. In addition, you will provide ongoing support to all business units at the Alexander Maconochie Centre, coordinate and collaborate with internal stakeholders, other government departments and jurisdictions, on the weekly ordering system. Further to this, you will process detainee accounts payable and receivables, creditors' payments and deal with detainee enquiries, analysing all requests and apply risk management practices before committing to taking action. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting are highly desirable. The successful candidate may be required to undergo a criminal record check. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* and a current driver's licence 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: Applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Public Trustee and Guardian

Wills Estates and Trusts

Trust Officer

Trust Officer Level 1 \$66,025 - \$75,600, Canberra (PN: 08038)

Gazetted: 12 July 2017

Closing Date: 26 July 2017

Details: The Public Trustee and Guardian is seeking expressions of interest from a motivated and well organised person possessing good communication skills to undertake the role of Trust Officer Level 1, in the Wills, Estates and Trusts Unit. In this role, the successful applicant will administer less complex deceased estates and trusts including, but not limited to, the following responsibilities - Administration of estates including prepare formal documents applying for probate and letters of administration, administration of small estates not requiring formal orders, attend properties, prepare inventories, secure valuables and arrange for packing and removal of furniture and effects, advertise for creditors, arrange payment of proved debts, preparation of correspondence with beneficiaries creditors, solicitors and other interested parties concerning administration of estates; administration of trusts including establishment of trust, providing for advancement and maintenance of beneficiary in accordance with the terms of the trust and statutory powers, distribution at end of trust, preparation of correspondence with beneficiaries and other interested parties concerning the trust.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Note: Applicants are required to submit a statement of claims against the specified selection criteria and a current curriculum vitae. As face-to-face interviews may not be conducted, applicants should also include two referee reports with their application.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Public Trustee and Guardian

Office Services Unit

Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 42514)

Gazetted: 12 July 2017

Closing Date: 19 July 2017

Details: The Public Trustee and Guardian (PTG) is an independent ACT Territory Authority providing professional Guardianship, Financial Management and Trustee related services. We have a vacancy for a motivated and well organised person to undertake an administrative support role in our Office Services Unit. The successful candidate will perform a range of administrative support functions including: delivery and collection of items to and from PTG's Warehouse; maintain PTG's Warehouse in a secure, safe, orderly and tidy manner; deliver PTG vehicles for maintenance including regular servicing and cleaning; provide administrative backup to PTG's reception including mail, phone calls and counter enquiries; attend to daily banking; assist as required with internal/external courier duties including incoming/outgoing mail, data collection to PTG's office systems including RM8 (TRIM) and attend to document lodgements and collections e.g. Land Titles, Court, Justice and Community Services and Births, Deaths and Marriage Registry.

Eligibility/Other Requirements: Experience with RM8 (TRIM).

Notes: Selection may be based on application and referee reports only. Applicants should include two referee reports with their application. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Penelope Parker and Denise Caldwell (02) 6207 9800 penelope.parker@act.gov.au
denise.caldwell@act.gov.au

Business Support Branch

Security and Building Services

Principal Attendant

Administrative Services Officer Grade 4 \$66,656 - \$72,175, Canberra (PN: 372)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

The ACT Legislative Assembly is seeking an experience security and customer service professional to fill the role of Principal Attendant. This role manages the Attendant operations of the Assembly including the supervision of a team of full time, part time and casual Attendants. As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. Under the direction of the Manager, Security and Building Services, the Principal Attendant will also coordinate Attendant operations for sitting days as well as manage the operations of the sub-table office. Applicants should have a high-level knowledge of security, messenger and servicing procedures and a high-level capacity to implement related policies.

Note: The duties of the position require a limited degree of manual activity and applicants should possess an appropriate level of physical fitness. Some on-call duties are a requirement for this position.

Contact Officer: Scott Howard (02) 6205 0441 Scott.Howard@parliament.act.gov.au

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

Transport Canberra and City Services

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

Chief Operating Officer Group

Governance and Business Solutions

Assembly and Government

Directorate Liaison Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11867)

Gazetted: 07 July 2017

Closing Date: 14 July 2017

Details: The Directorate Liaison Officer (DLO) reports to the Director, Governance and Business Solutions and works within a small Ministerial, Assembly and Cabinet Services (MACS) Unit within the Governance and Business Solution branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions.

Note: This is a temporary position available until August 2019.

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

City Services

Infrastructure Planning and Operations

Roads ACT

Senior Traffic Signals Engineer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 23583)

Gazetted: 12 July 2017

Closing Date: 19 July 2017

Details: Roads ACT is responsible for the management, operation and maintenance of ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure assets. Traffic Management and Safety, a section of Roads ACT, seeks a Senior Engineer and experienced team leader to join the team. The successful applicant will have a sound working knowledge of traffic management, network management and road safety principles, standards and best practice to apply in program delivery and management of the road network. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: Tertiary qualifications in an appropriate engineering discipline, membership of a professional institution and/or relevant experience deemed equivalent.

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

Contact Officer: Michael Day (02) 6207 5223 michael.day@act.gov.au

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

Chief Operating Officer Group

Governance and Business Solutions

Governance

Manager, Risk and Business Assurance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12835)

Gazetted: 12 July 2017

Closing Date: 26 July 2017

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services (TCCS).

Eligibility/Other Requirements: Tertiary qualifications in risk management or an associated discipline or extensive relevant working experience is highly desirable.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

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

Chief Operating Officer Group

Governance and Business Solutions

Business Solutions

Administration Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 32286)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: This role is responsible for assisting the Branch Coordinator and Director of Governance and Business Solutions with day to day administration duties. The successful applicant will be motivated, willing to learn and be a team player.

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

Contact Officer: Shonah Stratton (02) 6205 8479 shonah.stratton@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Sindy Buffum 853-64486, Section 68(1), 26 June 2017

Community Services

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

Amanda Amodio 853-55299, Section 68(1), 11 July 2017

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

Esther-Louise Burgess 853-65120, Section 68(1), 11 July 2017

Education

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

Haley Websdane 843-29718, Section 68(1), 6 July 2017

Health

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

Ladda Bryant 844-33064, Section 68(1), 7 July 2017

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

Brianna Flynn 847-00863, Section 68(1), 7 July 2017

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

Katy Meilak 853-52135, Section 68(1), 29 June 2017

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

Michael Peattie 853-61517, Section 68(1), 10 July 2017

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

Sherin Peter 834-45979, Section 68(1), 13 July 2017

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

Chesa Gale Pinabacdao 845-02015, Section 68(1), 13 July 2017

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

Malalay Yazdan-Parast 843-90746, Section 68(1), 7 July 2017

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

Sheng Si Zhang 853-64419, Section 68(1), 27 July 2017

Justice and Community Safety

Building Trade Inspector \$88,336 - \$100,462

Wayne Hollis 844-83715, Section 68(1), 7 July 2017

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

Nancy Ruth King 853-64793, Section 68(1), 7 July 2017

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

Melissa Spaseski 848-64411, Section 68(1), 6 July 2017

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

Melinda Tew 853-41639, Section 68(1), 7 July 2017

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

Ashley Verner 848-78338, Section 68(1), 11 July 2017

Transport Canberra and City Services

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

Nicholas Bryant 853-64638, Section 68(1), 7 July 2017

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

Brian Demmery 853-65171, Section 68(1), 10 July 2017

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

Alison Rudd 835-95002, Section 68(1), 10 July 2017

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

Raymond Sisia 847-04645, Section 68(1), 10 July 2017

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

Christopher Tracy 853-42439, Section 68(1), 5 July 2017

TRANSFERS

Education

Maureen Howe: 827-47553

From: Senior Officer Grade C \$100,462 - \$108,140
Community Service Directorate
To: Senior Officer Grade C \$100,462 - \$108,140
Education, Canberra (PN. 37021) (Gazetted 9 May 2017)

Health

Nicola Whitelaw: 831-23339

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 32526) (Gazetted 25 May 2017)

PROMOTIONS

Canberra Institute of Technology

CIT Technology and Design

CIT Creative and Design Industries

Julianne Abbot: 733-31249

From: Teacher Level 1 \$70,519 - \$94,094
CIT
To: †Manager Education Level 1 \$116,494
Canberra Institute of Technology, Canberra (PN. 51854) (Gazetted 13 July 2017)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Strategic Policy and Cabinet

Megan Callaway: 844-82384

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development Directorate
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 31714) (Gazetted 13 July 2017)

Education

School Performance and Improvement

Student Engagement

Director's Office

Miriana Hart: 772-17814

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

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Education, Canberra (PN. 37496) (Gazetted 21 April 2017)

Office for Schools

South and Weston Network

Chapman Primary School

Emma Muffet: 792-35880

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

To: Administrative Services Officer Class 3 \$60,039 - \$64,616
Education, Canberra (PN. 37402) (Gazetted 21 June 2017)

Office for Schools

Belconnen Network

Canberra High School

Jonathan David Walker: 755-76741

From: Classroom Teacher \$62,521 - \$98,834
Education

To: †School Leader C \$114,067
Education, Canberra (PN. 01981) (Gazetted 13 July 2017)

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

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Kim Hooper: -

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 18243) (Gazetted 6 April 2017)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Paige Lancsar: 848-20005

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

To: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health, Canberra (PN. 28774) (Gazetted 23 March 2017)

Canberra Hospital and Health Services

Andrea Nissen: 838-5220

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 28970) (Gazetted 18 May 2017)

Quality Governance and Risk

Workplace Safety

Lauree Pass: 820-75451

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 38191) (Gazetted 4 May 2017)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Hayley Roll: 846-91303**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health
To: †Health Professional Level 4 \$100,462 - \$108,140
Health, Canberra (PN. 20272) (Gazetted 1 June 2017)

Justice and Community Safety

**ACT Law Courts and Tribunal
Registry Operation
Sheriff's Office**

Timothy Mark Lorroway: 836-06293

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Justice and Community Safety

To: †Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety, Canberra (PN. 43653) (Gazetted 12 April 2017)

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

**Emergency Services Agency
Executive Support
Commissioner's Office**

Tania Thompson: 791-31918

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety, Canberra (PN. 43632) (Gazetted 13 July 2017)