



ACT Government Gazette

Gazetted Notices for the week beginning 28 June 2018

VACANCIES

Calvary Health Care ACT (Public)

Emergency Department

Ward Clerk

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

Gazetted: 5 July 2018

Closing Date: 5 July 2018

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

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

Reference Number 18637

Contact Officer: Alana Cash alana.cash@calvary-act.com.au Applications can be forwarded to:

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

Clare Holland House

Registered Nurse – Palliative Care

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

Gazetted: 5 July 2018

Closing Date: 15 July 2018

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

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

Reference Number 18719

Contact Officer: Lynne O'Callaghan lynne.o'callaghan@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

Industry Engagement and Strategic Relations

Strategic Communications

Communications Officer

Public Affairs Officer 2 \$83,051 - \$94,065, Canberra (PN: 11468)

Gazetted: 29 June 2018

Closing Date: 13 July 2018

Details: An opportunity exists for a motivated Communications Officer at Canberra Institute of Technology (CIT).

Under the direction of the Senior Manager, Strategic Communications the Communications Officer will be

responsible for internal and external communications at CIT and will monitor the media for industry-relevant

issues and provide reports of relevant media coverage to Chief Executive, the Executive team and other CIT staff.

The Communications Officer will work to develop and deliver communication and media content for CIT to meet

its strategic objectives and client service outcomes. You will work collaboratively with staff at all levels, across the

Institute and for that reason excellent communication skills and the ability to develop rapport, credibility and

maintain networks across ACT Government and external stakeholders is a must! If you think this is the job for you

we'd like to hear from you. For more information please get in touch with the Contact Officer. 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: This position is for temporary filling for a period of two years with the possibility of extension up to but not

exceeding 5 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: Steve Greig (02) 6207 3566 steve.greig@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**

Economic and Financial Analysis Group

Macroeconomic Branch

Policy Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55885)

Gazetted: 28 June 2018

Closing Date: 5 July 2018

Details: An experienced macroeconomist with a strong background in economic and revenue forecasting is required in the Macroeconomic Branch in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). 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: An in-depth understanding of the State Accounts framework is highly desirable.

Contact Officer: Michael Anderson (02) 6207 0243 michael.anderson@act.gov.au

Communications and Engagement

Communication and Engagement

Strategic Communication Media and Protocol

Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34321)

Gazetted: 03 July 2018

Closing Date: 19 July 2018

Details: We are looking for a Communications Officer to join the Strategic Communication, Media and Protocol Team within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). If you are a communication all-rounder with proven skills in developing and delivering engaging communication strategies, content, and events, then we'd love to hear from you. You will work collaboratively with the Strategic Communication, Media and Protocol team to meet the communication and engagement priorities of the Chief Minister's Office, CMTEDD, and other ACT Government Directorates. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: If you possess excellent oral and written communications skills, thrive in a fast-paced environment, and excel at delivering a range of traditional and digital communication products, please submit your Curriculum Vitae, one page pitch and contact details of two referees. In your pitch, we're keen to hear about your proudest career achievement, and what makes you the best person for this role.

Note: This is a temporary position available until 8 July 2019.

Contact Officer: Joanna Le (02) 6205 3240 Joanna.Le@act.gov.au

Shared Services

Partnership Services

Service centre Service Desk

Information Communication Technology Service Desk Officers

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 05149)

Gazetted: 04 July 2018

Closing Date: 20 July 2018

Details: Shared Services Partnership Services Group is currently looking for a highly motivated individual with experience in providing first level technical support as well as experience in providing on-site support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer focus and a willingness to be part of a dynamic team is essential. 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: This role requires an ACT Government baseline clearance or be eligible to obtain one.

Note: This is a temporary position available until 4 of May 2019 with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written application of no more than two pages, contact details for at least two referees and a current Curriculum Vitae, including application coversheet. The two page response should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you the best person for the role.

Contact Officer: Lucy Martiniello (02) 6207 6060 lucy.martiniello@act.gov.au

Policy and Cabinet

Territory Records Office

Compliance and Performance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35056)

Gazetted: 29 June 2018

Closing Date: 9 July 2018

Details: The Territory Records Office is currently seeking a highly motivated and independent person to assist in providing front line advice and assurance on information governance issues in the ACT Government. In this position you will have the opportunity to work as part of a small team to help shape the future of records and information governance across the ACT Public Service. Working with the Senior Advisor, Information Governance, you will assist on a range of compliance and advisory engagements with agencies to improve agency performance capabilities, including the development of records management programs and records disposal schedules. You will also have the opportunity to assist the office to deliver projects, tools and other initiatives that support improvements to information governance within an increasingly digital ACT public sector environment. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Lauren Callow (02) 6203 0762 lauren.callow@act.gov.au

Shared Services

Finance and Payroll Services

Finance and HR Applications Support

Assistant Systems Administrator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10204)

Gazetted: 29 June 2018

Closing Date: 6 July 2018

Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who working collaboratively with other team members, will assist in the delivery of financial systems services to ACT Government Directorates. Under the supervision of the System Administrator Financial Applications Support, the role will perform system administration functions for the Oracle E-Business Suite and various other business systems. 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: Relevant tertiary qualifications and/or experience in a similar role are highly regarded.

Note: Please refer to the documents attached for the position description including the selection criteria.

Contact Officer: David Leung (02) 6207 6454 david.leung@act.gov.au

Access Canberra

Workplace Protection

Workplace Safety and Engagement

Administrative Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05078)

Gazetted: 03 July 2018

Closing Date: 17 July 2018

Details: Duties/responsibilities: Provide advice in accordance with relevant legislation including receiving and coordinating responses to incoming enquiries in accordance with procedures. Draft correspondence, reports and other written materials relating to work I health and safety, and workers compensation issues. Promote health and safety awareness and practices within workplaces to minimise work related injuries and illnesses. Contribute to the day to day operations of the section including entering conducting database searches, and correctly entering and naming relevant information to numerous databases plus report forms into the correct data base and dealing with information in the appropriate manner by providing advice or forwarding reports to the inspectorate.

Contribute to operations and attend staff meetings; contribute to the targets and objectives of the team work plans; participate in team planning and training activities. 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: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for a period of six months 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: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

Shared Services Information Communication Technology

Technology Services Branch

Service Assurance

Asset, Audit and Compliance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14526)

Gazetted: 02 July 2018

Closing Date: 16 July 2018

Details: Service Assurance Asset Audit and Compliance Team is seeking a highly motivated candidate who will work within a team responsible for effectively assisting in the life-cycle management of all Information Technology (IT) assets across the ACT Government. You will provide a number of services to ACT Government Directorates including asset rentals and customer enquiries regarding the financial aspects of IT assets provided by Shared Services Information Communication Technology (ICT). This position reports directly to the Asset, Audit and Compliance Supervisor. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Contact Officer: Peter Hawke (02) 6207 9000 peter.hawke@act.gov.au

Shared Services

Partnership Services

Service Centre Service Desk

Information Communication Technology Service Desk Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 21017)

Gazetted: 04 July 2018

Closing Date: 13 July 2018

Details: Shared Services Partnership Services Group is currently looking for a highly motivated individual with experience in providing first level technical support as well as experience in providing on-site support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer focus and a willingness to be part of a dynamic team is essential. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: These are temporary positions available until 12 December 2018 with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written application of no more than one page, contact details for at least two referees and a current Curriculum Vitae, including application coversheet. The one page response should be written in the form of a pitch, indicating your capacity to perform the duties and responsibilities (what you will do and what you require). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you the best person for the role.

Contact Officer: David Hingston (02) 6205 1269 david.hingston@act.gov.au

Infrastructure Finance and Capital Works

Procurement Projects

Manager, Secure Local Jobs Code

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36608)

Gazetted: 28 June 2018

Closing Date: 12 July 2018

Details: Infrastructure Finance and Capital Works (IFCW) is seeking an experienced and motivated candidate to fill a Manager, Secure Local Jobs Code role within the Operations Business Unit. The successful candidate will be a part of a small project team responsible for implementing a number of Industrial Relations initiatives and reforms applicable to the Territory's procurement activities for code covered entities. The role provides high-level leadership and advice on enhancements required to adjust existing prequalification, Industrial Relations and Employment Obligations (IRE), procurement and contracting processes in line with the Government's Secure Local Jobs Package and in particular the Local Jobs Code. The role also includes administrative support responsibilities, including managing a range of project tasks, communications activities, research and analysis, and preparation of briefing documents for senior officials and Ministers. Strong analytical and communication skills are essential for this role. The successful candidate will also be able to liaise at various levels across a range of areas throughout the Government and with affected parties outside of Government whilst maintaining a high degree of confidentiality and discretion. The Manager, Secure Local Jobs Code will work independently whilst reporting directly to the Senior Manager, Projects. The candidate will need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACT Public Service (ACTPS) Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ are encouraged to apply.

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

How to apply: Applicants should address the selection criteria (with a maximum of 500 words per criterion), provide details of two referees and a current CV via email to jobs@act.gov.au

Contact Officer: David Robertson (02) 6205 4534 david.robertson@act.gov.au

Infrastructure Finance and Capital Works

Operations

Governance and Risk Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38973)

Gazetted: 04 July 2018

Closing Date: 18 July 2018

Details: Infrastructure Finance and Capital Works (IFCW) is seeking an experienced and motivated candidate to fill a Governance and Risk Advisor's role within the Operations Business Unit. The position is part of a small team within the IFCW Division, reports to the Business Manager and ultimately to the Executive Director, Operations. The primary duties of this role are to provide high quality support and advice in relation to governance, risk and work health and safety issues within the IFCW Division. The successful candidate will have excellent interpersonal and communication skills, and will be able to liaise across a range of roles and levels throughout the Government. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Applicants are asked to submit a current Curriculum Vitae, claims against the selection criteria (maximum of 500 words per criterion), and a completed Application Cover Sheet including the names and contacts of two referees.

Contact Officer: Glenn Bain (02) 6207 6569 glenn.bain@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

Strategic Policy

Policy and Performance

Performance and Accountability

Business Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38185)

Gazetted: 04 July 2018

Closing Date: 11 July 2018

Details: The Performance and Accountability team is seeking a Business Analyst to support the Community Services Directorate in its Digital Transformation objectives by applying business analyst skills to undertake process and technology mapping, business modelling and service design. The successful candidate will undertake critical work to support the Executive in the Directorate's data capabilities and digital transformation initiatives and will coordinate and develop the preparation of complex project plans, policies and frameworks executive briefings and high level correspondence. To be successful in this opportunity, you will have previous experience in business analysis and working in a service oriented environment. You will have effective written and verbal communication skills, interpersonal relationship building skills and proven skills in application design and development.

Note: This is a temporary position available until 31 October 2018 with the possibility of extension. Selection may be from application and referee reports only.

Contact Officer: Hansraj Balakrishnan (02) 6205 3711 hansraj.balakrishnan@act.gov.au

Corporate Services

Internal Audit and Risk Management

Assurance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 26033)

Gazetted: 29 June 2018

Closing Date: 13 July 2018

Details: The Assurance Officer will work in a small team mainly to contribute to execute the audit program, provide secretariat support to the Audit and Risk Management Committee (ARMC) and assist with administrative tasks that are critical to the team's efficient and effective operation. Initiative, teamwork, organisational skills and attention to detail are essential to perform this role. The officer will also assist to conduct audits and reviews, including performance, financial and compliance type audits and reviews. In addition, the officer will also assist the team to facilitate the implementation of Risk Management, Fraud and Corruption and Business Continuity Frameworks across the Directorate.

Note: This is a temporary position available until 14 June 2019 with the possibility of extension and/or permanency.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 mayooran.sinnathurai@act.gov.au

**Children, Youth and Families
Child and Youth Protection Services
Operations North/South
Case Manager**

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 39424)

Gazetted: 28 June 2018

Closing Date: 31 July 2018

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect; provide positive influence on young people and help make your community safer; benefit from ongoing learning and development; be challenged and rewarded. CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders; develop and maintain professional relationships; have strong engagement skills; ability to develop assessment and case management skills; undertake planning and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

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

Note: An order of merit may be established to fill future vacancies at level over the next 12 months.

There will be an information session for applicants, this will be scheduled for 6.00pm Wednesday 11th July 2018.

To nominate your attendance at the information sessions, please email CYPSRecruitment@act.gov.au

Contact Officer: Larissa Sellars (02) 6207 6643 CYPSRecruitment@act.gov.au

**Strategic Policy
Information Management
Chief Information Officer
Project Manager, Information Digitisation
Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40826)**

Gazetted: 29 June 2018

Closing Date: 6 July 2018

Details: Community Services Directorate (CSD) is seeking an experienced Project Manager, with specific experience in the disciplines of Records Management, Information Digitisation and Business Process re-design. The Project Manager will be responsible for: The preparation and implementation of the Information Digitisation Project Plan,

including change management strategies; undertaking procurement and recruitment activities relating to the project; developing and progressing a comprehensive communications plan; developing and implementing a project to transition CSD to the all of government Electronic Document and Record Management Systems (EDRMS); Communicate effectively with all areas of CSD to ensure broad understanding of the expected project outcomes and assist the Chief Information Officer with the Directorate's digital transformation initiatives.

Note: This is a temporary position available until 30 June 2020.

Contact Officer: Garry Taylor (02) 6205 2817 garry.taylor@act.gov.au

Child, 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: 29 June 2018

Closing Date: 20 July 2018

Details: Child and Youth Protection Services (CYPS) are currently seeking an experience Principal Practitioner (Health Professional Level 5). This role is focussed on driving excellence in service delivery through a range of interventions including co-working on case management, strategically working to improve practice and through direct case management of complex and/or sensitive cases. The Principal Practitioner will lead trauma informed case management ensuring that children and young people are at the centre of all work undertaken. They will also undertake reviews of case management practice at a strategic level in order to implement improvements and deliver a better service to our clients.

Eligibility/other requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years' experience in human services fields. Current driver's licence.

Contact Officer: Kate Spencer (02) 6207 1069 kate.spencer@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

Tuggeranong School Network

Namadgi School

Information Technology Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 40799)

Gazetted: 03 July 2018

Closing Date: 17 July 2018

Details: Namadgi P-10 School is looking for an Information Technology Officer (ITO) level 1 Officer to support the school with managing worksite Information Communication Technology (ICT) services. Namadgi School is a complex site with preschool, primary and high school classes. The school is looking to advance our capacity to deliver quality STEM curriculum and the ITO would be required to be part of a dynamic team to work on technical support and STEM related activities. With over 700 students and 93 staff our ITO would require highly developed communication skills, the ability to coordinate tasks with the Business Manager to achieve results, work within complex environments with children aged between 4 – 16 Years of age and operate independently as needed. The position is a fulltime position and requires the ITO to attend administration meetings and school operation meetings to coordinate whole school needs.

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

Note: This is a temporary position available until 26 January 2020.

Contact Officer: Gareth Richards (02) 6142 0900 gareth.richards@ed.act.edu.au

School Performance and Improvement

North Gungahlin

Amaroo School

Classroom Teacher - English - Amaroo School

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 09773)

Gazetted: 04 July 2018

Closing Date: 25 July 2018

Details: Amaroo Secondary School is a high school committed to educational excellence. We are seeking a highly motivated and passionate teacher to join our English faculty. The successful applicant will be required to work collaboratively as part of a high performing professional learning team. They will need to demonstrate an ability to teach within an open planned flexible learning space. Applicants are encouraged to visit the school website for more detailed information and make contact with the contact officer directly.

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

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

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

Contact Officer: Benjamin Hall (02) 6142 1266 benjamin.hall@ed.act.edu.au

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

School Improvement

Belconnen Network

Macgregor Primary School

Building Services Officer

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 40857)

Gazetted: 29 June 2018

Closing Date: 13 July 2018

Details: Macgregor Primary School is seeking highly motivated individuals for the positions of General Service Officer Level 8 (GSO8). The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to determine priorities, supervise and monitor contractors; assist in implementing annual building and grounds maintenance programs. Support the school's sustainability initiatives as required. Possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met.

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

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

Contact Officer: Tanya Price (02) 6142 1600 tanya.price@ed.act.edu.au

School Performance and Improvement

South and Weston Network

Canberra College

Canberra College Cares - Learning Support Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 40591)

Gazetted: 04 July 2018

Closing Date: 11 July 2018

Details: Canberra College is looking for a highly motivated and enthusiastic officer to join the team at Canberra College Cares (CCCare), located at the Canberra College. The College has enrolments of over 1000 students, CCCare has approx. 140 enrolments of pregnant and or parenting students aged between 16 and 24. The officer will be required to provide high level personal and educational support to pregnant and parenting students and their children aged 0-5 years of age. The occupant will be working independently in delivering Vocational Education and Training (VET) qualifications to students, with assistance from VET Trainers. This position requires applicant to assist as required in the CCCare program, including administration and childcare.

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

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

Contact Officer: Jan Marshall (02) 6205 6787 Jan.Marshall@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Corporate Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30421)

Gazetted: 28 June 2018

Closing Date: 12 July 2018

Details: Amaroo School is a dynamic Primary-Year 10 school and the largest school in the ACT. We are seeking a Corporate Manager to work with the Executive Principal in leading the school. The Corporate Manager will be responsible for leading the compliance, governance, finance and infrastructure responsibilities of Amaroo School. We are seeking an enthusiastic and motivated team member to join our Executive Leadership Team. The successful applicant will also be required to work independently under minimal supervision.

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

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

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

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: Gai Beecher (02) 614 21266 gai.beecher@ed.act.edu.au

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Team Leader (Executive Officer)

School Leader C \$117,515, Canberra (PN: 34840)

Gazetted: 29 June 2018

Closing Date: 13 July 2018

Details: The position of Team Leader will develop and progress audit and risk management of education and care services to ensure the objectives and principles of the National Quality Framework are realised. It will also support sector capacity building within education and care services in the ACT through monitoring compliance with the *Education and Care Services National Law (ACT) Act 2011*. In addition, this position will work within a collaborative leadership team.

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

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

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

**Office for Schools
Belconnen Network
Charnwood-Dunlop School
School Leader C**

School Leader C \$117,515, Canberra (PN: 33728)

Gazetted: 28 June 2018

Closing Date: 12 July 2018

Details: Support the Principal to develop and achieve school strategic goals by leading whole-school coaching and the improvement of mathematics outcomes. Lead a team of teachers in the junior school and Learning Support Unit. Embed Positive Behaviours for Learning (PBL) with a focus on optimising learning outcomes of students with sensory needs. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

Contact Officer: Debbie Martens (02) 6205 7322 debbie.martens@ed.act.edu.au

School Performance and Improvement

**South Weston Network
Hughes Primary School
Executive Teacher P-2**

School Leader C \$117,515, Canberra (PN: 03571)

Gazetted: 04 July 2018

Closing Date: 18 July 2018

Details: Hughes Primary School is situated in the South Weston Network. Hughes PS is committed to the inclusion of all students and works in partnership with families to ensure the delivery of high quality literacy, numeracy and inquiry practices. With a focus on achieving academic and wellbeing success for all students, we are committed to continuous improvement through the strategic use of data. This position requires an innovative educator with demonstrated experience in leading and building collaborative, solutions focussed teams with a deep understanding of the needs of the community.

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

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

Contact Officer: Nina McCabe (02) 6142 0730 nina.mccabe@ed.act.edu.au

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

System Policy and Reform

**Strategic Policy
Student Resource Allocation
Senior Officer - Strategic Policy**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37748)

Gazetted: 29 June 2018

Closing Date: 13 July 2018

Details: The Strategic Policy team are seeking an experienced policy officer to join the Student Resource Allocation Program to provide support in the design, development and implementation of policy and programs with a focus on students with disability. To be successful in this role you will have demonstrated experience in stakeholder engagement and consultation, strategic communication, and policy development. Experience in policy design and implementation within the context of education or disability will be highly regarded. 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: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: This is a temporary position available for 12 months with possibility of extension and/or permanency.
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: Michael Mahar (02) 6205 0494 michael.mahar@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**

Environment

Heritage

Research and Assessment Conservation Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04297)

Gazetted: 02 July 2018

Closing Date: 17 July 2018

Details: ACT Heritage is looking for a suitably qualified and experienced Research and Assessment Conservation Officer in the assessment of nominations to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with experience in and knowledge of heritage assessment, conservation and management principles, and their application in a statutory context. Strong organisational and representation skills are required, as are excellent research and communication skills. The successful applicant will be able to strongly demonstrate the ability to work well within a team environment, as well as the ability to work independently.

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

Contact Officer: Daisy Chaston (02) 6207 7379 daisy.chaston@act.gov.au

Planning Policy

Strategic Planning

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34953)

Gazetted: 03 July 2018

Closing Date: 18 July 2018

Details: The Planning Policy Division is seeking a highly motivated, experienced and suitably qualified person to fill the role of Project Officer. The Planning Policy Division has responsibility for the development of city-wide urban land policies that underpin planning for future urban growth, land supply and major infrastructure for future urban areas and the character and structure of our city. Working in a dynamic environment and under direction, the role will require you to assist with the management of a range of projects and programs in accordance with Division priorities, including contributing to the preparation of project and program documents, assessment of community engagement reports and responding to enquiries and correspondence. Candidates should have sound communication and interpersonal skills and the ability to work within a team environment.

Note: This is a temporary position available for 12 months with the possibility of extension. Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: AlisonM Moore (02) 6207 2693 alisonm.moore@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>

ACT Office for Mental Health and Wellbeing

Coordinator-General, Office for Mental Health and Wellbeing

Executive Level 3.7 \$325,369 - \$340,021 depending on current superannuation arrangements, Canberra (PN: E1065)

Gazetted: 28 June 2018

Closing: 5 July 2018

Details: The ACT Office for Mental Health and Wellbeing is a whole-of-government initiative which will be responsible for developing a Territory-wide strategy for mental health. Drawing on national and international best practice, the Office will focus on change management and systemic quality improvement across the entire continuum of mental health care. It will harness existing policy and provider expertise within government and non-government agencies to develop a more integrated approach to mental illness and to promote mental health within the Territory.

Reporting to the Director-General of ACT Health, and in consultation with the ACT Minister for Mental Health and other Ministers as necessary, your primary focus will be on the development of an innovative change agenda that underpins the strategic direction, priorities and deliverables for the new Office. As Coordinator-General you will proactively identify and pursue approaches and opportunities to engage health service stakeholders/clients, resolve issues and facilitate improved service delivery outcomes. You will be expected to work closely and collegiately with government and non-government organisations and to represent the ACT Government in a range of public settings. You will also be required to keep abreast of key issues and emerging trends relating to mental health matters and to provide regular reports to Cabinet, the Legislative Assembly and the ACT community.

To be a strong contender for this important and high-profile role, you will need to have a demonstrated track record of successfully leading a significant change management program in a complex, politically sensitive and operationally diverse environment. You will have an impressive strategic perspective and previous experience in leading and implementing reform, preferably in health care service delivery, an innovative approach to complex problem solving and a clear focus on delivering outcomes. You will also have a demonstrated ability to engage critical senior stakeholders and the personal qualities necessary to influence outcomes through collaboration and consensus. Relevant tertiary qualifications will be required.

Remuneration: The position attracts a remuneration package ranging from \$325,369 to \$340,021 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$266,397. Please note, from 1 July 2018 the salary for this vacancy will increase in accordance with the ACT Remuneration Tribunal Determination 3 of 2018.

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: Before applying, please obtain selection documentation by emailing to admin@ianhansen.com.au Further information can be obtained by contacting Ian Hansen on 0408 306 769.

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Paediatric Respiratory and Sleep Medicine

Senior Specialist \$222,205, Canberra (PN: 40840)

Gazetted: 05 July 2018

Closing Date: 12 July 2018

Overview of the work area and position: The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for

up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. 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, \$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 and New Zealand College of Paediatrics or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a permanent part time position at 8 hours per week.

Contact Officer: Anne Mitchell (02) 6174 7607 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 and Oral Health
Medical Staff**

Vascular Surgeon

Staff Specialist Band 1-5 \$164,470 - \$202,960

Visiting Medical Officer - Sessional and Fee for Service rates, Canberra (PN: 40114)

Gazetted: 05 July 2018

Closing Date: 12 July 2018

Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Vascular Surgery Unit currently consists of 2 specialist surgeons and two registrars (1 accredited). The Unit provides an on-call service across both Canberra and Calvary Public Hospitals (phone advice only), and maintains inpatient, outpatient and both elective and emergency surgery for the Vascular service. The Unit is part of the major tertiary hospital in the region serving the ACT and much of South-Eastern NSW. The Canberra hospital also incorporates the Canberra Clinical School of the Australian National University Medical School. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441.

Visiting Medical Officer Sessional and 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 in Vascular Surgery or equivalent specialist qualifications. Must hold a current drivers license. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a

Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Melanie Applebee (02) 6244 3207 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 and Oral Health

Medical Staff

Ophthalmologist

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 19588)

Gazetted: 05 July 2018

Closing Date: 12 July 2018

Overview of the work area and position: The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Ophthalmology, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. A staff specialist ophthalmologist position is available at Canberra Hospital and Health Services. The position would be suitable for a Canberra based ophthalmologist, and involves providing regular outpatient services as well as management of daily Eye Emergency Clinics. The Department of Ophthalmology is based at the Canberra Hospital. The Department's 4 Staff specialists and 4 VMOs support vitreo-retinal, medical retinal, corneal, neuro-ophthalmic, and emergency ophthalmic services at Canberra hospital, plus general ophthalmology and cataract surgery at Calvary Hospital and the VMO's rooms. Other medical staff include two RANZCO-accredited Registrars, two unaccredited Registrar, and a resident (PGY2). 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: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Ophthalmology or equivalent specialist qualifications. Desirable: Experience in providing general and emergency ophthalmology services to a Tertiary institution within the last 12 months, on a regular basis as a consultant. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Shannon Dougan (02) 6244 4175 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 Drug Services

Office Chief Psychiatrist

Adult General Psychiatry

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 19588)

Gazetted: 05 July 2018

Closing Date: 12 July 2018

Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible

outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services (RSS). Adult Community Mental Health Services (ACMHS). Adult Acute Mental Health Services (AAMHS). Alcohol and Drug Services (ADS). Child and Adolescent Mental Health Services (CAMHS). Justice Health Services (JHS). 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 and New Zealand College of Psychiatrist 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. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 0687 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

Critical Care

Emergency Department

Clinical Support Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 12077)

Gazetted: 5 July 2018

Closing Date: 19 July 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 provide 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, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. 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. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: As part of the Emergency Department Education team the successful applicant for this exciting position will provide leadership, coordination and support to a number of Clinical Development Nurses as well as nursing team members within the department.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree. Relevant post Graduate Qualifications are highly desirable.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Nicole Slater (02) 6174 5815 nicole.slater@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Clinical Record Service

Clinical Documentation Specialist

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40876)

Gazetted: 05 July 2018

Closing Date: 19 July 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 Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing & Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy; Clinical Documentation Specialists (CDS) are responsible for: Liaising with the clinical team/s to facilitate accurate and comprehensive clinical documentation to support the delivery of high quality patient care; provide adequate evidence of the care provided to ensure accurate clinical coding, and appropriate funding reimbursement; liaising with Clinical Coders, Clinical Coding Auditor/Educators and Clinical Coding and Casemix Manager to determine issues with clinical documentation that directly impact the clinical coding process. Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); high level computer skills, (MS Office) with demonstrated experience in collecting and managing data. Desirable: Strong broad-based clinical knowledge and understanding of pathology/physiology of disease processes and related procedures; excellent critical thinking skills; working knowledge of reimbursement system and coding structures preferred, but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several temporary position available for a period of twelve months until 30 June 2019 with the possibility of extension.

Contact Officer: Gloria Spyropoulos (02) 6244 3331 gloria.spyropoulos@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20512, several)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. 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: At Canberra Hospital our winters are busy. To meet the rise in demand for our services the Acute Services Occupational Therapy team is seeking a dynamic and flexible Health Professional Level 3 (HP3) Occupational Therapist to join our team. The ideal person will have highly developed skills in providing Occupational Therapy in the acute setting. The work will be challenging, fast paced and rewarding and ultimately you will assist patients to achieve their goal of returning home safely. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our growing and ageing population. Occupational Therapy services work collaboratively with individuals, families, carers and service providers within and external to ACT Health. The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. Working with us you will have peer support from an experienced team of clinicians and provided with direct clinical supervision from a designated senior Occupational Therapist or the Department Manager at this level.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia; hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several temporary positions available for a period of six months with the possibility of extension. This position(s) maybe required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Domenico Tripodi (02) 6244 3282 domenico.tripodi@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 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31325)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

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

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

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected permanent position.

Contact Officer: Graham Twycross (02) 6205 1110 graham.twycross@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 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36755)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

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

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

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Canberra Hospital and Health Services

Population Health

Health Improvement

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19617)

Gazetted: 05 July 2018

Closing Date: 19 July 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) 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 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 key strategic priority for ACT Health is to ensure the delivery of ACT Health's Territory Wide Services Framework, the ACT Health Quality Strategy and government priorities. Overview of the work area and position: Health Promotion is looking for two

motivated and enthusiastic individuals to help deliver on our health promotion priorities in children's settings. The successful applicants will have demonstrated experience in population health promotion. Applicants with excellent skills in developing and managing partnerships with diverse stakeholders will be viewed favourably.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualification; demonstrated experience working as a Project Officer; demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines; be registered under the *Working for Vulnerable People Act 2011*. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are two temporary positions available with a possibility of extension. Position number 22564 is available until 30 June 2021 and position number 19617 is available until 30 June 2019. Full time hours is preferred. These positions will work across the Health Promotion Section. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Nicole Coyles (02) 6207 1258 nicole.coyles@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Admin

Personal Assistant to Executive Director

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23447)

Gazetted: 05 July 2018

Closing Date: 12 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department: Canberra Hospital's Emergency Department (ED) is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. Well over 75,000 patients are seen each year and the ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team aims for excellence in care; Intensive Care Unit: The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. Overview of the work area and position: The Critical Care Leadership team is responsible for the strategic and operational management of the Division of Critical Care, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital. This position reports directly (day-to-day) to the Executive Director, Division of Critical Care and professionally to the Operations Manager, Division of Critical Care. Under broad direction, you will play a key role in providing day-to-day management (Diary management, human resource support, financial management support, performance, access and quality) to the office of the Executive Director, Division of Critical Care.

Eligibility/Other Requirements: Current driver's licence is mandatory. Desirable: Knowledge and experience with HP Records Manager - Electronic Document and Records Management System (EDRMS). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until April 2019 with the possibility of extension. Selection may be based on written applications and referee reports only.

Contact Officer: Lindsay Ottaway (02) 6244 4500 lindsay.ottaway@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: 05 July 2018

Closing Date: 19 July 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.

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

Contact Officer: Leanne Done (02) 6174 5406 leanne.done@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administrative Officer (Forensic Mental Health Services)

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 26029)

Gazetted: 05 July 2018

Closing Date: 19 July 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: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care to people involved or at-risk of being involved with the criminal justice system that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected this position will provide administrative support to the clinical staff of all teams in the Program with a focus on providing quality customer service to mental health consumers.

Eligibility/Other Requirements: *Mandatory*: Current driver's licence. *Desirable*: An understanding of recovery principles and an ability to work with persons impacted by mental illness using these principles; Medical Terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

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 Community Mental Health Services

Clinical Psychology Registrar

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 16798)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: An exciting opportunity exists for entry into the new psychology registrar program for Mental Health, Justice Health and Alcohol and Drug Services Division. The role is for a Clinical Psychology Registrar comprising up to a two year specialist graduate program. The successful applicant will be employed on a temporary contract as a Health Professional Officer Level 1.5, to be a member of a multidisciplinary team, within the Division of Mental Health, Justice Health and Alcohol and Drug Services. They will be transferred to a Health Professional Officer Level 2.6 in the second year. The role will provide a range of assessment and treatment services to assist people in the ACT that present with mental health concerns. The successful applicant will also be provided with an opportunity for supervision to meet Psychology Board of Australia standards for working towards an area of practice endorsement as a Clinical Psychologist. At the end of their registrarship, consideration for ongoing appointment is contingent successful recruitment through a merit selection process.

Eligibility/Other Requirements: Mandatory: An accredited Masters or Doctorate in Clinical Psychology; be registered or be eligible for general registration with the Psychology Board of Australia. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of two years with the possibility of extension. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@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: 05 July 2018

Closing Date: 12 July 2018

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

in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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: There are several temporary positions available for six months with the possibility of extension. This position is full-time, Monday to Friday with working hours of 7am to 3.21pm, 8.30am to 4.51pm or 3:00pm to 10:51pm.

Contact Officer: Gloria Spyropoulos (02) 6244 3331 gloria.spyropoulos@act.gov.au

Canberra Hospital and Health Services

Division of Medicine

Acute Support

Occupational Therapy

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 31521)

Gazetted: 05 July 2018

Closing Date: 19 July 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. At Canberra Hospital our winters are busy. To meet the rise in demand for our services the Acute Services Occupational Therapy team is seeking two dynamic and flexible Allied Health Assistants to work within our Occupational Therapy team. The positions will be offered in both a full time temporary and permanent capacity. The ideal people we are looking for will be dedicated and skilled at working with Occupational Therapists or have exposure in doing so. The work will be challenging, fast paced and rewarding and ultimately you will assist patients to achieve their goal of returning home safely. The Acute Support Occupational Therapy Team is operationally located within the Division of Medicine. We provide acute occupational therapy across a range of clinical practice areas including neurology and neurosurgery, medical and surgical wards, cardiology and renal, the emergency department, plastics, oncology, women's health and paediatrics. Working closely with other disciplines in a multidisciplinary framework, the Acute Support Occupational Therapy Team works to provide an occupationally focused perspective that is unique to our profession. We do this to enhance and support the patient journey through the Canberra Hospital environment and provide our expertise on therapy and restorative processes, recovery and expected outcomes, cognition and memory, and equipment prescription and home modification. The Team also assists in the realisation of the Canberra Hospitals goals as stated in the ACT Health Clinical Services Plan with a focus on Occupational Therapy service improvements to meet our Divisional requirements and the needs of our community. Under close supervision you will play a key role in supporting our occupational therapy team to work with a range of patients across caseload areas. Through your work you will also assist in supporting us to meet the caseload requirements of the broader Occupational Therapy Team. Overview of the work area and position: The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

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

Note: This position may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each

duty will vary according to the requirements of each position. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Nutrition Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: C08673)

Gazetted: 05 July 2018

Closing Date: 19 July 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 Nutrition Department at the Canberra Hospital is seeking to attract committed, hardworking people with a good eye for detail and with an interest in food and nutrition to work as a Nutrition Assistant. This role supports the Dietitians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet meal services, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry; patient visits with documentation, reception and other administrative duties. Nutrition assistants of the Canberra Hospital Nutrition Department operate the Special Diet Service, Infant Feeding Service and undertake other general duties to support the operations of the Nutrition Department including direct client visits, general office and administrative duties and stock/equipment management. ACT Health 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: *Mandatory*: Relevant Certificate III or other equivalent qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected vacancy for casual, permanent and temporary positions and an order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Applicants must be able to work a variable shift work roster between 6:00am – 6:30pm over seven days of the week.

Contact Officer: Andrew Slattery (02) 6244 2544 Andrew.Slattery@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26040)

Gazetted: 05 July 2018

Closing Date: 19 July 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. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and

position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carer's and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1& 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum three years nursing experience in a mental health services, and strong understanding of adult community mental health services. Desirable: Tertiary qualifications in Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Counselling Team Leader

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 40800)

Gazetted: 05 July 2018

Closing Date: 19 July 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: The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. The Women's Health Service understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women in our community. For this reason priority is given to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, abuse or neglect; identifying as being of Aboriginal or Torres Strait Islander origin; social or economic disadvantage, disability, language, culture, or sexuality. The service seeks to provide trauma informed care to women accessing the service. The Counselling Team Leader is clinically responsible for the counselling work undertaken by the service, and is the clinical supervisor for the Health Professional 3 Counsellors on the team. This position also forms part of the Women's Health Service leadership team, to progress and represent the work of the service. The person we are seeking will have a commitment to working within an interprofessional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Psychology/Social Work or relevant equivalent degree. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. For Social Work: Degree in Social Work. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW). For Counselling: Demonstrated counselling qualification that meets ACT Health requirement. 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. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Previous experience in clinical management/leadership in a women's health environment. 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 lead the counselling service. 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. Undergo a pre-employment Police Check.

Note: This is a permanent part-time position at 32 hours per week and will work eight full days per fortnight 8.30am - 5pm. The full-time salary noted above will be paid pro rata.

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

Restorative Justice Unit

Convenor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42747)

Gazetted: 04 July 2018

Closing Date: 18 July 2018

Details: Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The ACT's Restorative Justice Unit (RJU) is the dedicated government agency responsible for receiving referrals from legislated criminal justice referring entities, assisting the voluntary personal involvement of the people affected by crime (victims, offenders and their families and communities) to provide a social context for creative justice-needs related solutions. An energetic and conscientious person is sought to fill a temporary vacancy for the role of Restorative Convenor.

Eligibility/Other Requirements: A good level of emotional intelligence, experience and or qualifications in Restorative Facilitation, Conflict Resolution and a good knowledge of the issues and needs of people harmed by sexual abuse would be an advantage. Applicants must have a strong empathy and understanding of the impacts on clients exposed to trauma and violence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for six months with possibility for permanency

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Corporate

Governance

Ministerial Services Unit

Assembly Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11105)

Gazetted: 04 July 2018

Closing Date: 18 July 2018

Details: The Justice and Community Safety Directorate, (JACSD) Ministerial Support Unit (MSU) is seeking a highly motivated, organised, flexible and energetic team member who has the capacity to adapt quickly to a new work environment. This position offers an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate, ACT Legislative Assembly, Cabinet processes and protocols and the coordination and flow of information between the Directorate, Minister's Office, Cabinet Office and the Legislative Assembly. The Assembly Liaison Officer under direction of the Manager, Cabinet and Assembly will: Coordinate the agenda for Assembly business including legislation, speeches, reports, government responses and Committee business and commence appropriate action in response to defined triggers; monitor Assembly Sittings and Committee Hearings and provide advice to Ministers' offices and directorate staff; provide a summary of Assembly business including Hansard to directorate staff at the end of each sitting day; proof read, critically examine and,

where required, edit or negotiate changes to documents for the Minister and directorate executive, as well as schedule and track the movement of documents within the directorate and the Minister's office; liaise with directorate line agencies, the directorate executive office and the portfolio Ministers' offices to coordinate the preparation and movement of Cabinet, ministerial and Legislative Assembly documents; ensure compliance with relevant legislation policies and guidelines, particularly the Legislative Assembly Standing Orders; coordinate and monitor Chief Minister Talkback, including Chief Minister Talkback briefs and responses to queries raised during Talkback; assist team members as required to ensure the objectives of the Ministerial Services Unit are achieved. And maintain records in accordance with the *Territory Records Act 2002*.

How to Apply: Applicants are required to submit their application, selection criteria addressing relevant skills and experience, Curriculum Vitae and two referee reports.

Contact Officer: Prue Warren (02) 6205 1199 prue.warren@act.gov.au

ACT Corrective Services

Corporate Services

Business Performance Unit

Data Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 46135)

Gazetted: 03 July 2018

Closing Date: 18 July 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to join the Business Performance Unit as a Data Analyst Administrative Services Officer Class 6 (ASO6). The position is responsible for data analysis within ACTCS and supports the efficiency and effectiveness of the Unit. The successful applicant will maintain the storage of ACTCS' data sets, reports and statistical information and access and analyse sensitive information for reporting purposes. In addition, you will work collaboratively with agency business units and external agencies to ensure effective and efficient routine and ad-hoc statistical reporting and work closely with the Corrective Services Information Management Solution project team implementing a new offender management system, to ensure that ACTCS' reporting and analytical requirements are delivered by the new system. To be successful, you will possess well developed organisational skills and proven analytical abilities in relation to data collection, checking, cleansing, administration and reporting.

Eligibility/Other Requirements: Experience in SQL and MS Excel is highly desirable; relevant tertiary qualifications or equivalent experience would be desirable; the successful candidate may be required to undergo a criminal record check and a current driver's licence is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 31 December 2018, 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 Curriculum Vitae; 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: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

ACT Courts and Tribunal

Corporate Strategy and Services

Corporate Information and Systems

In Court ICT Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40798)

Gazetted: 28 June 2018

Closing Date: 12 July 2018

Details: The ACT Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of In Court Information and Communication Technology (ICT) Officer. You will also be required to: Provide audio visual, video conferring and general ICT support to resolve problems to the end user's satisfaction; edit court recorded DVDs per Court Orders; assist users in the effective use of ACT Court and Tribunal business systems; assist in the ICT refresh across the ACT Court and Tribunal and new building ICT transition arrangements; undertake other duties as required; maintain records in accordance with the *Territory Records Act 2002*.

Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes.

Eligibility/Other Requirements: Experience in a similar role or qualifications relevant to the position would be desirable.

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

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

ACT Human Rights Commission

Victim Support ACT

Victim Services

Manager, Redress Counselling and Psychological Care Services

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40889)

Gazetted: 03 July 2018

Closing Date: 17 July 2018

Details: The ACT Victims of Crime Commissioner is seeking a motivated, highly-organised professional to manage the implementation of Counselling and Psychological Care Services in the ACT under the Commonwealth Redress Scheme for survivors of institutional child sexual abuse. Duties of this role include leading implementation of the ACT Government's Redress Counselling and Psychological Care Services in accordance with the Intergovernmental Agreement on National Redress Scheme for Institutional Child Sexual Abuse. The Manager will also provide accurate and timely advice to the Victims of Crime Commissioner, Victim Support ACT staff, applicants and other stakeholders in relation to the Service. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

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

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

Note: This is a full-time, temporary position available until 30 June 2020 with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should send a two-page pitch with their Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. Rather than specifically addressing selection criteria, the pitch should indicate your capacity to perform the duties and responsibilities at a Senior Officer Grade C (SOGC) Level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Heidi Yates (02) 6205 2222 heidi.yates@act.gov.au

Legislation Policy and Programs

Governance and Business Support

Business Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03888)

Gazetted: 03 July 2018

Closing Date: 17 July 2018

Details: Legislation, Policy and Programs is seeking an enthusiastic and motivated officer to fill the role of Business Coordinator in our Governance and Business Support Team. Under limited direction, the successful applicant is required to coordinate and manage the implementation of the National Redress Scheme for Institutional Child Sexual Abuse for ACT Government institutions. The Coordinator is required to coordinate request for information/records from responsible institutions within ACT Government and liaise with Commonwealth Government on any operational issues, monitor high level analysis of the financial performance and fulfil financial reporting obligations. The Coordinator is required to maintain, analyse and provide records and reports on all Redress Scheme related data. The Coordinator is also required to work with policy staff to contribute to research and analysis, briefings, correspondence and presentations.

Contact Officer: Cherry Wang (02) 6205 3441 cherry.wang@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Financial Assistance Scheme

Manager Financial Assistance Scheme

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20953)

Gazetted: 03 July 2018

Closing Date: 17 July 2018

Details: The ACT Victims of Crime Commissioner is seeking a highly-organised leader with exceptional attention to detail to manage the ACT Victims of Crime Financial Assistance Scheme. This Scheme provides crucial support to victims of crime, acknowledging the harm they have experienced and supporting their recovery. Duties of the Financial Assistance Scheme (FAS) Manager include leading a team responsible for assessing applications made under the *Victims of Crime (Financial Assistance) Act 2016*. The Manager also provides accurate and timely advice to the Victims of Crime Commissioner, Victim Support ACT staff, applicants and other stakeholders in relation to the Scheme. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

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

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

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should send a two-page pitch with your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. Rather than specifically addressing selection criteria, the two page 'pitch' should indicate your capacity to perform the duties and responsibilities at a Senior Officer Grade C (SOGC) Level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Heidi Yates (02) 6205 2222 heidi.yates@act.gov.au

Corporate

Office of the Chief Operating Officer

Communication and Media

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40274)

Gazetted: 02 July 2018

Closing Date: 17 July 2018

Details: The Justice and Community Safety Directorate is looking for an experienced and enthusiastic communicator to join its face-paced media team. The directorate strives to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected. The media unit works on a wide variety of subjects from the law to road safety and emergency preparedness and response. The Senior Communications Officer is responsible for developing the directorate's communication strategies and other media materials to ensure our community is informed and engaged on the topics that matter.

Note: This is a temporary position available until 21 February 2019 with the possibility of extension and/or permanency.

Contact Officer: Ellena Bisset (02) 6207 6101 Ellena.Bisset@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Transport Canberra Operations

City Presentation

Executive Director, Public Transport Operations

Executive Level 2.6 \$313,260 - \$327,383, Canberra (PN: E1006)

Gazetted: 20 April 2018

Closing Date: 06 May 2018

Transport Canberra is responsible for the planning and delivery of public transport in Canberra, including Canberra's bus operations, light rail and active travel. Public transport is undergoing a period of significant and exciting change across Australia, with Transport Canberra seeking to be at the forefront of that change.

We are looking for an inspirational leader to optimise the delivery of efficient and safe bus operations to the people of Canberra. This role is a critical member of the Transport Canberra executive team and is responsible for management of the ACT Government's bus public transportation operations, leading over 800 staff in operations, network planning and customer service. Your mandate will be focused on implementing change to create a culture of safety, customer service and high performance, while adopting innovative new technologies wherever appropriate. You will be engaging widely with stakeholders including government, businesses and the community, to collaborate and develop solutions. This is a highly visible and challenging leadership role, ideal for a talented executive to make a significant and positive impact. We are encouraging applications from executives in a range of sectors and from candidates interested in relocating to Canberra. Experience in networked and industrialised environments will be well regarded. This position attracts a remuneration package ranging from \$313,260 to \$327,383 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$256,796.

Please submit a resume and cover letter addressing your motivation for the role and your most relevant leadership achievements. For a copy of the Role Description, please click [here](#) or for further information, please call Andrew McEncroe of Derwent Executive on 02 9223 1855, job reference 23505.

Transport Canberra

Light Rail

Construction

Executive Director Light Rail Stage 1

Executive Level 2.4 \$324,854 - 339,331 depending on current superannuation arrangements, Canberra (PN: E1059)

Gazetted: 03 July 2018

Closing Date: 19 July 2018

Details: The role of Executive Director Light Rail Stage 1 is a key role within Transport Canberra and City Services, responsible for delivering Stage 1 of the Canberra light rail network. The role may also provide input to the Project Director in technical, engineering, planning, and cost estimation elements of the planning and procurement of Stage 2 of the Canberra light rail network.

The role will lead and motivate a dynamic and high performing project team, represent the ACT Government in contractual matters with the Stage 1 delivery partner, oversee the receipt of advisory services by the Territory, manage Stage 1 project delivery and planning elements within budget, and ensure the project outcomes are delivered in a timely manner and achieve value for money.

Reporting to the Deputy Director-General Transport Canberra, the role will also interact with other ACT Government departments to ensure efficient and effective integration of the light rail project with the wider transport and city regeneration strategies.

Remuneration: The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

Contract: The successful applicant will be engaged under a performance based contract for a period of two 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 contact officer, Duncan Edghill duncan.edghill@act.gov.au (02) 6205 3842

Chief Operating Officer

Innovation and Customer Experience

Systems and Information Management

Senior Manager, Systems and Information Management

Senior Officer Grade A \$137,415, Canberra (PN: A20226)

Gazetted: 02 July 2018

Closing Date: 16 July 2018

Details: Are you passionate about supporting real-life services with best-in-class data solutions? Are you a champion for helping colleagues exploit the opportunities offered by new technologies? Can you lead and inspire a multi-disciplinary team, across boundaries to be the driver of business change? And do you understand the importance of building digital infrastructure which enables collaboration and embraces the future? If you can answer yes to these questions then this job might be for you. Transport Canberra and City Services (TCCS) is looking for a talented leader to take responsibility for our Systems and Information Management team. The team oversees our data systems, architecture and management as well as providing our geo-spatial data analysis function. You will be a champion for change and good data practice, able to inspire colleagues at all levels to engage with digital transformation while delivering a programme of digital products and services. If you have experience in delivering outstanding data management solutions for a complex service delivery organisation and can make digital transformation exciting for those who don't understand it, we want to hear from you.

Contact Officer: John Bowdery (02) 6207 8467 john.bowdery@act.gov.au

Chief Operating Officer

Innovation and Customer Experience

Innovation, Data and Analytics

Delivery Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11890)

Gazetted: 03 July 2018

Closing Date: 17 July 2018

Details: Are you passionate about data? Do you want to play a key role in driving an organisation towards evidence based decision making? Do you want to innovate and collaborate with stakeholders for delivering data analytics solutions? If your answer to the above is "Yes", then please read the Position Description to know how you can embark on this futuristic journey with us.

How to Apply: Applicants are advised to address the selection criteria.

Contact Officer: Selva Murugesan (02) 6205 0347 selva.murugesan@act.gov.au

Finance, Legal and Sustainability

Legal

Administration Support Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 29851)

Gazetted: 02 July 2018

Closing Date: 16 July 2018

Details: The role of the Administration Support Officer is to provide assistance and support across the branch. This will involve a range of daily duties and tasks, as well as other tasks as directed. There will be opportunity to work in each section of the branch with a range of different people. The successful person will be motivated, willing to learn and be a team player.

Contact Officer: Nicole Bruan (02) 6205 5408 nicole.bruan@act.gov.au

City Services

City Places and Infrastructure

Capital Works and Development Support

Senior Engineer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 14066)

Gazetted: 29 June 2018

Closing Date: 13 July 2018

Details: Capital Works and Development Support are looking for a motivated and dynamic qualified civil engineer with experience in all aspects of arterial roads and subdivision land development to undertake senior level

responsibilities associated with the review and approval of planning and design submissions and the acceptance of constructed municipal infrastructure for new developments. The position reports directly to the Manager Infrastructure and is part of the project management team of Design, Review and Coordination branch (DRC). The position is a subject specialist responsible for assessing project submissions as a Project Lead and in many cases the first point of contact on behalf of DRC for projects under their responsibility. It requires interaction with internal and external stakeholders such as ACT Government agencies and industry members. The position requires a strong understanding of the Design Standards, Codes, Guideline and Policies of the Territory and to ensure compliance when assessing submissions or accepting development works. The position will be required to visit construction sites to monitor progress and assess quality of completed assets.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

Suburban Land Agency

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

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

Financial Accounting

Senior Financial Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40753)

Gazetted: 03 July 2018

Closing Date: 10 July 2018

Details: The Suburban Land Agency is seeking applications from qualified financial professionals to join the Finance team as the Senior Financial Accountant. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the organisation. Reporting to the Manager, Budgets and Reporting, the Senior Financial Accountant's main responsibilities include the preparation of the internal and external budgeting and financial management, incorporating financial reporting, annual financial statements including notes and statement of performance, and development and implementation of financial policies.

Eligibility/Other Requirements: Mandatory: Tertiary qualification in related field, completion or substantial progression towards full membership of Certified Public Accountant (CPA) Australia or Chartered Accountants Australia and New Zealand. Desirable: Advanced skills using financial management information systems, experience with Oracle and TM1 will be highly regarded.

Notes: This is a temporary position available from 24 Jul 2018 until 1 February 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Nicole Munyard (02) 6207 2981 nicole.munyard@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Evan Moorcroft 848-81801, Section 68(1), 3 July 2018

Chief Minister, Treasury and Economic Development

Technical Officer Level 3 \$69,148 - \$78,145

Shawn Capararo 853-75476, Section 68(1), 1 July 2018

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

Isaac Hales 853-70608, Section 68(1), 27 June 2018

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

Miaomiao Hu 848-83321, Section 68(1), 29 June 2018

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

Jakob Kobold 858-52770, Section 68(1), 2 July 2018

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

Paul Krix 858-53263, Section 68(1), 2 July 2018

Senior Officer Grade A \$137,415

Joanna Le 853-75169, Section 68(1), 4 July 2018

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

Cinnabar McGrath 858-53992, Section 68(1), 5 July 2018

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

Geoffrey Michael McInerney 844-02858, Section 68(1), 27 June 2018

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

Stephen Paul Protopopoff 858-53810, Section 68(1), 9 July 2018

Senior Officer Grade A \$137,415

Edward Purrer 853-75775, Section 68(1), 4 July 2018

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

Fiona Vink 858-52455, Section 68(1), 2 July 2018

Community Services

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

Lisa McClelland 827-55932, Section 68(1), 29 June 2018

Education

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

Jessica Annerley 853-61402, Section 68(1), 1 July 2018

School Psychologist \$77,680 - \$111,479

Joanna Lyn Burke 829-59791, Section 68(1), 27 June 2018

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

Sadib Dowla 858-52420, Section 68(1), 1 July 2018

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

Tikarra Looke 843-52483, Section 68(1), 28 June 2018

Environment, Planning and Sustainable Development

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

Andrew Bell 843-99257, Section 68(1), 30 June 2018

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

Peter Cotsell 755-88240, Section 68(1), 1 July 2018

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

Lara Lloyd 827-34680, Section 68(1), 30 June 2018

Health

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

Nameela Anirudan 858-53562, Section 68(1), 17 July 2018

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

Helen Bateman 830-92990, Section 68(1), 23 July 2018

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

Ariel Bayten 853-62595, Section 68(1), 1 July 2018

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

Glenda Cadzow 856-73887, Section 68(1), 9 July 2018

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

Reena Cyriac 845-01936, Section 68(1), 26 June 2018

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

Anitha David 857-43531, Section 68(1), 29 June 2018

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

Ornella D'Ortenzio 857-43136, Section 68(1), 2 July 2018

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

Chloe Elliot 856-74046, Section 68(1), 30 June 2018

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

Supriya Gogate 856-73342, Section 68(1), 27 June 2018

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

Kirsten Hunt 858-53466, Section 68(1), 2 July 2018

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

Laura Hunt 845-03958, Section 68(1), 12 July 2018

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

Kerry Kearney 853-63969, Section 68(1), 6 July 2018

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

Grace Keyworth 858-50345, Section 68(1), 2 July 2018

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

Maud Mugwagwa-Mabona 858-53589, Section 68(1), 17 July 2018

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

Robyn Muscat-Presti 848-85554, Section 68(1), 30 June 2018

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

Jeong Oh 858-53597, Section 68(1), 17 July 2018

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

Ervin Osmana 858-53765, Section 68(1), 2 July 2018

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

Miren Purdy 858-53693, Section 68(1), 2 July 2018

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

Kate Robertson 858-53642, Section 68(1), 2 July 2018

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

Gareth Rowlands 857-91699, Section 68(1), 28 June 2018

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

Ewa-Lisa Tynkkyen 772-02874, Section 68(1), 17 July 2018

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

Judith Unger 858-52279, Section 68(1), 2 July 2018

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

Hannah Wallet 848-19514, Section 68(1), 3 July 2018

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

Matthew Wotton 856-73860, Section 68(1), 28 June 2018

Justice and Community Safety

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

Annalise Hardie 858-53167, Section 68(1), 25 June 2018

Government Solicitor 2 \$110,874 - \$133,039

Michelle Thompson 858-52527, Section 68(1), 2 July 2018

Transport Canberra and City Services

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

Bin Zhou 858-52244, Section 68(1), 25 June 2018

Suburban Land Agency

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

Mini Dhawan 858-53669, Section 68(1), 28 June 2018

City Renewal Authority

Infrastructure Officer 3 \$100,694 - \$110,536

Sophie Davis 853-79266, Section 68(1), 28 June 2018

TRANSFERS

Chief Minister, Treasury and Economic Development

David Hughes: 772-79572

From: Infrastructure Manager/Specialist 3 \$174,951

City Renewal Authority

To: Infrastructure Manager/Specialist 3 \$174,951

Chief Minister, Treasury and Economic Development, Canberra (PN. 40306) (Gazetted 17 April 2018)

Education

Kathryn Griffiths: 824-47534

From: School Leader C \$117,515

Education

To: School Leader C \$117,515

Education, Canberra (PN. 12033) (Gazetted 9 May 2018)

Health

Georgia Bennett- Burleigh: 846-98898

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

Health

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

Health, Canberra (PN. 40498) (Gazetted 19 April 2018)

Stephanie Fleming: 771-92602

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

Health

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

Health, Canberra (PN. 13541) (Gazetted 3 May 2018)

Anne Folger-Pleuger: 799-94676

From: Senior Officer Grade C \$108,140

Health

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

Health, Canberra (PN. 38939) (Gazetted 31 May 2018)

Caroline Holmes: 847-00695

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

Health

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

Health, Canberra (PN. 21617) (Gazetted 3 May 2018)

Crystalanne Seedsman: 844-33443

From: Allied Health Assistant 2 \$50,040

Health

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

Health, Canberra (PN. 27163) (Gazetted 24 May 2018)

Transport Canberra and City Services

Lisa Johnson: 844-75790

From: Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development

To: Senior Officer Grade A \$137,415
Transport Canberra and City Services, Canberra (PN. 40561) (Gazetted 15 May 2018)

PROMOTIONS

Canberra Institute of Technology

Student and Academic Services

Library and Learning Services

Dean Sheather: 835-66578

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 39930) (Gazetted 23 May 2018)

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

Health Infrastructure

Souha El-Husseini: 853-49251

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

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$100,694 - \$110,536

Chief Minister, Treasury and Economic Development, Canberra (PN. 37834) (Gazetted 12 April 2018)

Treasury

Shared Services - Partnership Services

Service Centre - Recruitment and HR Information Services

Emma Georgiou: 776-17578

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. 11884) (Gazetted 5 June 2018)

Access Canberra

Enforcement and Investigations

Enforcement

Raffaele Mallamace: 827-20705

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05749) (Gazetted 23 February 2018)

Shared Services Information Communication Technology

Technology Services Branch

Service Assurance

Sumathi Moulichandrasekar: 844-01361

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14350) (Gazetted 18 May 2015)

Shared Services

Information and Communications Technology

Technology Services

Julie Newcombe: 835-84696

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31006) (Gazetted 4 May 2018)

Policy and Cabinet

Territory Records Office

Megan Robinson: 836-08248

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40144) (Gazetted 23 May 2018)

Infrastructure Finance and Capital Works

Health Infrastructure

Peter James Stringfellow: 836-08264

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

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 3 \$100,694 - \$110,536

Chief Minister, Treasury and Economic Development, Canberra (PN. 37835) (Gazetted 12 April 2018)

Community Services

Children, Youth and Families

Business Support Unit

Marina Beanland: 796-85822

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

Community Services

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

Community Services, Canberra (PN. 33116) (Gazetted 1 May 2018)

Education

Office for Schools

Tuggeranong Network

Lanyon High School

Rebecca Cusick: 766-18923

From: \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 04061) (Gazetted 16 May 2018)

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

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Cherie Suzanne Hudson: 799-84355

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

Education

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

Education, Canberra (PN. 33917) (Gazetted 6 April 2018)

School Performance and Improvement Division

Tuggeranong Network

Gordon Primary School

Jocelyn Anne James: 716-04653

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

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 33621) (Gazetted 30 May 2018)

Tuggeranong Network

Bonython Primary School

Sandra Watt: 774-73076

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

Education

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

Education, Canberra (PN. 38495) (Gazetted 30 May 2018)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Carbon Neutral Government

Cameron Knight: 820-82977

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 19362) (Gazetted 11 January 2018)

City Renewal Authority

Nicola Plunkett-Cole: 821-57908

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

Environment, Planning and Sustainable Development

To: †Infrastructure Officer 4 \$119,340 - \$135,587

Environment, Planning and Sustainable Development, Canberra (PN. 34217) (Gazetted 16 May 2018)

Sustainability and Climate Change

Sustainability Programs

Arifur Rahman: 788-61433

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 36914) (Gazetted 25 May 2018)

Environment

Parks and Conservation Services

Parks Reserves and Rural Land

Emily Thompson: 827-07770

From: General Service Officer Level 5/6 \$52,198 - \$57,445

Transport Canberra and City Services

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

Environment, Planning and Sustainable Development, Canberra (PN. 10112) (Gazetted 12 September 2017)

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

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Shaun Bayliss: 836-10671

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 40424) (Gazetted 24 May 2018)

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Aimee Hawkins: 847-27329

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

Health

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

Health, Canberra (PN. 37796) (Gazetted 24 May 2018)

Canberra Hospital and Health Services

Kimberly Phelan: 827-46059

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 24398) (Gazetted 3 May 2018)

Justice and Community Safety

ACT Courts and Tribunal

Sheriff's Office and Court Services

Alice Skaines: 820-91507

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 23284) (Gazetted 25 May 2018)

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

Community Safety

Security and Emergency Management Branch

Linda Woods: 827-37152

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

Community Services

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

Justice and Community Safety, Canberra (PN. 14862) (Gazetted 11 August 2017)

Transport Canberra and City Services

City Services

ACT NoWaste

Waste Policy

Sanzida Akhter: 827-46091

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 35571) (Gazetted 1 May 2018)

City Services

City Presentation

Place Management

Matthew Wojcik: 844-77104

From: General Service Officer Level 7 \$59,230 - \$62,549

Transport Canberra and City Services

To: Technical Officer Level 3 \$69,148 - \$78,145

Transport Canberra and City Services, Canberra (PN. 10331) (Gazetted 4 April 2018)