



ACT Government Gazette

Gazetted Notices for the week beginning 08 February 2018

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

Professional Services

Corporate Services Officer

Audit Band 1 - Auditor \$61,541 to \$74,081, Canberra (PN: 42813)

Gazetted: 08 February 2018

Closing Date: 23 February 2018

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 ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The ACT 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 ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking a person with the highest level of personal integrity and excellent corporate support services skills. The Corporate Services Officer is part of Professional Services responsible for the day to-day administration of the Audit Office. The Corporate Services Officer will work under the general guidance and direction of the Principal, Professional Services, but will generally be responsible for monitoring work practices and work flow and setting priorities. The Corporate Services Officer's role will focus on providing the range of corporate services support necessary to ensure the efficient and effective operations of the Audit Office. The Corporate Services Officer should also have an awareness, understanding and commitment to the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage. Experience with financial management systems such as MYOB would be an advantage. All applicants must be fluent in English.

Note: This is a temporary position available for six months with the possibility of permanency. The position is classified at the ACT Audit Office Band 1 level. New staff will be offered a salary of between \$61,541 to \$74,081, plus employer superannuation contributions and other conditions of service. The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline Security Clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated. Assessment of applicants for the role may include a review of written applications, consideration of referee comments and one or more interviews.

Contact Officer: Rachel Li (02) 6207 7847 rachell.li@act.gov.au

Calvary Health Care ACT (Public)

Emergency Department

Research Assistant

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

Gazetted: 09 February 2018

Closing Date: 11 February 2018

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

Reference Number: 16568

Contact Officer: Alana Cash alana.cash@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

**Maternity - Special Care Nursery
Enrolled Nurse**

Enrolled Nurse Level 1 \$57,635 - \$60,592, Canberra (PN: TBA)

Gazetted: 09 February 2018

Closing Date: 19 February 2018

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

Reference Number: 16647

Contact Officer: Christine Falez 0422 817 104 christine.falez@calvary-act.com.au

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

Mission

Aboriginal Liaison Officer

Administrative Services Officer Class 5 \$74,081 - \$76,326, Canberra (PN: TBA)

Gazetted: 09 February 2018

Closing Date: 12 February 2018

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

Reference Number: 16652

Contact Officer: Frances Brown frances.brown@calvary-act.com.au

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

People and Organisational Development

Health, Safety and Wellbeing Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: LP6918)

Gazetted: 09 February 2018

Closing Date: 11 February 2018

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

Reference Number: 16651

Contact Officer: Steve McLean 0407 77 77 22 steve.mclean@calvary-act.com.au

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

Stroke Services

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$88,249, Canberra (PN: TBA)

Gazetted: 09 February 2018

Closing Date: 6 February 2018

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

Reference Number: 16608

Contact Officer: Koushik Gowda (02) 6201 6631 koushik.gowda@calvary-act.com.au

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

Pharmacy

Pharmacy Technician

Technical Officer 2 \$59,230 - \$67,825, Canberra (PN: LP8963)

Gazetted: 09 February 2018

Closing Date: 25 February 2018

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

Reference Number: 16570

Contact Officer: Susan Alexander (02) 6201 6266 susan.alexander@calvary-act.com.au

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

Pharmacy

Pharmacy Technician

Technical Officer 1 \$54,720 - \$57,369, Canberra (PN: LP7972)

Gazetted: 09 February 2018

Closing Date: 25 February 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number: 16571

Contact Officer: Susan Alexander (02) 6201 6266 susan.alexander@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Student and Academic Support

Student and Academic Support Management

Senior Manager, Strategic Compass Projects Coordinator

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39730)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: In July 2016 the CIT Board launched its new vision for CIT through the CIT Strategic Compass 2020. To support the transformation to meet the new vision, CIT was provided funding until the end of 2017 for nine Strategic Compass projects. CIT has agreed to continue with the projects beyond the end of 2017. A Senior Manager is required to initially support the transition to business as usual for the Innovative Learning Resources project, which aims to develop a sustainable model to ensure all CIT learning resources are compliant, meet minimum quality standards and have a consistent look and feel across CIT. The next step is to support the head of CIT's eLearn team to set up a central resource management unit which will assist teaching areas to select, source and build quality learning resources, as well as to manage the technical aspects required to CIT systems to enable the new resources to be most effective. In addition, this Senior Manager will also be required to provide support as needed to the other eight Strategic Compass projects, particularly those that have strong dependencies on the Innovative Learning Resources project such as the Innovation, Digitalisation, Evolving Teacher and Evolving Together projects. 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: Tertiary education relevant to the position and a sound understanding of the VET environment are desirable...

Note: This is a temporary position available until 31 December 2019, with possible extension to a maximum of five years. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements'.

Contact Officer: Sue Maslen (02) 6207 4842 sue.maslen@cit.edu.au

CIT Executive

Brand and Business Development Management

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40055, several)

Gazetted: 12 February 2018

Closing Date: 27 February 2018

Details: Two vacancies are available within the Officer of the Executive Directors for dynamic and energetic individuals to provide high level support and strategic advice to support the portfolios of the Executive Team. You will be a results-driven individual who is seeking a challenging role. Together with a small team you will support the Executive Director(s) to meet organisational objectives in a complex, high pressure and highly confidential environment. You will have experience in balancing competing interests and demands as well as coordinating and implementing strategies to achieve effective and efficient services. Your ability to use tact and diplomacy is paramount and you will forge strong partnerships with key internal stakeholders and subject matter experts, to engage, support and inform the decision-making of the Executive Team. If you demonstrate these attributes, we want to hear from you. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: One position is offered for permanency and the other is for temporary filling for a period of two years with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Paul Ryan (02) 6207 4955 paul.ryan@cit.edu.au

Corporate Services

Training Initiatives

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 54045, several)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: As part of the Training Initiatives Unit at Canberra Institute of Technology (CIT) an opportunity exists to fill the position of Administration Officer. The Administration Officer will have the ability to carry out the administrative requirements of administrative systems and procedures for training initiatives funding, to ensure compliance against the ACT Standards. The successful candidate will use initiative to apply guidelines, work practices and procedures to seek resolution and has attention for detail and has a customer centric approach. The successful applicant will demonstrate professionalism, be customer centric, work collaboratively and be trusted. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: These positions are for temporary filling for a period of one year with the possibility of extension.

'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, NS Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Stephen Bolton (02) 6207 3620 stephen.bolton@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

Corporate

People and Capability

Director, People and Capability

Executive Level 1.3

\$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E421)

Gazette Date: 09 February 2018

Closing Date: 23 February 2018

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking highly experienced candidates to fill the Senior Executive role of Director, People and Capability. The role is responsible for overseeing all aspects of the Directorate's Human Resources (HR) function with a key focus on developing and implementing strategic initiatives to support the workforce in the delivery of the Directorate's objectives. The successful candidate will possess outstanding leadership, strategic, relationship management, communication and change management skills with a strong background in leading strategic human resource initiatives across a complex and diverse workforce.

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

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to 237,944, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124pa.

Contact Officer: Further information about the position is available from Robert Wright or Michelle Wicks on (02) 62070569 (Robert) or (02) 62071356 (Michelle) robert.wright@act.gov.au or michelle.wicks@act.gov.au

Procurement, Property and Venues

Venues Canberra

Security Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30708)

Gazetted: 14 February 2018

Closing Date: 16 March 2018

Details: Venues Canberra manages the Territory's major venues - Exhibition Park in Canberra, GIO Stadium, Manuka Oval, Stromlo Forest Park and the National Arboretum Canberra. This newly created role will have oversight of security planning and management at our venues and for major events. The ideal candidate will have a strong work history in public security and the management of crowded spaces preferably in a venues or events environment.

Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Taxation and Revenue Reform

Manager - Taxation and Revenue Reform Unit

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32985)

Gazetted: 14 February 2018

Closing Date: 28 February 2018

Details: We are looking for a person with strong analytical and management skills to fill a permanent vacancy in our Taxation and Revenue Reform Unit. The Unit is responsible for developing revenue policy including the ACT Taxation Reform program and providing high level advice to the Treasurer. The team also prepares responses to ministerial correspondence and parliamentary questions on notice and undertakes some excel based analysis using large databases. Applicants should have strong analytical and quantitative skills and a demonstrated ability to manage a team operating in a dynamic environment.

Eligibility/Other Requirements: Previous taxation policy experience is desirable.

Note: Selection may be based on written application only.

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Finance and Payroll Services

Payroll Services

Payroll Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 09393)

Gazetted: 09 February 2018

Closing Date: 23 February 2018

Details: Payroll Services is seeking highly motivated employees to work in a stimulating and animated environment. This role is required to provide leadership and contribute to the effectiveness of our customer focussed payroll teams responsible for administering payroll services to the ACT Government. You will be responsible for undertaking relevant casework, provide accurate and timely advice, effectively liaising with staff and managers, identifying training requirements, conducting training and presentations where necessary, and interpreting legislation and Enterprise Agreements. Additionally the candidate will be required to prepare well developed and researched correspondence, reports and submissions. This could be the role for you! As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications are sought from potential candidates and will include a supporting statement outlining experience and/or ability against each selection criterion, and will include the names of two referees and a current curriculum vitae.

Contact Officer: Nichole Skillen (02) 6205 1548 nichole.skillen@act.gov.au

Enterprise Canberra

Events ACT

Marketing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23589)

Gazetted: 09 February 2018

Closing Date: 23 February 2018

Details: EventsACT is seeking an experienced and dynamic Marketing Officer to join its fast paced team, to support the delivery of a range of partnership initiatives designed to generate interstate and international visitation to the ACT. This role will suit an individual who wants to work in a fast paced environment, is proactive and shows initiative. Experience working with creative, media and/or Public Relations (PR) agencies is desirable, alongside a demonstrated ability to foster excellent working relationships with internal and external suppliers and stakeholders. They will possess exceptional organisational skills, impeccable attention to detail and the ability to manage multiple projects. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Contact Officer: Alice Stainlay (02) 6207 0168 alice.stainlay@act.gov.au

Corporate Management

Information Access Team

Freedom of Information Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 02045, several)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: The Chief Minister, Treasury and Economic Development (CMTEDD) is looking to fill multiple vacancies at the Administrative Services Officer Class 5 (ASO5) level in the Information Access Team. CMTEDD is seeking suitably experienced people to be responsible for supporting the coordination and processing of requests made under the *Freedom of Information Act 2016*. As a member of a new team you will have the opportunity to contribute to shaping the team and developing innovative ideas. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: An order of merit will be created to fill similar vacancies over the next 12 months.

Contact Officer: Daniel Riley (02) 6207 3153 daniel.riley@act.gov.au

Access Canberra

Licensing and Registrations

Construction and Workplace Licensing

Senior Licensing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00780)

Gazetted: 09 February 2018

Closing Date: 23 February 2018

Details: Most people know a tradie or have engaged a tradie's services right? Do you want to learn more about their industries and how they operate? Do you want to be part of making sure Canberrans have safe buildings to live, work, visit and play in? Have you heard about how Access Canberra is making things easier for business and community and thought that sounds like something you want to be part of? Access Canberra is looking for a highly motivated individual to fill the role of Senior Licensing Officer within the Construction and Workplace Licensing Team. The individual will be responsible for developing procedures, undertaking minor projects and tackling some of the more complex licence applications. The Construction and Workplace licensing team consists of delegates of statutory officers; Construction Occupations Registrar, the Regulator of Work Health and Safety and Registrar of the ACT Architects Board. These delegates are responsible for administering licensing and registration laws in relation to construction licences, union entry permits, plant registrations, general construction induction cards, asbestos licences and architects registration. This position is within a team where the successful individual will have the opportunity for interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. To work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. To enjoy a flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment. Your suitability for the position will be assessed in three key areas: Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role. Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard. Behaviour – how well you will fit into the team, Division, Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: To apply please, in no more than two pages, answer the following two questions: 1. Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2. Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role. Please attach a current resume and contact details of two referees.

Contact Officer: Megan Corrigan (02) 6207 7665 megan.corrigan@act.gov.au

Access Canberra

Project Governance and Support

Finance and Budgets

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 26703, several)

Gazetted: 09 February 2018

Closing Date: 16 February 2018

Details: Access Canberra is seeking applications from highly organised, self-motivated and customer focussed individuals who are proficient in finance and accounting tasks, such as: accrual accounting, journal preparation; customer liaison; financial reconciliations and the preparation of financial reports. The successful candidate/s will be able to work collaboratively, communicate effectively, and deliver results within an environment of team task rotations. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field is highly desirable.

Note: These are temporary positions available for a period of six months with the possibility of extension and/or permanency.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

Procurement, Property and Venues

Venues Canberra

Territory Venues and Events

Venues Canberra Operations Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: C09787)

Gazetted: 09 February 2018

Closing Date: 23 February 2018

Details: Venues Canberra is seeking a casual Operations Assistant to assist with events and day to day operations. The position requires knowledge and experience of event and venue operations in a fast paced and dynamic environment. The successful applicant will be an important member of a small team, guided by management to assist in the delivery of local, national and international level events and also assist with day to day operations. The successful applicant will possess exceptional customer service and communication skills, as well as having experience in the events and/or functions industry. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A C class driver's licence is essential and the position involves regular manual handling tasks to be performed. First aid, white card, working at heights and asbestos awareness certification (or ability to obtain) is also essential.

Note: This is a casual position available for a period of up to 12 months. The position involves regular after hours work, weekend work and a flexible work schedule.

Contact Officer: Jared Rando (02) 6256 6709 Jared.Rando@act.gov.au

Commercial Services and Infrastructure

Procurement, Property and Venues

Venues

Visitor Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30919, several)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: The National Arboretum Canberra is seeking experienced individuals to work as Visitor Services Officers in our Visitor Services team. The National Arboretum Canberra is a living collection of 44,000 endangered and significant trees from around Australia and the world, growing in 94 forests across 250 hectares of rolling hills. Only 6 kms from the city, the Arboretum also houses a range of visitor facilities. Visitor Services Officers (VSOs) are responsible for providing high quality customer service to all Arboretum visitors. The role requires individuals who are flexible, enthusiastic and positive communicators. The Village Centre at the Arboretum is open 7 days a week from 9:00am – 4:00pm. VSOs are responsible for opening and closing the Village Centre each day and will be rostered on between the hours of 8:30am and 4:30pm. The role involves maintaining the day to day operations of the Village Centre, general administrative duties, cash handling, managing venue and tour bookings and liaising with volunteers. VSOs assist in the delivery of Education Programs, School Holiday Programs and other Arboretum events.

Note: Part-time and casual roles may be filled through this process and candidates interested in part-time and casual opportunities are encouraged to apply. Vacancies will be filled through an Order of Merit established through this selection process to fill identical positions over the next 12 months. This position involves some physical activity, lifting and occasional out of hours work.

Contact Officer: Lauren Brown (02) 6207 9347 laurena.brown@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 46598, several)

Gazetted: 08 February 2018

Closing Date: 13 February 2018

Details: As a member of a team within the Section, provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter. Assist in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Scan and/or upload documents and plans into the electronic document management system. Assist in the maintenance of both paper and electronic filing systems in accordance with record management requirements. Prepare routine less complex correspondence. Update, maintain and undertake searches of computer databases and records held by the agency, which are used for the provision of information to customers and prepare associated correspondence as required. Receive public monies and prepare daily reconciliation reports. This position does not involve direct supervision of personnel. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Wear a uniform if supplied; work to a roster that may involve commencing work at 8.00am and/or finishing at 5.00pm; and work in either the Dickson or Mitchell office as required.

Note: This is a temporary position available until 26 April with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to submit an Expression of Interest limiting their response to no more than two pages. A copy of your current curriculum vitae with contact details for at least two referees is required to be submitted with your application.

Application should be sent to the Contact Officer.

Contact Officer: Leah Mokany (02) 6205 0797 leah.mokany@act.gov.au

Community Services

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

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

Coordinator General for Family Safety

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38077)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: The Office of the Coordinator General for Family Safety drives collaboration both across government and with the non-government sector to change how family violence support services are delivered and to ensure a whole of systems approach to family violence in the ACT. The Office of the Coordinator General for Family Safety is seeking applications for the position of Senior Manager. Under the broad direction of the Coordinator General, the Senior Manager will manage the workload and staff of the Safer Families team, including the supervision, training and development of staff. This position provides high level advice to the Government and the ACT Public Sector on family violence related matters and developing policy on matters relevant to the work of the Office. You will be preparing high quality reports, submissions, high level briefs, and correspondence on family violence related issues for the Coordinator General, Director-General or the Ministers/s. The Senior Manager will also be required to personally handle the more important and more complex aspects of matters arising in the Office and act as a consultant to staff and give directions and guidance on difficult questions.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: An understanding and knowledge of policy and program issues related to domestic and family violence. Tertiary qualifications in a related discipline.

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

Children, Youth and Families

Child and Youth Protection Services

Operations North/South

Principal Practitioner

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 33995)

Gazetted: 14 February 2018

Closing Date: 2 March 2018

Details: The Health Professional Level 5 Principal Practitioner position is responsible for providing expert case practice advice and leadership, supporting and developing case workers in the integration of theory and practice while demonstrating expertise through case management.

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

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

Contact Officer: Vicki Anderson (02) 6207 1466 vicki.anderson@act.gov.au

Children, Youth and Families

Child and Youth Protection Service

Practice

Health Liaison Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 12938)

Gazetted: 09 February 2018

Closing Date: 5 March 2018

Details: The Child and Youth Protection Service (CYPs) Health Professional Level 4 (HP4) Health Liaison Officer role is focussed on improving coordination and collaboration between CYPs and the non-government Out of Home Care (OOHC) providers and ACT Health. The position will work in tandem with the ACT Health Liaison Officer providing support to agencies to improve processes. Information sharing and collaboration will be achieved through strategic projects and support to ACT Health staff regarding CYPs policy, procedure, decision making and relevant legislation.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five year's experience in a human services field and a current driver's licence. Relevant tertiary qualifications in adult learning and development e.g. Certificate IV in Training and Assessment 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: Selection may be based on written application only. An order of merit may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Kira Barbaric (02) 6205 3639 kira.barbaric@act.gov.au

Office of Director-General

Quality, Complaints and Regulation

Aboriginal and Torres Strait Islander Review

Review Officer - Aboriginal and Torres Strait Islander Review

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39174, several)

Gazetted: 09 February 2018

Closing Date: 23 February 2018

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. QCR was established to undertake oversight and statutory functions on behalf of the Director General and is independent of other divisions of the Directorate. The position requires a person who can contribute significantly to the review of Aboriginal and Torres Strait Islander children involved in the child protection system. The successful applicant will have the opportunity to become involved in a significant program which will review and influence practice across the child protection system for Aboriginal and Torres Strait Islander children. The occupant will be responsible for supporting the Senior Clinical Leader to undertake reviews, analyse the content and provide advice and recommendations for practice and case planning. The successful applicant will

require a broad understanding of the child protection and human services settings within an ACT context. The occupant will be expected to show a high degree of initiative and personal responsibility for achieving agreed outcomes. The occupant will be expected to work independently with a high degree of autonomy, exercise complex problem-solving skills and have interpersonal skills that will allow close co-operation with the human services sector, government and community organisations. The role will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

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

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

Contact Officer: Narelle Rivers (02) 6207 5593 narelle.rivers@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Practice and Performance

Case Analysis Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37468)

Gazetted: 09 February 2018

Closing Date: 2 March 2018

Details: The independent Case Analysis Officer is focussed on influencing and supporting operational staff to deliver high quality casework to children, young people and their families. The position will have a focus on contributing to CYPS as a learning organisation of continuous improvement. The position will undertake a diverse range of complex case analysis on individual matters to ensure the ongoing response to children, young people and their families is informed and influenced by all of the information available and the risks and vulnerabilities have been considered. The position will contribute to improved decision making and case work by providing timely independent advice, quality assurance on decision making and guidance to caseworkers and team leaders. A key component of this role will therefore be the provision of constructive feedback to peers regarding the findings of a case analysis.

Eligibility/Other Requirements: A *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. Tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or related discipline is essential. Two years' experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Note: This position is a rotational position and will be offered as temporary for 12 months.

Contact Officer: Will Constantine (02) 6205 3711 will.constantine@act.gov.au

Children, Youth and Families

Child Development Service

Speech Pathologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36126)

Gazetted: 12 February 2018

Closing Date: 28 February 2018

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years; children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The Speech Pathologist in this position will provide clinical services within a community based multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, and support their movement through the service system. At the Health Professional (HP) 3 level, staff provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development.

Eligibility/Other Requirements: Relevant tertiary qualifications in Speech Pathology. Eligible for membership of Speech Pathology Australia. At least three years recent practice experience working with children and their carers

or families. Current driver's licence. A *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. Desirable: Demonstrated experience in providing leadership and or the relevant skills and abilities required to supervise allied health professionals, professional officers and staff in community based services.

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

Contact Officer: Melinda Connor (02) 6205 9004 melinda.connor@act.gov.au

Strategic Policy

Policy and Performance

Performance and Accountability

Senior Data Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38184)

Gazetted: 14 February 2018

Closing Date: 28 February 2018

Details: The Strategic Policy Division is seeking a highly motivated Senior Data Officer to join the Performance and Accountability team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Performance and Accountability team is responsible for the acquisition, analysis and distribution of data to support the design of CSD's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Senior Data Officer will contribute towards complex data projects, policies and frameworks through the collection, analysis and maintenance of data and information reports. This position requires a hardworking and motivated individual that has experience in SQL, IT information systems, and data analysis. You will also bring an understanding of data and measurement systems, analytics and reporting, Excel and VBA coding. The successful applicant will also be able to provide support to internal and external stakeholders and be able to communicate effectively.

Note: This is a temporary position available for six months with the possibility of permanency. The successful candidate will report to the Assistant Manager.

Contact Officer: Vasiliki Bogiatzis (02) 6205 5175 vasiliki.bogiatzis@act.gov.au

People Management

Workforce Development

Training Delivery

Training Administrator

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 11645)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: The Workforce Development unit develops and manages the strategic human resource policies, programs and training related to enhancing the capability and performance of the Community Services Directorate (CSD). The unit is also responsible for the design, coordination and delivery of both online and face to face learning and development activities. The Training Administrator will be responsible for supporting the implementation of face to face/classroom learning and development programs for CSD. This support will include managing the day to day operations of the CSD Workforce Development facility, managing room bookings, setting up and assisting with rooms and equipment and maintaining data systems that relate to the learning and development activities undertaken by CSD.

Note: This is a temporary job share position available for a period of nine months with the possibility of extension and/or permanency. The position is part-time working 20 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Julie Whellum (02) 6207 6336 julie.whellum@act.gov.au

Children, Youth and Families

Child Development Service

Speech Pathologist

Health Professional Level 1/2 \$57,941 - \$84,816, Canberra (PN: 36125, several)

Gazetted: 14 February 2018

Closing Date: 2 March 2018

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years and children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The Speech Pathologists in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member/s will provide assessments and screen children to identify those at risk of developmental delay, and support their movement through the service system.

Eligibility/Other Requirements: Tertiary qualification in Speech Pathology; eligible for membership of Speech Pathology Australia and must hold a current driver's licence.

Note: These are temporary positions available for a period of 12 months. These positions will be filled at either the Health Professional Level 1 or Health Professional Level 2, dependant on the skills and experience of the successful applicant.

Contact Officer: Melinda Connor (02) 6205 9004 melinda.connor@act.gov.au

Children and Youth Protection Services

Children Youth and Families

Bimberi Youth Justice Centre/Business Support Unit

Part-Time Chef

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 00066)

Gazetted: 09 February 2018

Closing Date: 5 March 2018

Details: Bimberi Youth Justice Centre is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts. The Part-Time Chef is responsible for the safe day to day operations of the Kitchen including assisting with the planning of menus, the preparation and serving of meals that are nutritionally balanced and meet the daily requirements of young people. This position involves shift work and would suit someone who doesn't mind working autonomously as part of their shift arrangements. This person would also have an affinity in working and interacting with vulnerable young people held in detention.

Eligibility/Other Requirements: A minimum of Certificate III in Commercial Cookery is mandatory. Applicants must possess a current drivers licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric testing as well as a medical assessment 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* 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 part-time position available at 24 hours per week and the full-time salary noted above will be paid pro rata. The position is available for a period of 8 to 10 months.

Contact Officer: Kerri Biddlecombe (02) 6207 3402 kerri.biddlecombe@act.gov.au

Education

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

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

Business Services Division

Finance and Corporate Support

Financial Services

Chief Financial Officer

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E246)

Gazetted: 13 February 2018

Closing Date: 28 February 2018

Details: The Chief Financial Officer (CFO) is responsible for the overall financial management of the Directorate's \$1 billion annual recurrent expenditure and \$2 billion asset base. This Executive leads significant financial management and business innovation across the Directorate and is accountable for the design and delivery of financial management policies and compliance.

The CFO fulfils a leadership role across the ACT Public Service – participating in cross government working committees and project boards. The CFO also represents the Directorate on national committees and working groups including the Australian Curriculum, Assessment and Reporting Authority (ACARA) Finance working group and Education Chief Finance Officers' forums.

The CFO requires a diverse skill set encompassing specialist qualifications (including a relevant tertiary qualification in accounting and full membership of CPA Australia or the Institute of Chartered Accountants), strategist, risk management, contract management, service delivery assurance and strategic stakeholder consultation.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Natalie Howson via Executive Assistant Amie Corrigan, amie.corrigan@act.gov.au (02) 6205 1956.

Business Services

Governance and Community Liaison

Governance and Legal Liaison

Senior Freedom of Information Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39809)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: An opportunity exists to work in a busy and diverse corporate area of the Education Directorate. The successful person's main responsibilities, as a member of the Governance and Legal Liaison team, will be to assist in the coordination and preparation of responses to requests under Freedom of Information legislation and associated documentation, and to maintain required records including the Directorate's Disclosure Log. The successful applicant should enjoy working with legislation, undertaking research and the challenge of working with detail.

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

Contact Officer: Paula Murray (02) 6205 0720 paula.murray@act.gov.au

Business Services Division

Governance and Community Liaison

Internal Audit and Risk Management

Risk and Insurance Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00426)

Gazetted: 12 February 2018

Closing Date: 26 February 2018

Details: The successful applicant will be required to provide advice and assistance to Directorate staff on risk and insurance matters; assist in the development and delivery of programs to improve risk management, insurance and compliance; review and update relevant: frameworks, policies, guidelines, templates, reports and websites; prepare high quality briefs, letters and reports to senior officials and liaise and provide assistance to external stakeholders.

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

Contact Officer: Megan Young (02) 6205 9102 megan.young@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

Office of the Director-General

Executive Officer to the Director-General

Senior Officer Grade A \$137,415, Canberra (PN: 33922)

Gazetted: 14 February 2018

Closing Date: 28 February 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to climate change, heritage, land, planning, energy and water, land information and place names, together with regulatory responsibilities for development and building applications, surveying, nature conservation and environment protection. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. A 12 month opportunity exists for an Executive Officer with the Office of the Director-General. The position will report to the Director-General and work closely with the Deputy Director-General and Government Services. The successful candidate will assist the Director-General to manage workloads and priorities; provide strategic and procedural advice on directorate and government issues; undertake research and analysis; and review and prepare material for the Director-General. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.

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

Contact Officer: Alexandra Magee (02) 6207 5174 alexandra.magee@act.gov.au

Land Strategy and Environment

Planning Policy

Territory Plan

Senior Planning Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17451)

Gazetted: 09 February 2018

Closing Date: 16 February 2018

Details: An opportunity exists in the Territory Plan Section for a Senior Planning Officer who will be responsible for the ongoing review of development policies in the Territory Plan and management of variation processes that support critical urban development projects. The successful candidate will possess outstanding project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning system and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in Urban and Regional Planning, Architecture, Social Sciences, Geography, other related discipline or significant work experience in Urban Planning are essential.

Note: This is a temporary position available until 11 July 2018 with the possibility of extension.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Planning Policy

Strategic Planning

Major Projects

Planner

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34845)

Gazetted: 09 February 2018

Closing Date: 23 February 2018

Details: An opportunity exists for a motivated and experienced Planner to contribute to the development and administration of government's parking policy. The successful applicant will liaise and coordinate with other government directorates on parking matters and undertake other planning activities across the Planning Policy division. This position requires demonstrated experience in policy development, strong analytical skills, high level communication skills and a strong focus on working with other ACT Government directorates.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 suzanne.jurcevic@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

Pathology

Anatomical Pathology

Anatomical Pathologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 32405)

Gazetted: 15 February 2018

Closing Date:

Overview of the work area and position: The Department of Anatomical Pathology is responsible for the diagnostic pathology for approximately 25,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology, cytogenetics and liquid cytology are available on site. Under broad direction, the Anatomical Pathologist plays a key role in the day to day operations of the laboratory and providing diagnostic reporting, leads and is involved in research projects, participates in teaching and training of registrars and students, participates in quality assurance activities and promotes a commitment to high quality customer service. Salary, Remuneration and

Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from Staff Specialist Bands 1-5: \$164,470 - \$202,960

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. Current drivers licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary full time position for 5 months.

Contact Officer: Dr Sanjiv Jain (02) 6244 2867 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Office of Director General

Government and Communications

Media and Strategic Communications

Communications Account Manager - Internal Communications and External Communications

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39491, several)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health partners with the community and consumers for better health outcomes by: Delivering patient and family-centred care; strengthening partnerships; Promoting good health and wellbeing, and Improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well

established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Communications Branch leads and directs internal and external strategic communications, media, digital, social media and marketing activities that support ACT Health achieve its goals.

The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. There are two Communications Account Manager roles available within the Communications Branch; Internal Communications Account Manager which reports to the Deputy Director of Internal Communications, and; External Communications Account Manager which reports directly to the Deputy Director of Stakeholder Engagement. Under broad direction, the Communications Account Manager role is responsible for providing day to day management and support for the organisation's communication activities to inform the community and staff. This involves collaborating with business areas to facilitate the development and execution of dynamic and integrated internal/external communications and engagement strategies and plans in partnership with relevant business areas to ensure key ACT Health projects and programs are promoted and communication goals are achieved. To further support the business areas, the Communications Account Managers will monitor and track the effectiveness of communication strategies, altering the communications approach when required. The Communications Account Manager roles play a pivotal role in motivating and informing the ACT Community and Health staff through effectively communicating organisational initiatives, projects and achievements. These roles work closely together and with the Media and Digital teams to deliver integrated internal and external communications, media, events and marketing strategies.

Eligibility/Other Requirements: Mandatory: Minimum of two years' experience in a senior communications role. Desirable: Tertiary qualifications (or equivalent) in Communications and Marketing, Journalism, Public Relations or similar. Previous experience working in large scale complex organisations in a not for profit, private or public setting. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Contact Officer: Cynthia Douglas (02) 6207 9149 cynthia.douglas@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Clinical Support Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 04735)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. We are committed to staff excellence, with a supportive culture of ongoing professional development within the specialty of Paediatrics. The Clinical Support Nurse, in conjunction with the Clinical Nurse Consultants, leads the planning, development, implementation and evaluation of learning programs with the Paediatric Department and ensures that professional development programs meet the learning needs of clinical nursing staff. As the Clinical Support Nurse you will also work closely with the NSW Children's Healthcare Network (CHN). ACT Health works in partnership with the Southern region of this network to provide high quality healthcare across NSW and the ACT. The aim of the CHN is to ensure that all children, no matter where they live, have access to high quality healthcare as close to home as possible. The Clinical Support Nurse will provide clinical expertise, support and education to health professionals within the Southern district.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Paediatric Nursing and Health Services Management. Please note 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: This is a part-time temporary position available until December 2018 at 32 hours per week. The salary noted will be paid pro rata.

Contact Officer: Cathy O'Neill (02) 6174 7395 cathy.o'neill@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Senior Clinician Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 39851)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of three years paid post qualifying work experience in a related/relevant organisation/service and a current driver's licence. Desirable: Tertiary qualifications in nursing. Post graduate mental health nursing qualifications are highly 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: This position includes working weekends and public holidays, shift work including Morning, Evening and Night shift.

Contact Officer: Phillip Hoyle (02) 6205 2782 phillip.a.woyle@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 19611)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC) and Fixed Threat Assessment Team (FTAT). 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 and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Unit

Clinical Nurse Educator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 31318)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the Work Area and Position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic

adult mental health environment. This position reports to the Adult Mental Health Unit (AMHU), Assistant Director of Nursing (ADON) and will liaise with the AAMHS Clinical Nurse Consultants to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS at Canberra Hospital. You will be required to undertake professional development and supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development.

Current driver's licence 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.

Note: This is a part-time position at 32 hours per week and the full-time salary noted above will be paid pro rata. Selection may be based on application and referee report only.

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Office of Chief Psychiatry
Addiction Medicine

Senior/Staff Specialist Band 1-5

\$ 271,472 - \$359,926 \$ 271,472 - \$359,926, Canberra (PN: 17549)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Overview of the work area and position:

Mental Health, Justice Health and Alcohol & Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Speciality Services o Adult Community Mental Health Services Adult Acute Mental Health Services Alcohol & Drug Services Child & Adolescent Mental Health Services (CAMHS) justice Health Services The Alcohol and Drug Services (ADS) incorporates 6 areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Mandy Evans (02) 6205 0687 ChiefPsychiatrist@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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

Office of Chief Psychiatry

Adult General Psychiatry

Senior/Staff Specialist Band 1-5

\$ 271,472 - \$359,926 \$ 271,472 - \$359,926, Canberra (PN: 22942, several)

Gazetted: 15 February 2018

Closing Date:

Mental Health, Justice Health and Alcohol & 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: o ACT Wide Mental Health Services (ACT Wide MHS) Adult Community Mental Health Services (ACMHS) Adult Acute Mental Health Services (AAMHS) Alcohol & Drug Services (ADS) Child & Adolescent Mental Health Services (CAMHS). Justice Health Services (JHS) The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focused and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing professional development program. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Mandy Evans (02) 6205 0687 ChiefPsychiatrist@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Office of Chief Psychiatry

Consultation Liaison Psychiatry

Senior/Staff Specialist Band 1-5

\$271,472 - \$359,926 \$ 271,472 - \$359,926, Canberra (PN: 25535)

Gazetted: 15 February 2018

Closing Date:

Mental Health, Justice Health and Alcohol & 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 & Drug Services (ADS) Child & Adolescent Mental Health Services (CAMHS) Justice Health Services (JHS) The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health

and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926
Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing professional development program 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.

Contact Officer: Dr Mandy Evans (02) 6205 0687 ChiefPsychiatrist@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services
Surgery, Oral Health and Medical Imaging
Medical Staff**

VMO Urologist

Visiting Medical Officer (VMO) VMO's are engaged under the terms of the VMO contract, Canberra (PN: N/A)

Gazetted: 15 February 2018

Closing Date:

Overview of the work area and position: The Urology Unit provides an on-call service across both Canberra and Calvary Public Hospitals. The Unit is part of the Canberra Hospital, the major tertiary hospital in the region serving the ACT and much of South-Eastern NSW. The Canberra Hospital also incorporates the Clinical Skills Centre of the Australian National University Medical School. The Urology Unit currently consists of 5 VMO Urologists, 1 accredited Post Graduate Fellow and 4 registrars (1 accredited / 3 unaccredited). As a VMO in the Urology Unit, the role is responsible for inpatient, outpatient and consultative specialist urology services to registered patients, including the admission of patients under the VMO's care to Health Facilities on an as-required basis. Salary, Remuneration and Conditions: Visiting Medical Officer Sessional & Fee For Service Rates: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online:

<http://www.health.act.gov.au/professional/medical>

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 Surgeons (RACS) in Urology, Laparoscopic urological training and previous experience as primary surgeon. Must hold a current Driver's license. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Simon McCredie (02) 6202 1100 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Assistant Director of Nursing (ADON)
Registered Nurse Level 4.2 \$122,486, Canberra (PN: 03866)**

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided

range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Brian Hennessy Rehabilitation Centre (BHRC) is a residential rehabilitation facility that provides evidence-based, high quality mental health care including psychosocial rehabilitation and support to people with a moderate to severe mental illness. Service delivery is underpinned by the principles of Recovery and the provision of collaborative care involving the resident, their carers and other key stakeholders. As the Assistant director of Nursing, you will provide senior leadership for the clinical and administrative operations of BHRC and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in BHRC. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers/Health Service Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. The ADON will also report against key performance indicators and promote a learning environment for the team. The BHRC is undergoing a period of significant change including the transfer of the mental health rehabilitation services to the University of Canberra Public Hospital to commence operation in July 2018. As part of this key strategic direction, the ADON will lead the development of the rehabilitation service and implementing a change process in readiness for the transfer of care to UCPH along with the development of supported accommodation options to assist with the transition of some people from BHRC into suitable accommodation in the community.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing; current registration or eligibility for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia, through the Australian Health Practitioner Regulation Agency (AHPRA); of 12 months leadership or management experience and a strong understanding of mental health services. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such, and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Canberra Hospital and Health Services

Medicine

Renal

Renal Home Therapies Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 17661)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety

and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The CNC of Renal Home Therapies is responsible for the management of patients undertaking home based therapies. The position is based in ACT and reports to the Assistant Director of Nursing (ADON) of Renal Services.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate studies relevant to the speciality field and has a current valid driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Anne Maguire (02) 6244 8366 anne.maguire@act.gov.au

Innovation

Research

Clinical Trials Staff

Clinical Trials Coordinator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 33480, several)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG). The Clinical Trials Co-ordinator provides key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and benign Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

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

Notes: The option to work part-time will be considered. Hours of work are flexible. Salary noted will be paid pro rata for part-time hours. 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 Trials Staff

Clinical Trials Coordinator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 24952)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 applicants 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: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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 (OMU).

Notes: The option to work part-time will be considered. Hours of work are flexible. Salary noted will be paid pro rata for part-time hours. 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 Trials Staff

Clinical Trials Coordinator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 33482)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are either Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG). The Clinical Trials Co-ordinator provides key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and benign Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff. They will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is desirable. 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: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. The option to work part-time will be considered. Hours of work are flexible. Salary noted will be paid pro rata for part-time hours. A merit list may be established to fill identical temporary positions 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
Rehabilitation, Aged and Community Care**

Community Care Program

Community Care Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16264)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/ medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy, or recognized equivalent. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: This is a temporary position available until September 2018 with the possibility of extension and/or permanency. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Dominic Furphy (02) 6205 3808 dominic.p.furphy@act.gov.au

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

Health Professional - Older Persons Mental Health Community Team

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17591)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services 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. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of

the work area and position: Older Persons Mental Health Community Team is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The OPMHCT works within a clinical management model and 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 advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels Health Professional (HP) 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers/Health Service Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Current driver's licence is mandatory. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA) and eligibility for professional membership of Occupational Therapy Australia. For Psychology: Must be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Highly Desirable: HP3: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Highly desirable for all disciplines: HP3: Minimum of three years (ideal five years) post qualification and a strong understanding of mental health services. 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; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a pre-employment Police check.
Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Counsellor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26151)

Gazetted: 15 February 2018

Closing Date: 01 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Women's Health Service provides inter-professional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. In this role you will work collaboratively within the inter-professional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group work.

Eligibility/Other Requirements: Mandatory: For Social Work: Tertiary qualification in Social Work; eligibility for membership of the Australian Association of Social Workers (AASW) and Working with Vulnerable People Registration. For Psychology: A minimum of a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and general Psychology registration with the Psychology Board of Australia (AHPRA). Highly desirable: Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. For Counselling: Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3; Working with Vulnerable People Registration and one of the following eligible qualification pathways: Pathway 1 - Minimum five-year full-time (or part-time equivalent) sequence of study made up of: (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered

relevant) AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2 - Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course OR (ii) Three-year part-time ANZAP training in the Conversational Model. 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 credentialing requirements for allied health professionals.

Note: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the counselling service. This position is full-time permanent. A minimum of 32 part-time hours may be considered although full-time is preferred.

Contact Officer: Nikki Goddard (02) 6205 1078 nikki.goddard@act.gov.au

Population, Health, Protection and Prevention

Executive Support Office

Executive Support

Personal Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23672)

Gazetted: 15 February 2018

Closing Date: 15 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Population Health Protection and Prevention (PHPP) is looking for a highly experienced Personal Assistant (PA) to join its Executive Support Office, working for the Chief Health Officer (CHO), who is also the Deputy Director-General of PHPP. The role requires someone with excellent organisational and time management skills, and extensive PA experience including diary and email management. An eye for detail and excellent liaison skills are a must, including a demonstrated ability to negotiate, and identify and escalate risks. High level ICT skills are also required, including the ability to learn new systems quickly.

Overview of the work area and position: PHPP 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. PHPP 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 the Deputy Director-General of PHPP, and a core member of the ACT Health Executive management team. PHPP consists of two diverse Branches, as well as a team of specialist public health medical officers. The Health Improvement Branch (HIB) has carriage of policy and program delivery in the areas of health promotion and preventive health. The HIB also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health planning and policy. 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 Executive Support Office is made up the Chief Health Officer (CHO)/ Deputy Director General, Population Health Division, an Executive Officer and a Personal Assistant. The Executive Support Office provides executive support for the CHO, as well as the Divisional Medical Officers. It is also responsible for the coordination of Department and Government business across the Division.

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

Contact Officer: Laura McNeill (02) 6207 1781 laura.mcneill@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Personal assistant/Office manager, Endocrinology/Diabetes

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21798)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. This position provides administrative support to the Unit Director and Staff Specialists within the Endocrinology/Diabetes Unit. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

Eligibility/Other Requirements: Highly desirable: Knowledge and experience with ACT Health information management systems, including but not limited to; ACTPAS, CRIS and the ACTH Clinical Portal and experience with medical terminology and typing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: Applications are sought to fill a permanent, full-time vacancy, in the PA/Office Manager role for the Endocrinology/Diabetes Department.

Contact Officer: Marilyn Hines (02) 6174 5117 marilyn.hines@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Executive Director of Medical Services

Library Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 35891)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Library is seeking an experienced Library Officer to assist in the provision of technical services for the Library. Applicants should have sound knowledge and experience in the acquisition, cataloguing, Document Delivery, and Loan Desk Management. Knowledge of medical terminology/background is desirable.

Eligibility/Other Requirements: Diploma in Library and Information Services. Eligibility to ALIA (Library Technician). Experience in a health Library environment. Experience using ALMA and PRIMO interfaces. Library Technicians studying professional qualifications are encouraged to apply. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

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

Canberra Hospital and Health Services

Medicine

Renal

Departmental Office Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03776)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

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

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

Canberra Hospital and Health Services

Clinical Support

Nursing Administration

e-Rostering Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37086, several)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The e-Rostering Support Team has been established to enable centralisation of rostering support services across ACT Health. The team provides technical and process related support services to over 5,500 Health Directorate staff currently managed by the rostering system. The team also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training and help desk support. Overview of the work area and position: ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. The Health e-Rostering System and Management Support team in the Division of Clinical Support Services at The Canberra Hospital and Health Services is looking for an enthusiastic, motivated individual to provide e-rostering support for e-Health innovative products. The e-Rostering Support Officer works as part of the system and management support team reporting. Under the general direction of the e-Rostering

Support Team Manager this position is responsible for providing day to day management system administrative support, help desk services, rostering training support with a particular emphasis on e-rostering small project management and maintenance of data integrity within the rostering system.

Eligibility/Other Requirements: Mandatory: Previous experience using an electronic rostering system. Desirable: An understanding of best practice rostering processes would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent full-time position. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based on written application and referee reports only.

Contact Officer: Chin Wong (02) 6244 2419 chin.k.wong@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Operational

Office Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 10765)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and Health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: This position provides administrative support to the Clinical Director of Women's, Youth and Children's 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. The Office manager is also required to backfill other personal assistant positions when required as well as manage and maintain the divisions meeting room bookings, as well as other general administrative duties.

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

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

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Office Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29754)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Child at Risk Health Unit (CARHU) is part of the Division of Women Youth and Children Community Health Programs. The unit provides medical examinations, health screens, education, consultation and therapy for children and their families/carers, where there are concerns of abuse and/or neglect. This position will coordinate administrative support administrative support to a multi-disciplinary team working in the area of child protection, and provide administrative support to the Manager, Child Health Targeted Support Services.

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

Note: This is an expected temporary position available for six months with the possibility of extension up to 12 months. Selection may be based on selection criteria, curriculum vitae and referee reports only.

Contact Officer: Melissa Warylo (02) 6274 7492 melissa.warylo@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Social Worker

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 26875)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services are seeking an experienced and motivated Social Worker to work as part of the Mental Health Consultation Liaison Service. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The successful applicant will be required to undertake mental health assessments within the Emergency Department and the General Hospitals at the Canberra Hospital and provide specific mental health social work interventions within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a patient first and recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services and Justice Health Services. Adult Acute Mental Health Services(AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their carer's and other key clinical and support services.

Eligibility/Other Requirements: Mandatory: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Current driver's licence. Desirable: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Comply with ACT Health credentialing requirements for allied health professionals.

Notes: This is a full-time permanent position working Monday to Friday.

Contact Officer: Phillip Hoyle (02) 6205 2782 phillip.hoyle@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Exercise Physiologist, Dhulwa Mental Health Unit

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 39760)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

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

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Health, Alcohol and Drug Services delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Dhulwa Mental Health Unit (DMHU) is a secure mental health inpatient unit operated by Justice Health Services, on behalf of ACT Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). It offers a contemporary, evidence based service, providing high quality mental health care that is guided by principles of Recovery. DMHU provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include mental health consumers who are, or who are at risk of becoming, involved with the criminal justice system. The service aims to provide dynamic and collaborative Recovery-informed care actively involving the individual, their carers, and other key partner services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this secure environment. At this level it is expected that you will be able to provide individualised assessments and exercise programs to complex mental health consumers with/without chronic health conditions under limited supervision and contribute to health promotion strategies across the unit. It is also an expectation that you will contribute your clinical expertise to the multidisciplinary team, engage with the overall therapy programme, and support the Therapy Manager in program and service development processes. Line management and professional and clinical supervision is provided by the Exercise Physiology Department in partnership with the Dhulwa Therapy Manager.

Eligibility/Other Requirements: Tertiary qualifications or equivalent as an Exercise Physiologist with current accreditation or eligibility for accreditation with ESSA as an Exercise Physiologist. Be registered with the Physiotherapy Board of Australia (AHPRA). Minimum of 12 months professional experience as an exercise physiologist. Experience in working with patients with moderate to severe mental health conditions. Desirable: Current driver's licence. Please note 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*. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

Note: This is a part-time position at 18:37 hours per week and the full-time salary noted above will be paid pro rata. This position may be required to participate occasionally in extended hours or weekend or holiday work. A merit list will be created to fill future temporary full-time or part-time positions at level from this recruitment process for the next 12 months.

Contact Officer: Gillian Sharp (02) 6207 9700 gillian.sharp@act.gov.au

Canberra Hospital and Health Services

Anatomical Pathology

Medical Secretary

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 26350)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: 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. The Anatomical Pathology Department is located at the Canberra Hospital. The

department includes histology, cytology, electron microscopy and mortuary. Administration staff work in a small team to produce high quality medical reports and to provide administrative assistance to the department. This position attracts a Medical Typing Allowance.

Eligibility/Other Requirements: Experience in medical typing and a sound knowledge of medical terminology relevant to an anatomical pathology department are highly desirable and knowledge of the Kestral PLS system would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Population Health, Protection and Prevention

Health Protection Service

HPI Program Safety

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 29469, several)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The 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 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 temporary, full-time and part-time 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

Mental, Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

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

Gazetted: 15 February 2018

Closing Date: 1 March 2018

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery 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 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 Gungahlin. Under close professional supervision, the position holder will promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services. Please note this position will be temporarily based within Gungahlin Mental Health Team and may be transferred to other areas of Adult Mental Health Services when the Adult Model of Care has been implemented.

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: General psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. Have current registration issued under the *Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

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

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

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Pharmacy Technician

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 28632, several)

Gazetted: 15 February 2018

Closing Date: 8 March 2018

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

The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements: Mandatory: Certificate III in Hospital-Health Services Pharmacy Support or equivalent. Experience working in hospital pharmacy. Highly desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Please note 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*. Work across multiply CHHS locations. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Monica Rayson (02) 6244 2121 monica.rayson@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Clinical Records

Clinical Records Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 17854, several)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Under general direction, working as part of a small team, the Clinical Records Officer is responsible for processing clinical documentation into the Clinical Record Information System (CRIS) (scanning solution). This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The Clinical Records Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

Eligibility/Other Requirements: Desirable: Previous experience working in a hospital clinical record department, medical practice or similar health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are temporary positions available for six months. These positions are full-time, Monday to Friday with working hours of 7am to 3.21pm or 8.30am to 4.51pm. Selection may be based on written application and referee reports only. Two referee reports should be included with your application (in the ACT Health referee template).

Contact Officer: Heather Byrne (02) 6244 3663 heather.byrne@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Community Health Centres

Administration Officer, Community Health Support

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 24272, several)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: 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. Community Health Support is part of the Division of Cancer Ambulatory and Community Health Support. A part of this unit is Community Health Centres. There are six community health centres and two nurse led Walk-In Centres located across the territory. The Community Health Centres provide services including, dental services, community nursing, podiatry, mental health services,

rehabilitation services and alcohol and drug services just to name a few. Overview of the work area and position: Community Health are looking for individuals with varied experience to apply for a permanent position as an ASO2/3 Administration Support Officer within Community Health Centres. The Health Centres are located across the territory and positions at this level will be required to work at different Community Health Centres as operational needs dictate. The Health Centre hours are Monday to Friday 8.30am to 5.00pm. There are two Walk-In Centres and these are located at the Belconnen and Tuggeranong Community Health Centres and staff may be required to backfill in these areas during the week or for backfill opportunities on the weekends. The Walk-In Centre hours are shift and range from 7.30am to 10.00pm 7 days a week. The position requires the applicant to provide support with receptionist duties including telephone enquiries, customer enquiries, records management and administrative support to the various community based services provided within Community Health Centres. The successful applicant will demonstrate good customer service skills including the ability to resolve issues, good communication, liaison skills and organisational skills. Experience in administrative processes would be an advantage but not a requirement. The position reports to a Health Centre Coordinator who is located at individual centres and an Administration Manager who oversees all the Administration staff in Health Centres and Walk-In Centres.

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

Note: These positions are full time positions (part time applicants may be considered). An order of merit may be established from this process to fill future temporary and permanent vacancies at this level over the next 12 months. Selection may be based on application and referee reports only. Applicants are requested to provide answers against the selection criteria and provide a current CV and names of two referees (including one from a current supervisor). These positions are broad banded and the level/salary increment offered to successful applicants will be dependent on previous experience, knowledge and skills. Applicants are encouraged to contact the Contact Officer for additional information relating to the broad banding arrangement.

Contact Officer: Steve Sculac (02) 6207 4519 steve.sculac@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Support, Endocrinology and Diabetes

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 16211)

Gazetted: 15 February 2018

Closing Date: 1 March 2018

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

The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position:

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women

during pregnancy, Type 1 and Type 2 diabetes. This Administrative Support position provides administrative support to the Diabetes team and Staff Specialists within the Endocrinology Unit. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense.

Eligibility/Other Requirements: Highly desirable: Previous experience with ACT Health information management systems, including ACTPAS, CRIS and the ACT Health Clinical Portal. Demonstrated competency in Medical Terminology. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health occupational screening requirements related to immunisation. Contact Officer: Marilyn Hines (02) 61745117 marilyn.hines@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

Legislation, Policy and Programs

Royal Commission

Director - Royal Commission Team

Legal 2 \$135,195 - \$140,752, Canberra (PN: 39862)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: Legislation, Policy and Programs is seeking applications for a highly motivated Director or Senior Legal Policy Officer to lead its engagement with the development of the Commonwealth led Redress Scheme for survivors of institutional child sexual abuse and response to the Royal Commission's law reform recommendations. The Director provides high level advice and direction to Government and the ACT Public Service on questions of criminal/civil law, practice and policy; develops and delivers complex legislation relating to criminal/civil law matters; manages justice related projects; engages in consultation with the community and government; liaises and manages stakeholders, both internal and external; prepares budget bids and represents the Directorate at a high level. The successful candidate will also be expected to drive the strategic direction of the team.

Eligibility/Other Requirements: Applicants should be able to demonstrate a high level of experience in policy and legislation development, and a solid background in criminal/general/public law and policy.

Admission as a legal practitioner in an Australian jurisdiction is essential.

Note: This is a temporary position available until 28 June 2019.

Contact Officer: Melanie Moss (02) 6207 5214 melanie.moss@act.gov.au

ACT Corrective Services

Executive Support and Governance

Intelligence and Integrity Unit

Manager, Intelligence and Integrity

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36808)

Gazetted: 14 February 2018

Closing Date: 1 March 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Manager, in the Intelligence and Integrity Unit (SOGB). The successful applicant will lead the development and implementation of a holistic intelligence model across ACTCS, to maximise the intelligence analysis and develop the department's capabilities and develop the organisations capacity and expertise to deliver high quality, accurate and reliable intelligence products for the organisation and external stakeholders. Further to this, you will establish processes for the confidential receipt and assessment of information related to employee misconduct, identify trends in reported misconduct and use this information to prepare comprehensive advice to management that will improve employee compliance through targeted training and improved access to training. Additionally, you will be required to work extensively with other stakeholders, particularly law enforcement agencies and other intelligence agencies. To be successful, you will be required to

demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: The position holder must obtain and maintain a Negative Vetting Level 1 security clearance upon employment to the position as a condition of employment. The successful candidate may be required to undergo a criminal record check.

How to Apply: To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Jon Peach (02) 6207 0879 jon.peach@act.gov.au

Legislation, Policy and Programs

Royal Commission

Senior Legal Policy Officer - Royal Commission Team

Legal 1 \$100,462 - \$124,436, Canberra (PN: 39863)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: Legislation, Policy and Programs are seeking applications for a Legal 1 position, at the high range of the classification (Legal 1.8 to 1.10), in its Royal Commission Team. The Royal Commission team leads the ACT Government's engagement with the development of the Commonwealth led Redress Scheme for survivors of institutional child sexual abuse and response to the Royal Commission's law reform recommendations. The Senior Legal Policy Officer provides high level advice and direction to Government and the ACT Public Service on questions of criminal/civil law, practice and policy; develops and delivers complex legislation relating to criminal/civil law matters; manages justice related projects; engages in consultation with the community and government; liaises and manages stakeholders, both internal and external; prepares budget bids and represents the Directorate at a high level. The successful candidate will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: A degree in Law from an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office. Experience within a justice or community safety environment would be highly desirable.

Note: This is a temporary position available until 28 June 2019. The salary range for this position is \$100,462 - \$124,436 (legal 1.8- 1.10) depending on relevant experience.

Contact Officer: Melanie Moss (02) 6207 5214 melanie.moss@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Legal Policy Officer

Legal 1 \$100,462 - \$124,436, Canberra (PN: 42738, several)

Gazetted: 12 February 2018

Closing Date: 26 February 2018

Details: Legislation, Policy and Programs is seeking applications for two Legal 1 (at the high range of the classification, Legal 1.8 to 1.10) positions in our Civil Law section. The successful applicants will be required to cover a diverse range of legal and policy issues that impact on the civil system in the ACT. The salary range for this positions is \$100,462 - \$124,436 p.a. for a Legal 1.8 - 1.10, depending on relevant experience.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office.

Note: There are two temporary positions available until 2 November 2018, with a possibility of extension.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

ACT Corrective Services

Custodial Operations

Court Transport Unit

Manager, Court Transport Unit

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39819)

Gazetted: 08 February 2018

Closing Date: 22 February 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the role of Manager, Court Transport Unit (SOGC). The successful applicant will be responsible for providing positive leadership, supervision and management of staff and operations at the Court Transport Unit (CTU) and promoting a positive and rehabilitative culture and environment. The successful applicant will also be required to maintain safety and security procedures, respond to emergencies, contain incidents, coordinate detainee escorts and uphold security and supervision of detainees and ensure their safe care in custody. Further to this, you will provide quality information regarding detainee classification and placement to Admissions at AMC, maintain positive working relationships with various stakeholders and effectively liaise with external agencies, including Court staff, AFP, Health professionals and the legal profession. In addition, you will be responsible for assuming control of the facility, working effectively with all Correctional Officers and monitoring and contributing to the allocation of resources and caseloads. To be successful, you will demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management qualities. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other requirements: Relevant tertiary qualifications or equivalent experience would be desirable.

Relevant custodial experience or Certificate III in Correctional Practice (Custodial) is highly desirable. The successful candidate may be required to undergo a Police Record Check and medical testing. Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Current unrestricted driver's licence and Senior First Aid Certificate are essential requirements.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Coversheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Ian Robb (02) 6207 0609 ian.robb@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture Unit

People and Culture Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11213)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced and highly motivated person to fill the position of People and Culture Advisor Administrative Services Officer Class 6, in the People and Culture Unit. The successful applicant will support the People and Culture Consultant in delivering all facets of recruitment for the agency, including the development and delivery of bulk recruitment plans. You will provide a responsive and efficient client service in relation to the management of the agencies human resource matters, maintaining a good understanding of, and ensuring a consistent application of, industrial agreements and policies and procedures for the agency. You will also manage and report on a variety of human resource projects, including the on-boarding and exit processes for agency staff. The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other requirements: Relevant qualifications or equivalent experience is desirable. Familiarity with computer based applications would be an advantage. Knowledge of government human resource management systems (Chris21), procedures and guidelines and an understanding of the human resource framework in the ACT Government would be an advantage. Eligible persons may be required to undergo a Police check.

Note: This is a temporary vacancy commencing early March, available for a period of 12 months with the possibility of extension.

How to Apply: To apply, applicants are required to submit four items: (1) ACT Government application cover sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should preferably be a current supervisor/manager). Please ensure you submit all four items.

Contact Officer: Rosie Gaul (02) 6205 9064 rosie.gaul@act.gov.au

ACT Emergency Services Agency

Risk and Planning

Digital Services

Digital Services Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34781)

Gazetted: 12 February 2018

Closing Date: 7 March 2018

Details: The Emergency Services Agency (ESA) is seeking to engage a Digital Services Officer with initiative, sound judgement and proven experience in developing and implementing innovative and effective digital solutions. This is a rare opportunity to utilise your digital services experience by joining a fast-paced, dynamic team using the latest digital and design software to directly support the ACT's front line emergency services. This position will take an important role in coordinating and uploading content to Directorate websites and SharePoint sites. The successful applicant will also undertake graphic design work and basic development and administration of the Directorate's website and intranet sites, including permission management, governance and structure. The successful applicant will also assist with the delivery of the Directorate's digital, design and traditional communications products. Suitable applicants would possess interpersonal, negotiation and communication skills of a high order. This is a service focused role coordinating and resolving user requests in collaboration with other team members.

Eligibility/Other Requirements: Experience in the use of SharePoint, Website Content Management Systems and graphic design software such as Adobe Photoshop, Illustrator and Indesign. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: The occupant of this position may be required to undertake part of their duties outside normal business hours and on weekends in response to emergencies.

Contact Officer: Andy Tripathi (02) 6205 3034 andy.tripathi@act.gov.au

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Support and Training Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38043)

Gazetted: 08 February 2018

Closing Date: 15 February 2018

Details: The ACT Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Support and Training Officer. You will also be required to provide support to all Law Courts and Tribunals (LCT) administration; in consultation with business areas, design, develop and implement efficient business processes to improve LCT operations through the effective use of information and technology; assist with the efficient operation of the ICMS service desk – provide advice, guidance and support to LCT users on the operation of the ICMS. You will be required to assist in identify training needs and ensure LCT users are provided with appropriate skills and training required for their respective roles as well as design training and support materials. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes.

Note: This is a temporary position available for a period of twelve months with the possibility of permanency. Applicants are required to submit a current Curriculum Vitae and a covering letter (maximum two pages) outlining relevant skills and experience in relation to the selection criteria.

Contact Officer: Jacinta Evans (02) 6207 1427 jacinta.smith@act.gov.au

Director of Public Prosecutions

Prosecutor Associate

Graduate Legal Officer \$66,656 - \$68,699, Canberra (PN: 40043, several)

Gazetted: 12 February 2018

Closing Date: 7 March 2018

Details: If you are in the later part of your study in Law or you have recently completed your Law degree you may be the candidate/s we are looking for to fill the role of Prosecutor Associate. The ACT Director of Public Prosecutions (DPP) is looking to offer suitable applicants the opportunity to gain valuable skills and experience in the Criminal Law space. If you have an interest in Criminal Law and are either currently enrolled in university completing your Law degree or equivalent or you have recently graduated we would like to hear from you.

Note: The ACT DPP has a number of Prosecutor Associate Roles available for immediate commencement. These are temporary vacancies available for a period of up to two years.

Contact Officer: Christine Tierney (02) 6207 5399 christine.tierney@act.gov.au

ACT Corrective Services

Custodial Operations

AMC Executive Support Team

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 49896)

Gazetted: 08 February 2018

Closing Date: 23 February 2018

Details: ACT Corrective Services is seeking a motivated and highly organised person to fill the role of Administration Officer (ASO4), in the AMC Executive Support Team. This position is based at the Alexander Maconochie Centre (AMC) in Hume. The successful applicant will provide office management and administrative support in a fast-paced office environment. Other key functions include, but are not limited to, assisting with the management of incoming and outgoing correspondence, providing reception and telephone services for the General Manager's office, preparing a range of documentation including letters, briefings and reports, and providing secretariat support to a range of AMC based meetings. The successful applicant will also be required to contribute to ongoing data collection and compliance monitoring within the workplace. 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.

Note: To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items. The successful candidate may be required to undergo a criminal record check.

Contact Officer: Jessica Horua (02) 6207 6861 jessica.horua@act.gov.au

ACT Corrective Services

Corporate Services Division

Business Services

Stores Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 13754, several)

Gazetted: 09 February 2018

Closing Date: 25 February 2018

Details: ACT Corrective Services is looking for a highly motivated and conscientious person to fill the position of Stores Officer at the Alexander Maconochie Centre. The successful applicant will work under the direction of the Stores Supervisor and will be required to perform storekeeping tasks in accordance with agreed timeframes and procedures. They will contribute to the revision and development of administrative procedures, guidelines and draft basic correspondence and will use computer applications to access, process and provide information, administrative support and courier services as required. The successful applicant will instruct, train and supervise detainees on employment programs in warehouse and logistics functions and also assist senior members with other work in the Unit to ensure the objectives of Facilities Unit are achieved. Previous Correctional experience will be well regarded.

Eligibility/Other Requirements: A current unrestricted drivers licence is essential. Forklift licence is desirable.

Storepersons may be required to lift or carry packages.

Note: There are permanent and temporary positions available. The temporary positions are available for up to 12 months with the possibility of permanency. The occupant of these positions may be required to perform shift and weekend work and assist with other duties within the facilities work area. To apply, applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection

criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager); (5) a copy of current drivers licence; (6) copy of forklift licence if applicable. Please ensure you submit all six items. The successful candidate may be required to undergo a criminal record check.
Contact Officer: Craig Batten (02) 6207 6770 craig.batten@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Governance and Ministerial Services

Governance

Quality Manager Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32546)

Gazetted Date: 09 February 2018

Closing Date: 22 February 2018

Details: The Quality Manager is embedded in the Governance team and will be responsible for developing and managing a quality management system for TCCS to ensure that it meets specific quality objectives in decision making and facilitates a culture of continuous improvement. This will be achieved through building effective stakeholder relationships (internal and external), communicating with influence and responding positively to change. In addition, the role will also monitor and advise on best practice and continuous improvement strategies and initiatives to be considered within the Directorate. The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a working knowledge of the functions of TCCS.

Eligibility/Other Requirements: Previous experience in development, implementation and promotion of a Quality Management System will be highly desirable.

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

City Services

City Presentation

Urban Treescapes

Coordinator Tree Assets

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18126)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: Urban Treescapes within City Services has a permanent vacancy based at Wotso House in Dickson. The Coordinator Tree Assets is responsible for planning, programing and overseeing services that contribute to the successful revitalisation of Canberra's urban forest. The services are generally delivered by contractors. Effective performance in the job will require excellent interpersonal and contract management skills, highly developed project management and time management skills, high quality oral and written communication skills and flexibility in responding to changing priorities.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform is essential. A Certificate IV in Contract Management and Procurement and qualifications appropriate to the scope of activities performed, e.g. Forestry, Arboriculture or Horticulture are highly desirable.

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.

Contact Officer: Rachael Dawes (02) 6207 7158 rachael.dawes@act.gov.au

City Services

City Presentation

Urban Treescapes

Design and Development Coordinator

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 11016)

Gazetted: 13 February 2018

Closing Date: 27 February 2018

Details: Urban Treescapes within City Services has a permanent vacancy based at Wotso House in Dickson. The Design and Development Coordinator is responsible for reviewing and coordinating feedback to Development, Review and Coordination in Transport Canberra and City Services (TCCS) and other stakeholders about urban landscape development and design proposals. Typical submissions for review include; Estate Development Plans, Development Applications (DA) and pre-DA enquiries, proposed Territory Plan variations, proposed sale of unleased land, Capital Works public infrastructure development projects, green field and brown field development proposals, and utility infrastructure projects.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform is essential.

Technical or tertiary qualifications in; Landscape Architecture, Town Planning, Project Management or an associated discipline is mandatory.

Contact Officer: Rachael Dawes (02) 6207 7158 rachael.dawes@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.

Transport Canberra

Light Rail

Project Management Office

Project Controls Officer

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

Gazetted: 09 February 2018

Closing Date: 26 February 2018

Details: The position is a support role within the Light Rail project team and is part of the Project Management Office (PMO) team. The PMO is a functional area of the Light Rail Branch and is responsible for ensuring effective project management functions including risk and issue management, master program management, information management, project reporting and quality management. The Project Controls Officer will report directly to the Manager Project Controls, though will also be expected to liaise closely with the Contract Management Office team, and other staff and advisors across all areas of the project team.

Contact Officer: Gareth Burdon (02) 6207 0282 gareth.burdon@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Melinda Hughes 761-01764, Section 68(1), 19 February 2018

Community Services

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

Jessica Appleton 853-77930, Section 68(1), 12 February 2018

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

Will Constantine 853-72793, Section 68(1), 8 February 2018

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

Rhiannon Mangos 853-77420, Section 68(1), 8 February 2018

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

Alexandria Novak 853-77674, Section 68(1), 8 February 2018

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

Maria Vocisano 853-77391, Section 68(1), 19 February 2018

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

Phyo Wai 853-72494, Section 68(1), 8 February 2018

Director of Public Prosecutions

Paralegal Grade 3 \$68,699 - \$72,175

Michael Gemmell 853-61920, Section 68(1), 19 February 2018

Paralegal Grade 4 \$74,081 - \$81,122

Joshua Wells 853-64996, Section 68(1), 13 February 2018

Education

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

Brianna Huckstepp 843-60651, Section 68(1), 12 February 2018

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

Paula Murray 848-92666, Section 68(1), 9 February 2018

Environment, Planning and Sustainable Development

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

Phillipa Jacomb 853-77746, Section 68(1), 7 February 2018

Health

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

Karthik Amminikutty 843-89366, Section 68(1), 8 February 2018

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

Claudia Bell 848-21227, Section 68(1), 7 February 2018

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

Kerry Carmichael 847-03757, Section 68(1), 8 February 2018

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

Karly Carter 853-77690, Section 68(1), 8 February 2018

Registered Nurse Level 4.1 \$114,377

Elizabeth Coates 853-77770, Section 68(1), 26 February 2018

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

Grace Cummins 845-02621, Section 68(1), 21 February 2018

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

Beth Harrison 845-20790, Section 68(1), 8 February 2018

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

Kate Hegarty 853-62907, Section 68(1), 9 February 2018

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

Cameron Hoffman 844-02401, Section 68(1), 1 February 2018

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

Loretta Huckstepp 799-48012, Section 68(1), 8 February 2018

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

Leisa Lasker 850-41863, Section 68(1), 9 February 2018

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

Qiwen Liang 845-04651, Section 68(1), 8 February 2018

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

Timothy Massey 848-84367, Section 68(1), 21 February 2018

Health Professional Level 1 \$57,941 - \$73,823

Lilian Pham 853-77754, Section 68(1), 12 February 2018

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

Jessica Pitt 845-03659, Section 68(1), 6 February 2018

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

Alexandra Ross 845-03499, Section 68(1), 6 February 2018

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

Sooji Song 853-51650, Section 68(1), 7 February 2018

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

Alexa Stenhouse 848-84383, Section 68(1), 5 February 2018

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

Han Wang 845-19423, Section 68(1), 15 February 2018

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

Katherine Wright 853-77631, Section 68(1), 5 February 2018

Justice and Community Safety

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

Lauren Penin 853-78036, Section 68(1), 14 February 2018

Transport Canberra and City Services

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

Tara Clarke 853-75986, Section 68(1), 15 February 2018

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

Selina Marie Jimenez 797-86615, Section 68(1), 19 February 2018

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

Anne Napier 849-10764, Section 68(1), 12 February 2018

TRANSFERS

Health

Jennifer Brandon: 827-44686

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

Health

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

Health, Canberra (PN. 03382) (Gazetted 21 September 2017)

Adam Goodchild: 762-88047

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

Health

To: Health Service Officer Level 10 \$79,824 - \$91,356

Health, Canberra (PN. 39644) (Gazetted 7 December 2017)

Jaspreet Singh: 834-53370

From: Allied Health Assistant 2 \$50,040

Health

To: Allied Health Assistant 2 \$50,040 - \$57,369

Health, Canberra (PN. 37463) (Gazetted 14 December 2017)

Alana Wood: 848-84973

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

Calvary Public Hospital Bruce

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

Health, Canberra (PN. 4989) (Gazetted 1 January 2018)

PROMOTIONS

Canberra Institute of Technology

Dulip Seneviratne: 827-14321

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 24150)

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

Chief Minister, Treasury and Economic Development

Access Canberra

Registration and Fair Trade

Business and Industry Licensing

Aman Jhajj: 846-88198

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45223) (Gazetted 29 September 2017)

Access Canberra

Registration and Fair Trade

Samantha Swale: 848-78047

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42495) (Gazetted 29 September 2017)

Shared Services

Strategic HR and Corporate

Workforce and Business Planning

Tracy Vickers: 773-04010

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38990) (Gazetted 24 November 2017)

Community Services

Housing ACT

Gateway Services

Housing Asset Assistance Program

Andrew Horton: 838-51133

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

Community Services

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

Community Services, Canberra (PN. 03466) (Gazetted 12 October 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.

Housing ACT

Gateway Services

Housing Asset Assistance Program

Pegah Mirjamali: 827-3334

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

Community Services

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

Community Services, Canberra (PN. 31713) (Gazetted 12 October 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

Director General

Judith Knight: 789-45266

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

Health

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

Health, Canberra (PN. 01771) (Gazetted 7 December 2017)

Canberra Hospital and Health Service

Rehabilitation, Aged and Community Care

Violet Latta: 835-89315

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 21865) (Gazetted 30 November 2017)

**Director General
Population Health**

Caitlin Levey: 853-29242

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. 27604) (Gazetted 30 November 2017)

Canberra Hospital and Health Services

Kathleen Piefke: 853-64478

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Health
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health, Canberra (PN. 32724) (Gazetted 23 November 2017)

Canberra Hospital and Health Services

Nicole Wang: 820-78812

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health
To: Senior Information Technology Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN: 39925) (Gazetted 14 December 2017)