



ACT Government Gazette

Gazetted Notices for the week beginning 24 January 2019

VACANCIES

ACT Electoral Commission

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

Administrative Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43015)

Gazetted: 25 January 2019

Closing Date: 8 February 2019

Detail: Elections ACT is looking for an enthusiastic and dedicated person to join our small and friendly team on a three day per week part-time basis. The perks of working in a small (but exceptionally efficient) office includes the opportunity to perform a wide variety of tasks. This position has responsibility for diary management and record keeping for the ACT Electoral Commissioner in accordance with the *Territory Records Act 2002*, finance administration (processing accounts payable and receivable invoices, petty cash management, credit card acquittals), providing HR support (setting up new starters, checking salary reports, booking staff travel and training courses) and providing assistance with the conduct of other elections as and when required. We would like the successful applicant to possess effective writing and communication skills (answering phones, providing high quality customer service and liaising with your colleagues and stakeholders are key tasks). It is important for the successful candidate to understand and work within the ACTPS Code of Conduct and ACTPS values of Respect, Integrity, Collaboration and Innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services to a wide range of clients. Working on an election and being part of the democratic process is a uniquely satisfying and rewarding experience. The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for all positions. Further information relating to Elections ACT can be found at:

<https://www.elections.act.gov.au>.

Note: This temporary position is part-time at 19:50 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. As an Electoral Officer the person occupying this position will be required to perform duties on election and referendum days and weekends. As a staff member of a small office, the person occupying this position will also undertake or assist with other tasks as required and directed.

How to Apply: Applications are sought from potential candidates and must include: 1) a completed Shared Services Application Coversheet including the contact details of at least two referees; 2) a written response to the Selection Criteria outlining experiences and/or ability – no more than two pages; and 3) a current resume. A response should be made against each individual Selection Criteria. Applicants should address the numbered Selection Criteria only. Please limit your response to a maximum of two pages in total for the whole Selection Criteria.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Nicole Randall (02) 6205 5157 nicole.randall@act.gov.au

Canberra Institute of Technology

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

Corporate Services

Executive Branch Manager, Human Resources

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1068)

Gazetted: 29 January 2019

Closing Date: 12 February 2019

Details: Canberra Institute of Technology is seeking an experienced and motivated executive for the position of Executive Branch Manager, Human Resources to play a pivotal leadership role as CIT adopts an organisation-wide shift in new thinking and practices to meet the training needs of the new world of work. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole. At CIT we are 'evolving together' to transform CIT to meet local, regional, national and global training needs. It is complex, challenging and exciting. Business systems and processes need to also be transformed to meet the need of the ACT community. The Executive Branch Manager will work closely with the senior executive team in leading Human Resources, Industrial Relations and Work Health and Safety including developing and implementing contemporary workforce development strategies.

Eligibility/Other Requirements: Applicants should have an established record in developing and implementing public sector policy, excellent leadership credentials and a commitment to public service integrity. You should have a strong focus on customer service, delivering outcomes and be experienced in maintaining effective working relationships with stakeholders. If this sounds like you, and you can hit the ground running, then we want to hear from you.

How to Apply: All applications, including application coversheet, your written response to selection criteria and resume must be submitted to jobs@act.gov.au

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

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

Contact Officer: Further information about the position is available from Andrew Whale, Executive Director Corporate Services andrew.whale@cit.edu.au (02) 6207 8960

Chief Minister, Treasury and Economic Development

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

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

Finance and Budget Group

Analyst, Managers and Assistant Directors

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 28942, several)

Gazetted: 25 January 2019

Closing Date: 8 February 2019

Detail: Are you looking for an exciting opportunity to work on a wide breadth of issues in the ACT Government? Do you want to help develop and manage budgets, develop financial related policy advice for Government or work with a range of statutory related financial reporting issues? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for a number of temporary and permanent staff to fill positions as Analysts, Managers and Assistant Directors. These positions provide a great opportunity to see the inside workings of ACT Treasury, and to contribute to delivering the Government's key policy priorities including planning and oversight of investment in infrastructure and government services in the ACT. The successful applicants will join a small team undertaking a variety of work, such as: review of business cases and reports; undertaking complex research and analysis; developing advice about financial and performance outcomes, cost pressures and unspent funds; identifying service delivery issues in the context of legislative, policy, community and operational drivers; assisting to develop annual budget papers; collaborating on research and analysis projects; and liaising with people in the directorate and in other parts of the ACT Government. We are looking for applicants who are able to use Microsoft Excel and Word when analysing and reporting on financial, economic, policy and administrative issues. We will help you in learning to use our in-house budget and reporting systems, including

TM1. We also need people who are good communicators and team players and/or leaders who are enthusiastic and can work to tight deadlines. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in relevant areas such as Accounting, Economics, Commerce or Finance are essential. Public policy or business administration skills would also be highly regarded.

Note: There are several positions available within the Finance and Budget Group both on a temporary and permanent basis. Temporary positions are available for a period of six months, with the possibility of extension up to 12 months and/or permanency. This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. A merit pool will be established from the selection process and this may be used to fill similar vacancies over the next 12 months. These positions will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a Curriculum Vitae, responses to the Selection Criteria demonstrating why you are the right person for one of these roles and details of two current referees. Applications are to be sent to jobs@act.gov.au.

Contact Officer: Natasha Bourke (02) 6207 0133 natasha.bourke@act.gov.au

Economic Development

Office of International Engagement

Administration Officer, Office of International Engagement

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37566)

Gazetted: 25 January 2019

Closing Date: 12 February 2019

Detail: The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating the ACT's international relations. Working across government, and in particular with Economic Development and in close collaboration with industry and research institutions, the Office develops programs and strategies in line with the CBR brand to grow Canberra's international reputation. This position will provide administrative assistance to the program and policy areas of the Office of International Engagement. The successful candidate will have experience in providing high quality administration services and demonstrate an understanding of the International Engagement Strategy. 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: Candidates are asked to respond to each of the five requirements for the position in no more than 500 words, with consideration to the Position Description and Canberra's International Engagement Strategy.

Contact Officer: Emma Gowling (02) 6207 8976 emma.gowling@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Taxation and Revenue Reform

Data and Policy Analyst

Administrative Services Officer Class 4-6 \$66,656 - \$91,356, Canberra (PN: 55559)

Gazetted: 30 January 2019

Closing Date: 21 February 2019

Detail: The Taxation and Revenue Reform Unit undertakes analysis and provides policy advice to government on the ACT's taxation system, including the ACT Government's tax reform program, as well as other sources of revenue, concessions, and broader economic matters including housing affordability, transport and competition policy. We are seeking highly skilled and enthusiastic data and policy analysts to join our team. This is a rare opportunity to make a major contribution to the ACT Government's signature economic reform. As a key member of the team you will play an important role in undertaking detailed analysis to understand the impact of current or proposed policy measures on ACT residents and businesses, and use your analysis to inform the provision of high quality policy advice to government. If you want to work in an environment where your analytical skills, inquisitive

mind and tertiary qualifications in Economics, Statistics or similar are put to good use then we want to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: A merit pool will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. Successful candidates will be employed at the classification that best aligns with their skills, qualifications and experience in light of the position description and the ACTPS Work Level Standards. Please indicate in your application if you only wish to be considered for positions at a particular classification (i.e. Administrative Services Officer Class 4, Administrative Services Officer Class 5 or Administrative Services Officer Class 6). This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide a resume, contact details of two referees, and a short statement (no more than two pages) outlining how your skills, qualifications and experience make you an ideal candidate for the role. You should consider both the duties/responsibilities of the position and the Selection Criteria in drafting your statement. Your application should be sent to jobs@act.gov.au.

Contact Officer: NathanL Brown (02) 6207 3531 nathanl.brown@act.gov.au

Shared Services

Finance and Payroll Services

Salary Packaging

Salary Packaging Customer Service Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09488, several)

Gazetted: 29 January 2019

Closing Date: 12 February 2019

Detail: Two exciting opportunities have become available within the Shared Services Salary Packaging Team. These positions support and provide a suite of salary packaging services to employees of the ACT Government. The successful applicants will be energetic and enthusiastic as you will be responsible for the delivery of accurate, timely, high quality, customer focused, salary packaging services in a small but very busy and dedicated team environment. You should have a commitment to high quality customer service (and patience!), including research and auditing capability, sound attention to detail, accurate and timely data entry capabilities, excellent written and oral communication skills, as well as the aptitude (and attitude!) to quickly learn the benefits of salary packaging and the software solution which supports such services. The successful applicant should also be able to manage and juggle vying priorities to ensure tight deadlines are met. 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 an initial period of six months with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are asked to submit a written pitch of no more than two pages and a copy of your current Curriculum Vitae with contact details for two referees which is required to be submitted with your application. Applicants will need to provide their resume, Application Coversheet and pitch to jobs@act.gov.au.

Contact Officer: Angela Naunton (02) 6207 1425 angela.naunton@act.gov.au

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

Economic Development

Sport and Recreation

ACT Academy of Sport (ACTAS)

Post Graduate Scholar - Physiotherapist

Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 42284)

Gazetted: 30 January 2019

Closing Date: 6 February 2019

Detail: Sport and Recreation is seeking a suitably qualified and experienced person to join our ACT Academy of Sport (ACTAS) team as a Post Graduate Scholar - Physiotherapist. Under direction from the ACTAS Performance Services Manager and the Australian Institute of Sport (AIS) Physical Therapies Lead, the Post Graduate Scholar will provide quality physiotherapy servicing and undertake a research project to achieve section and business outcomes, including: Provide comprehensive care for elite athletes, inclusive of injury prevention, assessment, treatment and follow-up; work as an effective and collaborative member of the Performance Services team; conduct and complete an applied learning or research project and present findings to relevant stakeholders; actively undertake formal and informal learning relevant to the high performance environment at both ACTAS and the AIS; document and manage all physiotherapy information and interactions as per medico-legal requirements while upholding athlete confidentiality at all times; carry out any other tasks reasonably assigned to you during your Scholarship. 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: 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 an immediate start for up to 18 months. Selection may be based on application and referee reports only.

How to Apply: Submit your resume, Application Coversheet, and document addressing the Selection Criteria to jobs@act.gov.au.

Contact Officer: Gerard Corradini (02) 6207 4410 gerard.corradini@act.gov.au

Access Canberra

Regulatory Solutions and Compliance

Parking Operations

Parking Inspector

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 03326, several)

Gazetted: 29 January 2019

Closing Date: 12 February 2019

Detail: Have you ever had the desire for an inspector number like Maxwell Smart, agent 86 or agent 99? Do you like working outdoors and keeping fit? Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations is seeking enthusiastic applicants to fill the role of Parking Inspector. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative environment. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current Curriculum Vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1) Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Note: This is a temporary position available for an initial period of 11 months with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

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

Property and Venues

ACT Property Group

Property Maintenance Services

Apprentice Carpenter

Building Trade Apprentice \$33,280 - \$59,907, Canberra (PN: 11576)

Gazetted: 30 January 2019

Closing Date: 13 February 2019

Detail: We are looking to fill the position of Apprentice Carpenter in our Maintenance team, the position will provide repairs and maintenance to ACT Government owned and leased buildings. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant needs to have the following: Ability to obtain a certificate in Carpentry with Canberra Institute of Technology; have a White Card and Asbestos Awareness Card or have the ability to obtain cards; 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; hold a current driver's licence or have the ability to obtain a drivers licence.

Note: This position will be a temporary four year contract with ACT Property Group while you are completing your apprenticeship.

How to Apply: Applicants are asked to provide an Application Coversheet, Resume and responses addressing the Selection Criteria.

Contact Officer: Stuart Peacock 0417 664 539 stuart.peacock@act.gov.au

Infrastructure Finance and Capital Works

Executive Group Manager, Infrastructure Finance and Capital Works

Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E743)

Gazetted: 25 January 2019

Closing Date: 12 February 2019

Details: The ACT Government has an exciting position for an experienced and successful leader who can deliver major projects, provide strategic advice on infrastructure and investment, and represent the Government as the Chief Engineer. The Group Manager, Infrastructure Finance and Capital Works leads the division, reporting to the Deputy Under Treasurer Commercial Services and Infrastructure and has responsibility for the provision of the Territories' largest capital works projects. And, as the Chief Engineer is responsible for providing valuable strategic advice to deliver the Government's Infrastructure Plan and associated engineering workforce plan.

Eligibility/Other Requirements: An established record in managing infrastructure projects including construction at the executive level and demonstrated capability in building and maintaining relationships with key internal and external stakeholders is Required: Strong leadership skills and the ability to motivate and inspire others to work together through change and to achieve Government policy outcomes is critical. Relevant tertiary qualifications in relevant area(s) of engineering are mandatory. Over 10 years previous executive level experience working in project delivery across the public and private sectors would be highly regarded.

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 five years.

How to Apply: Applications should include an application coversheet, a Curriculum Vitae and an address to the Selection Criteria. All applications must be submitted to jobs@act.gov.au.

Contact Officer: Further information about the position is available from Shaun Strachan shaun.strachan@act.gov.au (02) 6207 1001.

Economic Development

Office of International Engagement

Manager, Policy, Office of International Engagement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42189)

Gazetted: 25 January 2019

Closing Date: 12 February 2019

Detail: The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating the ACT's international relations. Working across government, and in particular with

Economic Development and in close collaboration with industry and research institutions, the Office develops programs and strategies in line with the CBR brand to grow Canberra's international reputation. This position will deliver a broad range of policy and associated services which consider the existing and International Engagement Strategy, with a particular focus on evaluation and implementation. The successful candidate will have policy experience both from a development, implementation and evaluation perspective. The capability to provide advice to all levels of Government relating to all areas of the International Engagement Strategy will be essential and should be evidenced in your application. 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: Candidates are asked to respond to each of the five requirements for the position in no more than 500 words, with consideration to the Position Description and Canberra's International Engagement Strategy. Contact Officer: Brendan Smyth (02) 6205 0509 brendan.smyth@act.gov.au

Economic Development

Sport and Recreation

ACT Academy of Sport (ACTAS)

ACTAS Medical Registrar

Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42285)

Gazetted: 30 January 2019

Closing Date: 6 February 2019

Detail: Sport and Recreation is seeking a suitably qualified and experienced person to join our ACT Academy of Sport (ACTAS) team as a part-time (0.5FTE) Medical Registrar. Under direction from the ACTAS Performance Services Manager and the Australian Institute of Sport (AIS) Chief Medical Officer, the Medical Registrar will provide high quality medical services and undertake a research project to achieve section and business outcomes, including: Provide high quality medical services to ACT and National high performance athletes and coaches which contribute to the achievement of ACTAS performance targets; contribute to educational activities within the ACTAS Performance Services team and the AIS Medical team including teaching of medical students, other doctors, athletes and members of the athlete support team; contribute to research activities within the AIS Medical team; provide medical monitoring and support for athletes training and competing out of their home environment in the ACT; undertake observational and formal research learning activities for continual professional development.

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 an immediate start for up to 18 months. This position is part-time at 18:38 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

How to Apply: Send your resume, Application Coversheet, and document addressing the Selection Criteria to jobs@act.gov.au

Contact Officer: Gerard Corradini (02) 6207 4410 Gerard.Corradini@act.gov.au

Shared Services ICT

Strategic Business

ICT EDU Program Delivery Team

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36352)

Gazetted: 30 January 2019

Closing Date: 13 February 2019

Detail: The ICT EDU Program Delivery Team is currently seeking applications from suitably experienced persons to perform in the role of Assistant Manager – Program Delivery. The successful applicant will be responsible for a busy and diversely challenging role, assisting with the delivery of the ACT Education Directorates ICT program. This involves project management and/or business analysis tasks depending upon the applicant's area of expertise. 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: Relevant formal qualifications in a recognised Business Analysis or Project Management discipline or equivalent experience would be highly desirable.

Note: This is a temporary position available from 04 March 2019 until 24 December 2019 with the possibility of extension up to less than 12 months.

How to Apply: All applications should include your written response to Selection Criteria within two pages, resume and referee report. Applications should be sent to jobs@act.gov.au.

To ensure the selection panel can view your application, all documents must be saved in Microsoft Word formats (.docx, .doc) or Rich Text Format (.rtf). Other formats may not be readable on ACTPS computers, requiring documents to be converted and resubmitted.

Contact Officer: Grace Li (02) 6207 2517 grace.li@act.gov.au

Community Services

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

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

Housing ACT

Executive

Executive and Government Coordination

Assistant Manager, Government Business

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36469)

Gazetted: 29 January 2019

Closing Date: 5 February 2019

Detail: The Executive and Government Coordination Team of Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Assistant Manager, Government Business. If you like interesting and fulfilling work, can juggle lots of competing priorities and have a great understanding of Cabinet and Assembly business, then this is a great opportunity to use your skills in a role where no two days are the same. Supporting the Senior Manager and Manager of Government Business, the Assistant Manager coordinates Assembly Business for Housing ACT including briefs for Budget Estimates Hearings, Annual Report Hearings and Assembly Question Time. The role also supports the Executive Officer to the Executive Director of Housing ACT, and requires excellent judgement, discretion and diary management experience. The Assistant Manager works closely with the Organisational Governance Unit in Community Services Directorate (CSD) to achieve high quality briefing materials for Housing ACT, the Directorate and the Minister with a focus on accuracy, consistency and making sure all the dots are connected from a policy and operational perspective. Being a TRIM guru is integral to this role, as well as an ability to be able to support the roll out of TRIM to the Senior Management Team of Housing ACT. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/other requirements: Demonstrated experience in using TRIM in a ministerial or executive support unit.

Note: This is a temporary position available for an immediate start for 12 months with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability relating to the Selection Criteria (responses to individual criteria are not required), two written referee reports and a current Curriculum Vitae.

Contact Officer: Tracey Lianos (02) 6207 1396 tracey.lianos@act.gov.au

Strategy and Policy

ACT Aboriginal and Torres Strait Islander Elected Body

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12388)

Gazetted: 29 January 2019

Closing Date: 13 February 2019

Detail: The ACT Aboriginal and Torres Strait Islander Elected Body (ATSIEB) secretariat provides support to seven members of the elected body which meets formally six times per year and undertakes a range of consultation forums. The ATSIEB secretariat are seeking a Project Officer to provide high level support to the Elected Body. The Project Officer will be responsible for undertaking a range of administrative tasks and projects, including liaison between government agencies, preparation and scheduling of meetings and community forums, minute taking, financial invoicing and payments, maintaining files and electronic records and updating the ATSIEB website. The successful applicant will be customer service focused and a skilled administrative worker who has an understanding of issues affecting the Aboriginal and Torres Strait Islander community in the ACT. You will also have an understanding of the responsibilities of the ACT Aboriginal and Torres Strait Islander Body (ATSIEB) and the *ATSIEB Act 2008*. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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

How to Apply: To apply, please provide a two page expression of interest against the Selection Criteria, your Curriculum Vitae and the contact details of at least two referees.

Contact Officer: Margaret Beattie (02) 6207 9656 margaret.beattie@act.gov.au

Housing ACT

Executive and Government Coordination

Administration Assistant

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

Gazetted: 30 January 2019

Closing Date: 6 February 2019

Detail: The Executive Support Unit of Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Administration Assistant. If you like interesting and fulfilling work, can juggle lots of competing priorities and have a great understanding of ministerial briefings and correspondence (including being an ace at using TRIM), then this is a great opportunity to use your skills in a role where no two days are the same. Supporting the Senior Manager and Manager of the Executive Support Unit, the Administration Assistant works with the Office Manager to provide highly professional and efficient administrative support, including the management of workflows, for up to four Senior Executives. The Administration Assistant requires excellent interpersonal skills and have the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with people from Government and non-Government sectors. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available ASAP for a period of 12 weeks with possibility of extension of up to less than 12 months and/or permanency.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Eileen McEntee (02) 6207 1538 eileen.mcentee@act.gov.au

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

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**

Service Design and Delivery

Learning and Teaching

International Education Unit

Admissions Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33379)

Gazetted: 25 January 2019

Closing Date: 8 February 2019

Detail: The International Education Unit (IEU) is seeking applications for the Admissions Coordinator role within the International Education Unit. The successful applicant will be required to support the operational functions of student admissions, including: Providing enrolment and admissions advice to education agents, schools, parents, students, homestay hosts, government agencies and other bodies. Providing advice on the application of ESOS legislation as it applies to international students studying in ACT government school. Coordinating the end-to-end enrolment process, including dispatching and processing admissions applications and providing supporting documentation in relation to visa applications. Coordinating the International Education Unit's updates to relevant Commonwealth agencies (including PRISMS updates) in relation to individual student welfare information, visa compliance and other legislated requirements. Coordinating student arrival and orientation arrangements. Contribute to the development of policy, guidelines and procedures relating to international student admissions. The successful applicant will also undertake specific projects, demonstrate strengths in organisation, teamwork, initiative, research skills and preparation of more complex correspondence. In addition, communicate with tact and impact with stakeholders, in various contexts and style of interaction.

Eligibility/Other Requirements: Speaking and writing skills in Mandarin or Vietnamese, or another SE Asian language is highly desirable.

Note: This temporary position is available until 30 June 2019 with the possibility of an extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please provide a current resume and a written response to the stated Selection Criteria. Please send applications to jobs@act.gov.au.

Contact Officer: Amy Choo (02) 6205 7225 amy.choo@act.gov.au

School Performance and Improvement

School Improvement

School Operations

Administrative Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33829, several)

Gazetted: 30 January 2019

Closing Date: 13 February 2019

Detail: The School Improvement Branch seeks suitably qualified officers to fill the role of administrative support officer to the School Improvement Branch. The successful applicants will undertake a range of tasks to support the various school improvement functions within the branch. The positions require a person with high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in an evolving dynamic environment. Working flexibly between multiple Directors, the positions will provide a range of administrative support functions, including diary management, arranging and scheduling appointments and meetings, records management (TRIM database), travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for six months with the possibility of extension up to less than 12 months and/or permanency. A merit list may be established from this process to fill further temporary or permanent vacancies over the next 12 months.

How to Apply: Applicants should provide a Curriculum Vitae, Application Coversheet and responses to the Selection Criteria to jobs@act.gov.au.

Contact Officer: Helen Seebohm (02) 6205 7260 helen.seebohm@act.gov.au

Narrabundah College

School Secretary

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00756)

Gazetted: 25 January 2019

Closing Date: 1 February 2019

Detail: Narrabundah College is seeking a highly motivated person with sound MAZE experience and excellent customer service skills, to work flexibly and effectively as part of a team. The successful applicant will liaise closely with the Business Manager on financial matters. This position involves close daily contact with students, staff, parents and the school community. The successful applicant must possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands.

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.

First Aid qualification, or willingness to undertake appropriate training. Desirable: Thorough knowledge of MAZE and working knowledge of SENTRAL. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Note: This position is part-time at 31:15 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

How to Apply: Provide resume, Application Coversheet and Selection Criteria to jobs@act.gov.au.

Contact Officer: Karen Fraser (02) 6142 3200 karen.fraser@ed.act.edu.au

Business Services

Strategic Finance

School Resourcing and Finance

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17491)

Gazetted: 29 January 2019

Closing Date: 12 February 2019

Detail: The School Resourcing and Finance team is looking for a motivated and enthusiastic person with a strong client focus and commitment to customer services. The successful applicant will be part of a team offering high level financial advice and support to assist schools in meeting their financial obligations, more directly as part of the Maze Finance Help Desk. The individual will be expected to provide advice to schools on the Student Resource Allocation Program; provide advice on the effective and efficient use of resources to improve the outcomes for students; and provide financial management training to school based staff.

Note: This is a temporary position available for an initial period of six months with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: All applications should include the Application Coversheet, resume and a two page document addressing the Selection Criteria. Applications should be sent to jobs@act.gov.au

Contact Officer: Karen Jones (02) 6205 4528 karen.jones@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

Planning Delivery

Planning Support and ACAT Coordination, Merit Assessment, Deed Management

**Senior Officer, Development Assessment Leasing and Senior Officer, Deed Management
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 05445, several)**

Gazetted: 30 January 2019

Closing Date: 6 February 2019

Detail: Planning Support and ACAT Coordination, Merit Assessment, and Deed Management are looking for highly motivated people to undertake a range of development assessment and contract (deed) administration processes. The positions require an ability to analyse and assess complex issues, liaise with stakeholders and the general public and provide recommendations to senior management. As a senior officer within the Planning Delivery Division, you will be responsible for assisting managers with the leadership of the Division and setting a positive example in providing exceptional customer service to the community and will actively contribute to a culture of innovation and improvement. You must be a team player, with the ability to work independently and identify and implement solutions to problems.

Eligibility/Other Requirements: The successful applicants will require: experience and/or a thorough understanding of development assessment, contract administration and/or other comparable regulatory processes; well-developed written and oral communication skills; capacity to analyse issues and exercise sound judgement in making decisions; an ability to consistently meet deadlines; demonstrated ability to work effectively, both independently or as part of a team and to contribute to a positive team culture; and an ability to consistently display high quality customer service principles, practices and attributes.

Note: There is one permanent position and one temporary position available commencing ASAP to 30 October 2019 with a possibility of an extension up to less than 12 months and/or permanency. A merit pool will be established from this selection process and may be used to fill future similar vacancies based on a skills and experience over the next 12 months. These positions will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to apply: Please email an Application Coversheet, a written application of no more than two pages, addressing the Selection Criteria, along with your current Curriculum Vitae, listing two referees and their contact details to jobs@act.gov.au.

Contact Officer: Jonathan Teasdale (02) 6207 0316 jonathan.teasdale@act.gov.au

Environment

Catchment Management and Water Policy

Senior Policy Officer - Water Sensitive Urban Design

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15341)

Gazetted: 29 January 2019

Closing Date: 27 February 2019

Detail: A great opportunity exists in the Water Policy and Catchment Management Team for a highly motivated Water Sensitive Urban Design Practitioner capable of developing sound policy positions and has a strong focus on building robust relationships with internal and external stakeholders. The successful candidate will be responsible for Water Sensitive Urban design policy and implementation in the ACT, be highly motivated, have outstanding project management and research capabilities and have well developed oral and written communication skills and be able to handle competing priorities. The candidate will work across a number of teams within the Environment Planning and Sustainable Development Directorate as well as working independently as required to contribute to policy development, analysis, and implementation and administration tasks.

Eligibility/Other Requirements: Tertiary qualifications in Environmental Management and Water Resource Management, Urban/Town Planning, or other related disciplines are highly desirable, as is knowledge and/or experience in water policy at a jurisdictional and Murray Darling Basin level and catchment management at a regional level.

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

How to apply: Please email to jobs@act.gov.au an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Chris Glennon 0400 242 497 chris.glennon@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

Human Rights Commission

Public Advocate and Children and Young People Commissioner

Senior Advisor, Children and Young People

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 24908)

Gazetted: 30 January 2019

Closing Date: 8 February 2019

Detail: The Public Advocate and Children and Young People Commissioner (PACYPC) is seeking expressions of interest from highly motivated people interested in working in the ACT Human Rights Commission as the Senior Advisor, Children and Young People. This position requires a strong orientation to working with children and young people, including specialist skills in engaging meaningfully with children and young people to elicit their views, increase their participation in matters that are relevant to them, and effectively communicate their messages to decision-makers and the general community. The successful applicant will also be responsible for designing, developing and delivering community education, engagement and consultation activities; advising the PACYPC on policy and law reform issues relevant to children and young people; undertaking research, and analysing and interpreting data; generating reports; and providing advice, correspondence, and briefings as required. To be successful, you will be required to demonstrate high level communication and interpersonal skills in addition to demonstrated knowledge, understanding and experience in supports, services and systems relevant to children and young people. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications and/or experience in relevant social/human services disciplines are highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This temporary position is available from 18 March 2019 until 21 February 2020 with the possibility of extension up to less than 12 months. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants should email their resume and a two-three page pitch detailing the experience and skills that make them ideal for this role to jobs@act.gov.au. Applicants are encouraged to phone the Contact Officer to discuss the role further.

Contact Officer: Jodie Griffiths-Cook (02) 6205 2222 jodie.griffiths-cook@act.gov.au

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Support

Committee Secretary

Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 253)

Gazetted: 24 January 2019

Closing Date: 7 February 2019

An opportunity exists for a suitably experienced Committee Secretary to work with the Office of the Legislative Assembly.

The Office's committee support function provides procedural and administrative advice and support to seven Assembly standing committees and certain select committees that are established from time to time.

We are seeking someone with strong knowledge and understanding of parliamentary practice and procedure, especially in relation to parliamentary committees. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and as part of a team.

How to Apply: Submit an application addressing the selection criteria, an application cover sheet, a current curriculum vitae to LAOLARecruitment@parliament.act.gov.au
Contact Officer: Hamis Finlay (02) 6205 0129 Hamish.Finlay@parliament.act.gov.au
Applications can be forwarded to: LAOLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

Chief Operating Officer Group

Chief Information Office

Portfolio Management Office

Portfolio Management Office Manager/Project Manager

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 23566)

Gazetted: 29 January 2019

Closing Date: 5 February 2019

Detail: The Chief Information Office is seeking applications for the role of Portfolio Management Office Manager/Project Manager. We are looking for a motivated, focused leader who will, under limited supervision provide leadership and management of a small team within the PMO and CIO Office; lead project management processes, methods, tools, guidelines and standards in support of project delivery; provide regular reporting of major milestone activities in the portfolio and project lifecycle, Lead the management of the project management community of practice to facilitate best practice sharing amongst project managers and key stakeholders; develop project plans and deliver nominated projects such as Objective rollout. The successful candidate will have a key focus on enabling and supporting the delivery of projects, programs and portfolios, establishing systems that support the business at all levels, overseeing the delivery of all digital/IT projects and providing clear governance and support in the delivery of the directorate's Capital Programs through the Portfolio Management Office (PMO). Note: This is a temporary position available for an initial period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An informal meet and greet will be set up for the preferred candidate.

How to Apply: Please provide a resume, Application Coversheet and an overall pitch of why you would like this opportunity and address Selection Criteria. This is to be no more than three pages (font 12).

Contact Officer: David Roulston (02) 6207 6628 david.roulston@act.gov.au

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

City Services

City Presentation

Place Management

Director, Place Management

Senior Officer Grade A \$137,415, Canberra (PN: 09887)

Gazetted: 30 January 2019

Closing Date: 14 February 2019

Detail: City Presentation, a Branch within City Services Division, is responsible for the management and maintenance of parks, open spaces and the public domain. It protects the natural resources and amenity of urban Canberra and maintains the look of the city and its environs through its responsibilities that also include domestic animal services, city rangers and the protection of trees on public and private land. Place Management is responsible for the management and maintenance of parks and the public domain, including, lakes, playgrounds, public open space, local shopping centres and city places. The Senior Manager is responsible for more than 200 personnel, contractors and equipment required to deliver the overall management and maintenance of all public open space areas in urban areas of Canberra. This includes responsibility for managing and maintaining; 4300 hectares of public open space, 121 urban lakes and ponds, 500 playgrounds, 90 shopping centres and 2200 hectares of shrub beds. This is a senior leadership position within TCCS responsible for leading and managing teams and individuals. The role requires a leader who can inspire, energize and positively influence team outcomes

and who possesses an innate ability to call on the right skills in a contextually and environmentally appropriate way. Effective employee engagement is a critical enabler in the performance of this role as is a genuine values-based leadership style. This role requires a leader with a strong, considered and engaging people focus in order to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for an initial period until the 30 June 2019 with the possibility of extension and/or permanency.

How to Apply: Please include an Application Coversheet, your current Curriculum Vitae and address the Selection Criteria. Please include your full name and position number in the subject of your email and send application to jobs@act.gov.au.

Contact Officer: Stephen Alegria (02) 6207 9833 stephen.alegria@act.gov.au

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

City Services

Roads ACT

Road Maintenance

Contract Manager

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 14686)

Gazetted: 25 January 2019

Closing Date: 22 February 2019

Detail: Roads ACT is responsible for the management of the territorial and municipal roads, national highways, the community paths, driveways, storm water system, bridges, carpark facilities, traffic signals, streetlights and associated infrastructure. Roads ACT manage these assets on behalf of the ACT Government for the enjoyment of the Canberra community. Within Roads ACT, Road Maintenance (RM) undertakes a diverse range of maintenance work on various ACT assets. These include roads and pavements, bridges, cycle paths, footpaths, car parks, signage, roadside furniture, street lighting, street sweeping, dams and the storm water drainage network. Roads ACT are seeking a Contract Manager to oversee the dams and hydrometric network. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide responses to the Selection Criteria (limited to one A4 sheet per criteria), your resume and Application Coversheet to jobs@act.gov.au.

Contact Officer: Mynul Chowdhury (02) 6207 7453 mynul.chowdhury@act.gov.au

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

Canberra Health 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

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Specialist Youth Mental Health Outreach

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27146)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of

our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provide 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' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: CAMHS provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Registered Nurse position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. The role will also require the team member to undertake evening and weekend shift work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing; registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct and must hold a current driver's licence. Desirable: Experience in mental health and experience working with young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Laura Dawel (02) 6205 2090 laura.dawel@act.gov.au

Clinical Services

University of Canberra Hospital

Rehabilitation, Aged and Community Care

University of Canberra Hospital, Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 41658, several)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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. CHS provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra Hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and

community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region. Overview of the work area and position: The University of Canberra Hospital (UCH) opened in July 2018 and is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. UCH is part of the CHS's planned network of health facilities designed to meet the needs of our ageing and growing population and is ACT's first sub-acute rehabilitation hospital located on the ground of the University of Canberra. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. The Registered Nurse Level 2 provides leadership and guidance to staff as well as person centred nursing care.

Eligibility/Other Requirements: Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy.

Note: These positions can be filled either full-time or part-time and the full-time salary noted above will be paid pro-rata. All positions work a 24/7 rotating roster, including a regular contribution to night shift.

Contact Officer: Maria Harman (02) 6124 0215 maria.harman@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36099)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of Canberra Health Services 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. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect Canberra Health Services values: care, excellence, collaboration and integrity. RACC services work collaboratively with the individuals, his/her carers and other services within and external to Canberra Health Services. Overview of the work area and position: The Brindabella Day and Ambulatory Services are a range of client-centred services that are provided to adults in the community following an illness or injury. Care is generally provided by a multi-disciplinary team, across a variety of community settings. The service offers assessment, recommendation and intervention to promote re-ablement, independence and safety based on client goals. This position will initially work within the Rehabilitation at Home team, but will be expected to rotate across different physiotherapy services in the future. With support, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist include: delivering positive patient outcomes through the provision of high

quality patient centred care; delivering individual and group treatment sessions; and applying knowledge, skills, professional judgement, and initiative in the delivery of services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Degree in Physiotherapy, or equivalent qualification; and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. and comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals; and comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Michelle Bennett and Todd Kaye (02) 5124 0079 and 0466 770 482 michelle.bennett@act.gov.au and todd.kaye@act.gov.au

Rotational, Pharmacy Services

Clinical Support Services

Pharmacy - TCH

Senior Rotational Pharmacist

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

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with substantial clinical pharmacy experience deemed equivalent. Desirable: Previous project management and/or research experience; publication/s within peer reviewed journals; and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; provide a Compliance Certificate from OMU (Occupational Medicine

Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; comply with Canberra Health Services credentialing for Allied Health professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in Canberra Health Services facilities, the person occupying this position will be required to comply with Canberra Health Services credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Contact Officer: Sheridan Briggs (02) 5124 2121 sheridan.briggs@act.gov.au

Clinical Services

Logistics Support

Food Services Administration

Assistant Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42113)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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 function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of CHS and CHS Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for CHS and National Capital Private Hospital. Food Service is organised into the following functional areas: Food Service Administration; Operation Support Services - Food preparation and Food Production; Patient Services – Meal Plating and Rethermalisation/Meal deliveries to patients/Menu monitors; Cafeteria – Food, meals and drinks for staff and Guests; Stores – Receipt, dispatch and storage of Perishable and Non-Perishable food supplies; External sites, Dhulwa, Community Centres. The Assistant Manager is responsible for overseeing the day-to-day rostering (proact) to meet operational requirements in accordance, Infection Control guidelines the Quality Management System, Work Place Safety (WPS) and CHS policy and procedures.

Eligibility/Other Requirements: Mandatory: Food Safety Supervisor Certificate or equivalent. Desirable: A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sanjay Prasad (02) 5124 2177 sanjay.prasad@act.gov.au

Clinical Services

Clinical Support Services

Pharmacy Services

Pharmacy Technician - Administration and Training

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 26884)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHS. CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward-thinking pharmacy service that gives the best patient focused care possible and is valued by the Canberra Health Services community"*.

Eligibility/Other Requirements: Mandatory: Certificate IV Hospital Pharmacy certificate or possessing qualifications deemed equivalent by the employer; and minimum three years experience as a hospital pharmacy technician. Highly desirable: SHPA membership; and Certificate IV in Training and Assessment (TAE) or Diploma qualifications in Adult Learning, Vocational Education and Training, or similar. 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 Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Note: All new staff will be responsible to have their immunisation status up to date prior to commencing work with Canberra Health Services. Employees will be expected to work across multiple CHS locations. Contact Officer: Sheridan Briggs (02) 6244 2121 sheridan.briggs@act.gov.au

Infrastructure Management and Maintenance

Facilities Management

Health Infrastructure Program

Project Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31029, several)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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. Infrastructure Management and Maintenance has responsibility for the project direction and management of health infrastructure projects, the Better Infrastructure Fund Program and facilities management across CHS. Overview of the work area and position: Throughout the life of Health Infrastructure Projects, the Project Support Officer provides high level administrative support to the broader infrastructure group, internal and external stakeholders, particularly in the areas of secretariat support to project governance committees and general office resource management. The Project Support Officer is responsible for the timely and accurate preparation of meeting agendas, papers, minutes and coordination of submissions to higher level committees, and undertake other general administrative duties to support the group as required.

Eligibility/Other Requirements: Desirable: Recent experience in providing high level secretariat support to committees. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These are temporary positions available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Natalie Bale (02) 6205 4977 natalie.bale@act.gov.au

Clinical Services

Clinical Support Services

Logistics Support

Purchasing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21722)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital Health Services (CHHS) which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. CHS 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 CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wards persons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and 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; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. Overview of the work area and position: Logistic Support Services is a section within Clinical Support Services. The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply. This position delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Purchasing Team Leader. To assist in procurement activities of products and services on behalf of Canberra Health Services and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within the Administrative office of Supply Services at Mitchell. Qualifications/Eligibility Requirements: Current driver's licence and certificate IV in Government Procurement and relevant work experience are desired. Prior to commencement, successful candidates will be required to undergo a pre-employment Police check.

Note: That selection may be based on written applications and referee reports only.

Contact Officer: Raj Rajasegaran (02) 6205 0817 raj.rajasegaran@act.gov.au

Clinical Services

Rehabilitation, Aged Care and Community Care

Allied Health

Transitional Therapy and Care Program, Allied Health Assistant

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 42425)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within CHS providing multidisciplinary rehabilitation, aged and community-based care across a range of settings. This includes Canberra Hospital, Community Health Centres and the homes of patients. Our staff are committed to the delivery of health services that reflect Canberra Health Services' 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 CHS's network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to CHS. The Transitional Therapy and Care Program (TTCP) is based at UCH, Bruce, and is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided either in a 15 bed low level care facility, located in Red Hill or in the client's home. The TTCP Allied Health team is multidisciplinary and includes physiotherapists, occupational therapists, a dietitian, a social worker, speech pathologist and allied health assistants. In TTCP, the Allied Health Assistant (AHA) works across all the Allied Health disciplines as required. Under the direct or indirect supervision of an Allied Health Professional the TTCP AHA plays a key role in the day to day functioning of the TTCP Allied Health team. The role includes, but is not limited to, set up of therapy spaces, undertaking of exercise programs either one on one or in a group setting, provision of educational materials to clients and families, computer-based data entry, clinical file documentation and equipment ordering and maintenance. The successful applicant will have support from an experienced team of clinicians and Allied Health Assistants and will have direct clinical supervision from an Allied Health Professional.

Eligibility/Other Requirements: Mandatory: Certificate IV (or equivalent) in Allied Health Assistance and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS credentialing requirements for allied health professionals; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: 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: Johanna Hunter (02) 5124 8383 johanna.hunter@act.gov.au

Clinical Services

Medicine

Medical

Team Leader, Cardiology

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14008)

Gazetted: 31 January 2019

Closing Date: 7 February 2019

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department. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

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

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Radiation Oncology, Enrolled Nurse

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 20451)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA). Desirable: Experience working in an out-patient setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with CHS Occupational Assessment, Screening and Vaccination policy.

Note: This position is part-time at 32 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Melissa O'Brien (02) 5124 3510 melissa.o'brien@act.gov.au

Infrastructure Management and Maintenance

Operations Support

Clinical Records Unit

Clinical Records Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 20752)

Gazetted: 31 January 2019

Closing Date: 7 February 2019

Details: About us: Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Record Service (CRS) is primarily responsible for the management and storage of the centralised CHS clinical record. The community-based Clinical Records Unit (CRU) is a sub unit of the Clinical Records Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). Under direction, you will work directly with CHS's electronic patient information system/s and the clinical records scanning solution to ensure clinical records are available to support high quality patient care. This position requires excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

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

Note: This is a temporary position for 10 months with the possibility of extension.

Contact Officer: Taj Askew (02) 5124 3363 taj.askew@act.gov.au

Clinical Services

Surgery and Oral Health

Dental Health Program

Qualified Dental Assistant

Dental Assistant - Qualified \$52,996 - \$61,965, Canberra (PN: 25913, several)

Gazetted: 31 January 2019

Closing Date: 7 February 2019

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position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

Eligibility/Other Requirements: Mandatory: Certificate III in Dental assisting or equivalent as per relevant enterprise agreement. Desirable: Current driver's licence; and a Certificate IV in Dental assisting or equivalent as per relevant enterprise agreement. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are several permanent and temporary positions available for filling. Some out of hours work including the treatment of emergency patients by roster.

Contact Officer: Carmen Connellan 0438 286 944 carmen.connellan@act.gov.au

Infrastructure Management and Maintenance

Operations Support

Clinical Records

Clinical Records Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 32200)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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

Note: This is a temporary position for a period of three months with the possibility of extension for up to 12 months or permanency.

Contact Officer: Taj Askew (02) 5124 3663 taj.askew@act.gov.au

Clinical Services

Surgery and Oral Health

Dental Health Program

Unqualified Dental Assistant

Dental Assistant - Unqualified \$44,468, Canberra (PN: 25868)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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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 CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school; Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card; Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

Eligibility/Other Requirements: Mandatory: Minimum of three years' experience and enrolled or enrolling to complete the Certificate 3 in Dental Assisting. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for six months with the possibility of extension. Some out of hours work including the treatment of emergency patients by roster.

Contact Officer: Carmen Connellan 0438 286 944 carmen.connellan@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Cancer Ambulatory and Community Health Support Medical

Senior Radiation Therapist - Canberra Hospital Radiation Oncology Department

Radiation Therapist Grade 4.1 \$115,266 - \$119,079, Canberra (PN: 23755)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services 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: An exciting opportunity exists for a dynamic, motivated and suitably skilled Senior Radiation Therapist to join the team at the Canberra Hospital Radiation Oncology Department. Located in the Canberra Region Cancer Centre, the Radiation Oncology Department provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, one dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System. This year the department will be installing its first TrueBeam Linac and Varian Eclipse planning system so it will be a fully integrated environment. The department will also be the first in Australia to fully host the software environment in the cloud. Exciting times ahead!

Eligibility/Other Requirements: Mandatory: Recognised tertiary (or equivalent) qualification in Radiation Therapy; unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia; and ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; and comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Sarah Mogford or Brett Fittler (02) 6244 2284 or (02) 6244 2218 sarah.mogford@act.gov.au or brett.fittler@act.gov.au

Clinical Services

Clinical Support Services

Pharmacy

Clinical Development Nurse, Medication Safety and Quality

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41918)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services (CSS) provide a range of services that support the clinical divisions within CHS. The following areas are included within this Division: Biomedical Engineering; Medical Physics and Radiation Engineering; Chief Allied Health Office; Acute Support, consisting of Audiology, Allied Health Support, Nutrition, Occupational Therapy, Physiotherapy, Psychology, Social Work, Aboriginal Liaison Office and Speech Pathology; Nursing Operational Support, consisting of Ward Services (Wards persons, Hospital Assistants and Ward Clerks) and Nursing Support (NIMS Unit, Nurse Bank, Central Equipment Store, Tissue Viability Team and Pastoral Care).

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse; hold, or be working toward postgraduate qualifications in an appropriate field Desirable: Experience in the provision of education and training. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Daniel Lalor 02 5124 2121 daniel.lalor@act.gov.au

Infrastructure Management and Maintenance

Facilities Management

Accommodation and Leasing

Leasing and Accommodation Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38939)

Gazetted: 31 January 2019

Closing Date: 7 February 2019

Details: About us: Canberra Health Services (CHS) 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: An opportunity exists for a suitably experienced candidate to join the Strategic Accommodation and Leasing team. The team delivers strategic advice and support and operational management of CHS's owned and leased properties, commercial tenant arrangements, and manages agreements for provision of the range of support services to clinical and other operational areas in ACT Health and CHS. The team also manages and oversees the development of Accommodation Procedures and Policies across CHS, focusing on the strategic

accommodation allocations of work areas to better improve directorate efficiencies, space planning, the project management of staff relocations, and the procurement of Furniture, Fittings and Equipment in conjunction with workplace health and safety policies.

Eligibility/Other Requirements: Mandatory: Current drivers' licence. Desirable: Relevant qualifications or experience in Project and/or Asset Management are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: This is a temporary position available as soon as possible to 15 October 2019.

Contact Officer: Robyn Jensen (02) 5124 9774 robyn.jensen@act.gov.au

Clinical Services

Rehabilitation, Aged Care and Community Care

Allied Health

Transitional Therapy and Care Program, Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 30626)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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. CHS provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS Quality Strategy and government priorities and aligning them with CHS's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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. CHS 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 Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes The University of Canberra Hospital, Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and the Mullangarrie Unit, Red Hill. Our staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration, and integrity. The Transitional Therapy and Care Program (TTCP) is a short-term program which aims to optimise the functioning and independence of older people post discharge from hospital. The program is managed in collaboration with a Non-Government Organisation and is provided either in a 15 bed residential care facility or in the client's home. The primary responsibility of this position is to promote positive client outcomes through the leadership and accountability of the multidisciplinary allied health team which includes physiotherapist, occupational therapist, dietitian, social worker, speech pathologist and allied health assistants.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in relevant Allied Health Profession; current professional registration or eligibility for membership of the professional body pertaining to the discipline; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police Check; comply with CHS credentialing requirements for allied health; comply with CHS Occupational Assessment, Screening and Vaccination policy; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jane Lawrence (02) 5124 0073 jane.lawrence@act.gov.au

Business Intelligence Unit

Operational Performance

Financial Operations Support

Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 22021)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services (CHS) 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. CHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. CHS is committed to the delivery of person and family centred, safe and high-quality care in a sustainable health system. This will be achieved with key strategic priorities for CHS which includes ensuring the delivery of CHS's Quality Strategy and government priorities and aligning them with CHS Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The CHS Business Intelligence Unit (BIU), aims to be a centre of excellence for provision of key operational and strategic support information throughout CHS Directorate. The unit reports through to the CHS Chief Finance Officer (CFO) under the Operational Reporting Division directly through to the CHS Chief Executive Officer (CEO). The CHS Operational Performance Branch has been established to implement a management approach within the CHS Directorate that supports how CHS plans, budgets, allocates and manages both activity and financial resources to deliver safe and high-quality health service for the ACT Community. This position is a senior role reporting to the Manager of CHS Business Intelligence Unit and is primarily responsible for supporting the Manager and Senior Manager on the development of operational performance dashboards both for reporting and analysis including the ability to undertake predictive modelling and forecasting to address future demand growth. The position will ensure that activity is optimised to deliver the best possible care to patients, and the best possible results when comparing the hospitals performance (financial and non-financial) to other jurisdictions. This position will also drive the continuous review of performance, and continuous performance improvement by engaging clinicians and teams in relation to all aspects of performance and Activity Based Management (ABM). Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a relevant field; previous experience and knowledge in applying ABM principles and a strong understanding of hospital related activity data; experience in undertaking analysis of clinical data; previous demonstrated experience in utilising Microsoft SQL and other related tools such as Power BI to extract, analyse and build reports/dashboards. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Brendan Hall (02) 5124 9369 brendan.hall@act.gov.au

Office of CEO

Office Chief Executive Officer

Office of Chief Executive

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41618, several)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

Details: About us: Canberra Health Services 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: Time limited senior project officer positions are available to progress the work of the Care Close to Home Project. Under the supervision of the Project Manager, the Senior Project Officers carry the prime responsibility for the execution of the work under the guidance of the project owner and Executive Sponsor. They must demonstrate initiative, be highly organised and have excellent stakeholder management and interpersonal skill in addition to relevant content expertise particularly in clinical service reform and change management. Project Origin - In 2017-2018, the ACT Government commissioned KPMG to conduct a comprehensive review of the Territory's Hospital in the Home (HITH) Services and provide recommendation for services into the future. The ACT Government accepted the recommendations and in the Budget announcement for 2018-19, the Minister committed funds over the next four years to reinvent the HITH service and integrate it with other non-hospital

systems. The first phase of this initiative is to consolidate the two current HITH services into one Territory-wide service that has capability to respond more flexibly to patient needs and locations. The positions available will form the project team for the initiative and will include significant stakeholder engagement and consultation, service planning and analysis.

Eligibility/Other Requirements: Desirable: Relevant content expertise and/or formal qualifications specific the primary project topic; qualifications and experience in Project Management and/or clinical service reform; and experience in using Microsoft Project or other project management software. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. The positions are expected to be full-time however part-time arrangements of no less than 0.8 FTE may be considered. Selection may be based on written application and referee reports only. An order merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Naree Stanton (02) 5124 9677 naree.stanton@act.gov.au

ACT 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>

Health Systems, Policy and Research

Health Protection Service

Business Management Services

Personal Assistant to Executive Branch Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29468)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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 Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The role of the Business Management Services (BMS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BMS provides customer service as the first point to HPS stakeholders visiting the site or contacting the Service by phone.

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

Contact Officer: Cathie Smith (02) 5124 9304 cathie.smith@act.gov.au

Corporate Services

Corporate and Governance

Strategic Finance

Manager, Financial Reporting

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 01762)

Gazetted: 31 January 2019

Closing Date: 14 February 2019

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: Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health Directorate's accounting policies and procedures remain

comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. The Financial Reporting Team provides strategic financial support to the Directorate, ensuring effective, efficient and accurate financial policy advice and financial reporting. Under broad direction this position will play a key role in financial reporting with a particular focus on ledger balances, analysis and reconciliations. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Desirable: Possession of or progress towards qualifications in accounting would be an advantage, or equivalent operational experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Mei Lin Lam (02) 5124 9649 meilin.lam@act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Band 1 \$51,579 - \$98,171

Saad Ashraf 858-65993, Section 68(1), 7 February 2019

Chief Minister, Treasury and Economic Development

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

Kirsten Anderson 858-65176, Section 68(1), 28 January 2019

Information Technology Officer Class 2 \$79,824 - \$91,356

Toni Prenzoski 858-65168, Section 68(1), 17 January 2019

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

Amber Taureka 848-35549, Section 68(1), 29 January 2019

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

Sean Eamon Willis 858-64974, Section 68(1), 29 January 2019

Community Services

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

Aaron Briggs 858-64712, Section 68(1), 25 January 2019

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

Camille Weiss 858-62928, Section 68(1), 25 January 2019

Education

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

Elizabeth Hodgson 827-55692, Section 68(1), 27 January 2019

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

Romney Kelly 858-14723, Section 68(1), 28 January 2019

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

Sarah Anna Krelle 858-65029, Section 68(1), 27 January 2019

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

Natalie Leighton 849-04065, Section 68(1), 28 January 2019

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

Helga Siotis 858-63496, Section 68(1), 28 January 2019

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

Alexander John Singh Van de Rhee 849-04540, Section 68(1), 27 January 2019

Environment, Planning and Sustainable Development

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

Justin Foley 770-98974, Section 68(1), 28 January 2019

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

Michelle Stirzaker 858-64077, Section 68(1), 30 January 2019

Health

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

Anita Cregan 853-62915, Section 68(1), 31 January 2019

Justice and Community Safety

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

Carol Benda 858-62557, Section 68(1), 28 January 2019

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

Kerri Clarke 853-61904, Section 68(1), 25 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Jessica Katherine Langtry 858-65133, Section 68(1), 29 January 2019

Graduate Paramedic Intern \$67,706 plus penalties

Sophie Ducker 858-58769, Section 68(1), 29 January 2019

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

Michael O'Leary 858-64659, Section 68(1), 29 January 2019

Transport Canberra and City Services

EGSO4.2 - Workshop Staff \$61,964

Rebekah Jade Rodden Farrelley 858-65782, Section 68(1), 7 February 2019

EGSO4.2 - Workshop Staff \$61,964

Peter Aaron Giannis 858-65723, Section 68(1), 7 February 2019

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

Caitlin Winter 858-65379, Section 68(1), 7 February 2019

Canberra Health Services

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

Susan Cooper 780-54025, Section 68(1), 27 January 2019

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

Emily Costelloe 848-85458, Section 68(1), 31 January 2019

Allied Health Assistant 3 \$61,115 - \$67,825

Enrico Enriquez 853-51597, Section 68(1), 31 January 2019

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

Lauren Fisher 848-84578, Section 68(1), 31 January 2019

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

Bincy Joseph 834-45741, Section 68(1), 24 January 2019

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

Pia Marin Carvajal 857-42360, Section 68(1), 31 January 2019

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

Jaimon Mathew 857-45270, Section 68(1), 24 January 2019

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

Jessica Mathie 858-64958, Section 68(1), 29 January 2019

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

Kirrillee McPhail 857-44200, Section 68(1), 31 January 2019

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

Sarah Mueck 858-66048, Section 68(1), 29 January 2019

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

Kate Sorensen 858-64747, Section 68(1), 29 January 2019

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

Dorj Wangchuk 847-00169, Section 68(1), 25 January 2019

ACT Health

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

Deborah Raets 853-75230, Section 68(1), 31 January 2019

TRANSFERS

Chief Minister, Treasury and Economic Development

Tamara Kathleen West: 820-98872

From: Senior Officer Grade C \$108,140

ACT Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 27647) (Gazetted 5 October 2018)

Education

Michelle Caulfield: 821-18706

From: Senior Officer Grade A \$137,415
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade A \$137,415
Education, Canberra (PN. 00265) (Gazetted 16 November 2018)

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Jessica Nixon: 835-34170

From: School Leader C \$117,515
Education
To: †School Leader C \$117,515
Education, Canberra (PN. 31889) (Gazetted 7 November 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Partnership Services

Service Centre

Recruitment

Courtney Boller: 848-83516

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. 08068) (Gazetted 31 October 2018)

Corporate

Corporate Management

Reporting and Information Management - Executive Support

Simona Doelle: 853-79848

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 40339) (Gazetted 27 November 2018)

Shared Services

Partnership Services

Robert Marshall: 853-29605

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. 37220) (Gazetted 4 December 2018)

Partnership Services

Service Centre

Recruitment

Aaron Neeves: 836-03631

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. 37890) (Gazetted 31 October 2018)

Partnership Services

Service Centre

Recruitment

Georgette Parkkinen: 820-87938

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. 41679) (Gazetted 31 October 2018)

Access Canberra

Regulatory Solutions and Compliance

Building and Planning Compliance

Dani Zivak: 853-60530

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01750) (Gazetted 13 November 2018)

Community Services

Strategic Policy

Policy and Performance

Strategic Portfolio and Data Excellence

Vasiliki Panayiota Bogiatzis: 835-87432

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

Community Services

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

Community Services, Canberra (PN. 19568) (Gazetted 5 December 2018)

Inclusion and Participation

Community Relations and Funding Support

Sarah Anne Conway: 827-27114

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

Community Services

To: †Senior Officer Grade A \$137,415

Community Services, Canberra (PN. 34890) (Gazetted 4 December 2018)

Children, Youth and Families

Child and Youth Protection Services

Operations - North/South

Rachael Harkin: 836-0247

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

Community Services

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

Community Services, Canberra (PN. 34296) (Gazetted 11 December 2017)

Children, Youth and Families

Child and Youth Protection Services

Operations - North/South

Anushia Sivaraman: 853-65155

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

Community Services

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

Community Services, Canberra (PN. 33734) (Gazetted 11 December 2017)

Education

School Performance and Improvement

Belconnen Network

Latham Primary School

Samantha Lea Chapman: 827-44256

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

Education

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

Education, Canberra (PN. 00582) (Gazetted 28 March 2018)

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Raylene Down: 848-96720

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

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 02273) (Gazetted 7 November 2018)

School Performance and Improvement

South Canberra

Farrer Primary School

Mariana Andrea Fuenzalida: 779-02061

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

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 33608) (Gazetted 26 October 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.

School Performance and Improvement

North and Gungahlin Network

Amaroo School

James Gray: 824-40666

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

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 02236) (Gazetted 7 November 2018)

Business Services Division

Finance and Corporate Support

Neethu Rohith: 835-83423

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

Education, Canberra (PN. 35350) (Gazetted 19 November 2018)

School Performance and Improvement

Belconnen Network

Mount Rogers Primary School

Jodi Stoneman: 835-45670

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

Department of Education

To: †School Leader C \$117,515

Education, Canberra (PN. 31934) (Gazetted 25 October 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.

Business Services Division

Finance and Corporate Support

David Teuchert Walsh: 830-79075

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

Education, Canberra (PN. 33666) (Gazetted 19 November 2018)

Service Design and Delivery

Student Engagement

School Psychology Clinical Practice

Ava Trudinger: 820-92454

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

Education

To: †Senior Psychologist \$127,172

Education, Canberra (PN. 41480) (Gazetted 5 October 2018)

Service Design and Delivery

Student Engagement

School Psychology Clinical Practice

Isobel Rose Oakes Turner: 836-15237

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

Education

To: †Senior Psychologist \$127,172

Education, Canberra (PN. 41482) (Gazetted 5 October 2018)

School Performance and Improvement

School Improvement Branch

Kris Willis: 835-24167

From: School Leader A \$150,276 - \$180,443

Education

To: †School Network Leader \$188,425

Education, Canberra (PN. 19164) (Gazetted 7 September 2018)

Environment, Planning and Sustainable Development

Environment

Nature Conservation Policy

Natural Environment

Linden Marie Chalmers: 846-88067

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. 19482) (Gazetted 9 November 2018)

Environment

Parks and Conservation Services

Fire, Forest and Roads

Kyle Crowe: 844-80258

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

Environment, Planning and Sustainable Development

To: General Service Officer Level 9 \$69,148 - \$78,145

Environment, Planning and Sustainable Development, Canberra (PN. 20108) (Gazetted 12 October 2018)

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads

Christopher Flood: 848-81297

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 09853) (Gazetted 1 February 2018)

Environment

Parks and Conservation Services

Partner Plan and Bio-Security

Oliver Orgill: 782-05225

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 17376) (Gazetted 7 December 2018)

Justice and Community Safety

Parliamentary Counsel's Office

Legislative Drafting

Phillipe Bibrowicz: 836-03623

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

Justice and Community Safety

To: †Assistant Parliamentary Counsel 1 \$61,785 - \$124,436

Justice and Community Safety, Canberra (PN. 42304) (Gazetted 21 November 2018)

ACT Courts and Tribunal

Magistrates Court

Registry Operations- Civil Unit

Courtney Alice Brown: 846-95793

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 02118) (Gazetted 17 October 2018)

ACT Courts and Tribunal

Magistrates Court

Registry Operations- Civil Unit

Michelle Robyn Dunn: 791-29316

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42396) (Gazetted 17 October 2018)

ACT Courts and Tribunal

Magistrates Court

Registry Operations- Civil Unit

Debbie Faes: 753-52780

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 03065) (Gazetted 17 October 2018)

Transport Canberra and City Services

City Services

Roads ACT

Traffic Management and Safety

Si Hyun Kim: 853-73630

From: Graduate Administrative Assistant \$66,656 - \$68,699

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 42196)

Transport Canberra

Light Rail

Tahnia Littlejohn: 853-73665

From: Graduate Administrative Assistant \$66,656 - \$68,699

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 38062)

City Services

City Presentation

Place Management

Madelin Strupitis-Haddrick: 853-73649

From: Graduate Administrative Assistant \$66,656 - \$68,699

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 15544)

City Services

City Operations

Infrastructure Planning

Darwin Zeta: 843-98051

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 41428) (Gazetted 3 December 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.

Canberra Health Services

Canberra Hospital and Health Services

Estela Aviles: 820-71928

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22236) (Gazetted 29 November 2018)

Rosemary Chikanga: 827-59466

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37782) (Gazetted 1 January 2000)

Canberra Hospital and Health Services

Johnathan Ord: 836-06381

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

Canberra Health Services

To: †Senior Officer Grade A \$137,415

Canberra Health Services, Canberra (PN. 17369) (Gazetted 22 November 2018)

Canberra Hospital and Health Services

Jessica Pendergast: 847-00687

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28365) (Gazetted 13 December 2018)

Canberra Hospital and Health Services

Sally Smith: 848-66345

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40056) (Gazetted 24 August 2018)