



**ACT Government Gazette**  
**Gazetted Notices for the week beginning 07 September 2017**

## VACANCIES

### **Calvary Health Care ACT (Public)**

#### **Medical Stream**

##### **Medical**

##### **Clinical Nurse Educator**

##### **Registered Nurse Level 3 Grade 1 \$101,175, Canberra (PN: CAL\_CNE)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

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

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

Reference Number: 15771

Contact Officer: Anne Eade 6201 6878 [anne.eade@calvary-act.com.au](mailto:anne.eade@calvary-act.com.au)

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

#### **Allied Health**

##### **Pharmacy**

##### **Pharmacist**

##### **Health Professional 2 \$70,197 - \$84,816, Canberra (PN: CAL\_PH)**

Gazetted: 08 September 2017

Closing Date: 5 October 2017

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

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

Reference Number: 15746

Contact Officer: Sarah Smith (02) 6201 6266 [Sarah.Smith@calvary-act.com.au](mailto:Sarah.Smith@calvary-act.com.au)

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

#### **Non Admitted Patient Services**

##### **Administration**

##### **Administration Assistant**

##### **Administrative Services Officer Class 3 (\$60,039 - \$64,616)**

Gazetted: 14 September 2017

Closing Date: 24 September 2017

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

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

Reference Number: 15824

Contact Officer: Tristan Snow (02) 6264 7272 [Tristan.Snow@calvary-act.com.au](mailto:Tristan.Snow@calvary-act.com.au)

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

## **Canberra Institute of Technology**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **CIT Health Community and Science**

#### **Human Services**

#### **Nursing**

#### **Clinical Placement Coordinator**

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 39260)**

Gazetted: 12 September 2017

Closing Date: 28 September 2017

Details: CIT Human Services Department is seeking to employ a Clinical Placement Coordinator with a professional qualification in Nursing. This position will be responsible for student recruitment processes, coordinate clinical placements for students in the Diploma of Nursing program, ensure the regulatory requirements of ASQA and ANMAC are adhered to. The successful candidate will be required to: Develop and maintain working relationships with industry and key stakeholders. Assist in the development and monitoring of MoUs between CIT Nursing program and industry partners. Organise course promotions and maintain course information on CIT website Coordinate course information sessions, student entry into the program and enrolments Participate in the development and finalisation of clinical placement workbooks. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/licensing: Please refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40 for further information. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). A current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a professional qualification relevant to Nursing. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on

Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) Desirable: Well attested management/organisational skills would be an advantage. Current drivers licence. Note: This is a temporary position available for a period of one year with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

## **CIT Health Community and Science**

### **Human Services**

#### **Nursing**

#### **Clinical Facilitator**

#### **Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 39258, several)**

Gazetted: 12 September 2017

Closing Date: 28 September 2017

Details: CIT Human Services Department is seeking to employ Registered Nurses who are registered with the Australian Health Practitioner Regulation Agency (AHPRA) and a Certificate IV in TAE to work as Clinical Facilitators. These positions will be responsible for facilitating learning in the clinical environment and in the Simulated Learning Environment (SLE) for students in the Diploma of Nursing program. The successful candidate will be required to: Teach face to face and on-line as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Develop individually and as a member of a team, suitable students assessment procedures for clinical placements. Participate in curriculum development and review in relation to clinical placements. Supervise and support students on clinical placements and provide written reports to CIT Nursing coordinator. Gather evidence that supports both ASQA and ANMAC regulatory requirements and assist in maintaining adequate and appropriate student records. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: Please refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40 for further information. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). A current registration with AHPRA and a professional qualification relevant to Nursing at AQF Level 6 or above. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry

experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Desirable: Well attested management/organisational skills would be an advantage. Current driver's licence.

Note: These positions are for temporary filling at a part-time load at 22.05 hours per week for a period of one year with the possibility of extension up to but not exceeding five years in total.

The full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Lily Muthurajah (02) 6205 7381 [lily.muthurajah@cit.edu.au](mailto:lily.muthurajah@cit.edu.au)

### **Chief Minister, Treasury and Economic Development**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Workforce Capability and Governance**

##### **Public Sector Management**

##### **Policy Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24609)**

Gazetted: 13 September 2017

Closing Date: 20 September 2017

Details: The Public Sector Management Group is seeking a Policy Officer with proven experience in the development and implementation of whole of government employment policy and projects and initiatives supporting the employment framework. The successful applicant will have strong research and analytical skills and the demonstrated ability to work on multiple whole of government projects. They will also have strong communication, liaison and interpersonal skills and a proven ability to successfully manage stakeholder relationships. They must like working in a fast paced environment with changing priorities and have a sense of fun.  
Note: This is a temporary position available for a period of three months with the possibility of extension.

Contact Officer: Denise Ernst (02) 6207 5995 [denise.ernst@act.gov.au](mailto:denise.ernst@act.gov.au)

#### **Treasury**

##### **Shared Services**

##### **Commercial Services – Record Services**

##### **Project and Systems Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39216)**

Gazetted: 08 September 2017

Closing Date: 15 September 2017

Details: Record Services is looking for an organised and experienced person with a good background in records, systems and projects. The role will provide assistance in the development and implementation of records management projects with a focus on on-going storage management and evaluation of innovative service delivery. A key component of the

role is technical expertise in records management systems, manage and administer the file management system including monitoring of quality assurance.

Contact Officer: Rachael Finley (02) 6207 5790 rachael.finley@act.gov.au

## **Shared Services ICT**

### **ICT Security**

#### **Protective Security team**

#### **Agency Security Vetting Officer (Personnel)**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14668)**

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: The Protective Security team within the Shared Services ICT Security branch is responsible for providing assurance that the ICT infrastructure is housed securely and only accessed by authorised personnel. This position has responsibility across Shared Services and Chief Minister, Treasury and Economic Development (CMTEDD) for the delivery and implementation of the internally administered personnel security vetting framework.

Contact Officer: Gary Spencer (02) 6205 9067 garyap.spencer@act.gov.au

## **Corporate**

### **Corporate Management**

#### **Reporting and Information Management**

#### **ACT Executive Business Support Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39187)**

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: Corporate Management in the Chief Minister, Treasury and Economic Development Directorate is seeking to fill a Business Support Officer position whose role involves providing business support services to the seven ACT Government Ministers Offices (ACT Executive). The position will be responsible for financial management functions, including accounts payable processing; assisting with travel arrangements and reporting; arrangements for Information Communications Technology (ICT) and phone devices; and supporting other administrative functions of the business unit. We are looking for a highly motivated person, with a high level of accuracy and attention to detail in their work, and developed interpersonal and liaison skills.

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.

Contact Officer: Chris Cole (02) 6207 5883 chris.cole@act.gov.au

## **Access Canberra**

### **Construction, Environment and Workplace Regulation**

#### **Environment Regulation and Protection**

#### **Environment Protection Officer**

#### **Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 15671)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: This position assists with the administration of the *Water Resources Act 2007*. Duties include the regulation of water licensing and related matters, research and analysis of technical issues, and provision of technical advice to Government. Applicants must possess a sound understanding of water resource management issues. The successful applicant will have a demonstrated ability for research and analysis of technical issues including through the use of information technology and geographical information systems, capacity to perform regulatory functions, and well developed liaison, negotiation and representational skills particularly as they relate to working in consultation with Government, industry and members of the community.

Eligibility/Other Requirements: Tertiary qualification in Environmental Science or other relevant qualifications are essential. Current driver's licence.

Note: The successful applicant may be based on written application alone.

Contact Officer: Heath Chester (02) 6207 5728 [heath.chester@act.gov.au](mailto:heath.chester@act.gov.au)

### **Workforce Capability and Governance**

#### **Deputy Director-General, Workforce Capability and Governance**

**Executive Level 3.8 \$342,261 - \$357,753 depending on current superannuation arrangements, Canberra (PN: E812)**

Gazetted: 08 September 2017

Closing Date: 25 September 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an outstanding leader with a proven record of achievement for the senior executive role of Deputy Director-General, Workforce Capability and Governance. This important and high profile role supports the Head of Service in her leadership of the ACT Public Service (ACTPS). The role is responsible for leading and driving whole of government strategy to build and enhance the workforce capability of the ACTPS, positioning the Service to be able to maximise new opportunities as they arise, be responsive to changing priorities, and able to deliver high quality outcomes into the future.

The Deputy Director-General advises the Chief Minister and works collaboratively with Directors-General and other Senior Executives across the ACTPS, as well as with key government and non-government stakeholders.

An established record of ethical leadership and accountability in public administration, people management and strategic partnerships is essential.

Eligibility/Other Requirements: An established record in strategic policy development and implementation, commitment to public service integrity and people management is essential. Demonstrated capacity to contribute to and support various activities across the Directorate is also required. Tertiary qualifications in a relevant field will be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$342,261 to \$357,753 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,684.

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

Contact Officer: Kathy Leigh (02) 6205 0241 [kathy.leigh@act.gov.au](mailto:kathy.leigh@act.gov.au)

### **Shared Services ICT**

#### **Business Application Management**

## **JACS ICT**

### **ICT Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00763)**

Gazetted: 08 September 2017

Closing Date: 26 September 2017

Details: We are seeking a self-driven person with broad technology knowledge and skills - including good knowledge of contemporary technology including cloud, Information and Communication Technology (ICT) security, and the various "as a service" initiatives streaming through the industry. You need to be able to effectively lead a small team, engage broadly, be able to think on your feet, and work well under pressure. To succeed in this position you need to understand how organisations operate, and have an understanding of Government process. As a key issues-escalation point, you need to get problems fixed through people who don't report directly to you. You will need to understand program and project management frameworks and enterprise architecture along with Information Technology Infrastructure Library (ITIL) and general ICT Management. More than a broker; we are after a true partner. Somebody who can own problems and solutions, and help organisations grow and adapt to continually changing environments.

Note: Starts immediately for up to 12 months with the possibility of extension and/or permanency.

How to apply: If you fit most of what we have said, apply. We are after the story of you in 2-3 pages – conciseness and good writing is valued in this role. Put your best experiences forward as we will keep the best applicants on file in case other roles arise.

Contact Officer: Garry MacGregor (02) 6205 4396 [garry.macgregor@act.gov.au](mailto:garry.macgregor@act.gov.au)

## **Economic Development**

### **Enterprise Canberra**

#### **artsACT**

#### **Program Manager, Key Arts Organisations**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10535)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: The position works collaboratively within artsACT to deliver the ACT Arts Fund's programs and projects, including program design, implementation and review, and financial management aspects. The position is also responsible for the preparation of briefings, speaking notes and correspondence for the Minister for the Arts and Community Events, and the Directorate as required.

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

Contact Officer: Robert Piani (02) 6207 2381 [robert.piani@act.gov.au](mailto:robert.piani@act.gov.au)

## **Shared Services ICT**

### **Business Application Management**

#### **JACS ICT**

#### **Deputy ICT Manager**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02228)**

Gazetted: 12 September 2017

Closing Date: 28 September 2017



Details: We are seeking a self-driven person with broad technology experience and skills - including good knowledge of contemporary technology including cloud, Information and Communication Technology (ICT) security, and the various "as a service" initiatives streaming through the industry. You will need to engage broadly, think on your feet, and work well under pressure. Importantly, you will see the effect of your work throughout the ACT community. To succeed, you need to understand how organisations operate, and have an understanding of Government process. You will need to understand project management frameworks and enterprise architecture along with Information Technology Infrastructure Library (ITIL) and general ICT Management. In this role you will own problems and solutions, helping organisations grow and adapt to changing technology. You will run small projects and provide technology advice.

How to apply: If you fit most of what we have said, please apply. We are after the story of you in 2-3 pages reflecting on the selection criteria in the position description. Conciseness and good writing is valued in this role. Put your best experiences forward as we will keep the best applicants on file in case other roles arise.

Contact Officer: Garry MacGregor (02) 6205 4396 [garry.macgregor@act.gov.au](mailto:garry.macgregor@act.gov.au)

### **Finance and Budget Division**

#### **Senior Analyst**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55750, several)**

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: Are you looking for an opportunity to influence Government policy from design through to implementation? Do you want to work closely with the ACT Government to develop and manage the budget in the ACT, or have you ever wondered what working on a budget is like? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for Senior Analysts at the Senior Officer Grade C level. These positions provide a great opportunity to see the inside workings of the budget process, and contribute to delivering the Government's key policy statement. The successful applicants will engage in a range of activities leading to the development of the annual budget papers, as well as collaborating on ongoing cross agency projects. Applicants for these roles should possess a proven record in policy and/or financial analysis. These positions require people with strong analytical and interpersonal skills and a desire to be involved at the core of the budget decision making process.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Accounting, Economics, Finance or a similar field with a strong numeracy focus are highly desirable.

Contact Officer: Paul Hutchinson (02) 6205 0068 [paul.hutchinson@act.gov.au](mailto:paul.hutchinson@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](mailto:jobs@act.gov.au)**

#### **Housing and Community Services**

##### **Asset Management Branch**

**Property Management Section**

**Senior Project Officer**

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

Gazetted: 12 September 2017

Closing Date: 19 September 2017

Details: The Contract Management Team is responsible for the coordination and management of the delivery of maintenance services to the portfolio through the outsourced Total Facility Manager (TFM), in accordance with Housing ACT Property Standards and the Public Housing Asset Management Strategy. There are two roles advertised. The first leads a small team responsible for service delivery relating to maintenance. The second assists with the administration of the TFM contract.

Note: There are two temporary positions available, one for three months and the other is for six months, with the possibility of extension. This is a re advertised position and previous applicants may re apply.

Contact Officer: Chris MacDonald (02) 6207 3953 [chris.macdonald@act.gov.au](mailto:chris.macdonald@act.gov.au)

**Inclusion and Participation**

**Office for Multicultural Affairs**

**Senior policy officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36567)**

Gazetted: 08 September 2017

Closing Date: 15 September 2017

Details: The Office for Multicultural Affairs is seeking a Senior Policy Officer to contribute to the development of sound policy and program advice supporting the ACT Government's commitment to an inclusive city for all Canberrans.

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

Contact Officer: Jenny Wells (02) 6207 9432 [jenny.wells@act.gov.au](mailto:jenny.wells@act.gov.au)

**Inclusion and Participation**

**Office for Multicultural Affairs**

**Assistant Project officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36577)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: The Office for Multicultural Affairs is seeking a Senior Policy Officer to contribute to the development of sound policy and program advice supporting the ACT Government's commitment to an inclusive city for all Canberrans.

Contact Officer: Jenny Wells (02) 6207 9432 [jenny.wells@act.gov.au](mailto:jenny.wells@act.gov.au)

**Corporate Services**

**People Management Branch**

**Workforce Development**

**Training Administrator**

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

Gazetted: 08 September 2017

Closing Date: 15 September 2017

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

Note: This is a temporary job share position available for a period of 12 months with the possibility of extension and/or permanency. The position is part-time working up to 23 hours per week and the full-time salary noted above will be paid pro rata.

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

## **Education**

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

### **School Performance and Improvement**

#### **North Gungahlin Network**

#### **Amaroo School**

#### **Building Service Officer 3 (BSO3)**

#### **General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 32523)**

Gazetted: 08 September 2017

Closing Date: 15 September 2017

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

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

[https://www.worksafe.act.gov.au/health\\_safety](https://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). An industry recognised trade qualification or equivalent work experience is desirable. This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. Microsoft Office suite IT skills;

Certificate IV in an appropriate field e.g. Security, Training and Assessment and a current First Aid Certificate.

Note: This is a temporary position available until 28 January 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Contact Officer: Sue Aveyard (02) 614 21254 [susan.aveyard@ed.act.edu.au](mailto:susan.aveyard@ed.act.edu.au)

**Office of Schools**

**Belconnen Network**

**Melba Copland Secondary School**

**Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 02145)**

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: As a full time Classroom Teacher deliver quality lessons to Year 7 – 12 students in Spanish and another teaching area.

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

For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Michael Battenally (02) 6142 0300 [michael.battenally@ed.act.edu.au](mailto:michael.battenally@ed.act.edu.au)

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

**Office of Schools**

**Belconnen Network**

**Melba Copland Secondary School**

**Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 06294)**

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: As a full time Classroom Teacher deliver quality lessons to Year 7 – 12 students in Hospitality.

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

For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A Certificate I in

Hospitality and Certificate IV TAE highly desirable.

Contact Officer: Michael Battenally (02) 6142 0300 [michael.battenally@ed.act.edu.au](mailto:michael.battenally@ed.act.edu.au)

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

**Office of Schools  
Belconnen Network  
Melba Copland Secondary School  
Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 04853)**

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: As a full time Classroom Teacher deliver quality lessons to Year 10 – 12 students in Science and Horticulture.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A Certificate II in Horticulture or Certificate I in Agrifood and Certificate IV TAE highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required.

For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Michael Battenally (02) 6142 0300 michael.battenally@ed.act.edu.au

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

**School Performance and Improvement  
Learning and Teaching  
Pedagogy  
Executive Officer**

**School Leader C \$114,067, Canberra (PN: 03622)**

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: Learning and Teaching's Early Childhood Education section is seeking a high performing School Leader C who has proven leadership capacity in the design and delivery of complex policies, programs and projects in the early years. Candidates should demonstrate high level strategic and analytical skills, an understanding of the requirements of government, and a proven ability to provide strategic advice on the implementation of government priorities with an emphasis on stakeholder engagement, innovation and sustainability.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Please note this position will commence in January 2018 unless an earlier start date is negotiated.

Contact Officer: Rebecca Richardson (02) 6205 8162 rebecca.richardson@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.

## **School Performance and Improvement Division**

### **Student Engagement**

#### **Director's Office**

#### **Ministerial Liaison Executive Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36862)**

Gazetted: 08 September 2017

Closing Date: 22 September 2017

Details: The Student Engagement branch of the Education Directorate provide support to school staff and students through multi-disciplinary teams and in collaboration with parents and the community, as well as providing strategic direction to schools in the areas of student wellbeing, behaviour support and students with disabilities. This position will be responsible for liaison with the Minister's office and other key stakeholders to coordinate ministerial and other coordinated responses on behalf of the branch. The position is also responsible for the supervision and support of a small team of administrative officers and supporting the Branch in the development projects, research and writing relating to student wellbeing and engagement in the Education context.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection will be based on written application and interview; referees will be contacted as necessary.

Eligibility/Other Requirements: Highly Desirable: Relevant tertiary qualifications in Education, Policy or Human Services. Previous experience working in ACT government.

Contact Officer: Jane Shun Wah (02) 6205 3312 jane.shunwah@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](mailto:jobs@act.gov.au)**

### **Environment**

#### **Parks and Conservation**

#### **Urban Reserves**

#### **District Support Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 10112)**

Gazetted: 12 September 2017

Closing Date: 26 September 2017

Details: If you are an enthusiastic and self motivated person with the ability to provide high quality, consistent frontline reception and administrative duties to Parks and Conservation depots then this is a great opportunity to work in a professional, supportive and varied environment. The successful applicant will have outstanding communication and organisation skills with the drive to meet deadlines and provide excellent customer service and office support to Managers and field staff.

Note: This is a part-time temporary position available at 25 hours per week for six months with the possibility of extension and/or permanency and the full-time salary noted above will

be paid pro-rata. An order of merit may be established from this recruitment process to fill future vacancies (part-time, temporary and permanent) at level which may arise over the next 12 months.

Contact Officer: Stacey Pegg (02) 6205 4165 [stacey.pegg@act.gov.au](mailto:stacey.pegg@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.

### **Planning Delivery Division**

#### **Planning Support**

#### **Development Applications Gateway**

#### **Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19876)**

Gazetted: 13 September 2017

Closing Date: 20 September 2017

Details: The Planning Delivery Division is seeking an experienced and enthusiastic Manager to lead the Development Applications (DA) Gateway Team. The Manager is responsible for motivating and leading a high-performing team through constant change and fostering a diverse and positive team culture in a high stress environment. The successful candidate will be a member of the Division's integrated leadership group and will mentor, coach and support members of the DA Gateway team to ensure effective management of development applications and the customer service interface for the Division. The DA Gateway Team is the first point of contact for all enquires relating to ACT planning matters and the development application process. The team also manages pre-application meetings, completeness checks for development applications and exemption declaration applications. The team aims to provide consistent, quality and timely advice to the community, developments and government with a strong focus on business improvement and innovation.

Contact Officer: Lisa Johnson (02) 6205 5187 [lisa.johnson@act.gov.au](mailto:lisa.johnson@act.gov.au)

### **Health**

**Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.**

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

#### **Canberra Hospital and Health Services**

#### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Rehabilitation and Specialty Mental Health**

#### **Clinical Nurse Consultant -Adult Mental Health Unit**

**Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22396)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

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

prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Mental Health Consultation Liaison (MHCL) Team span the Emergency Department and main wards of The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The Clinical Nurse Consultant (CNC) plays a key role in the implementation of direct clinical care and ongoing service delivery of a busy multidisciplinary acute mental health unit. This position works collaboratively with the Assistant Director of Nursing (ADON) and the other CNCs to ensure optimum service delivery and best practice. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum two years experience in mental health and experience in a leadership role. Current driver's licence. Post graduate qualifications in Mental Health nursing is desirable. Prior to commencement successful candidates will be required to: Comply with ACT Health occupational screening requirements related to immunisation and undergo a pre-employment Police check.

Note: This is a temporary full-time position available until 30 July 2018 with the possibility of extension.

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

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Rehabilitation and Specialty Mental Health**  
**Aboriginal and Torres Strait Islander Mental Health Team**  
**Registered Nurse Level 3.2 \$114,377, Canberra (PN: 21306)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

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

Consumer and carer participation is encouraged in all aspects of service planning and delivery.



The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Aboriginal and Torres Strait Islander Mental Health Team is a contemporary evidence-based service providing high quality mental Health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers' and other key services. At this level it is expected that you will provide, under minimal supervision, high quality advanced clinical nursing skills, leadership and care to achieve sound outcomes for consumers with moderate to severe mental illnesses. You will be required to undertake professional development and clinical supervision participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers/Health Service Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Desirable: Minimum of five years post registration experience working in mental health and post graduate qualifications in mental health. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: The successful applicant may be chosen based on written application and referee reports alone.

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

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

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29932)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division

delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: This nursing position is based in the Older Persons Mental Health Community. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. In this position the person will provide assessment, recovery planning, clinical coordination and therapeutic interventions. Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.  
Contact Officer: Kylie Hensen (02) 6205 1957 kylie.henson@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Child and Adolescent Mental Health**  
**CAMHS Paediatric Ward Clinician**  
**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 37042)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include

ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues within a hospital setting utilizing a recovery framework. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); must hold a current drivers licence; experience in mental health; be available to work within all program areas of CAMHS as service needs arise; be available for weekend and on call work when necessary. Desirable: Tertiary qualifications in Nursing and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a permanent part-time position and the full-time salary noted above will be paid pro-rata. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Delia O'Shea (02) 6205 1050 delia.o'shea@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Resources**

#### **Asthma Educator/Respiratory Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22515)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

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

University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the Work Area and Position: An exciting opportunity exists for an enthusiastic and suitable qualified Registered Nurse within the Department of Respiratory and Sleep Medicine. Our service delivery operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, smoking cessation, asthma education, allergy skin testing, Cystic Fibrosis and supporting the Medical Officers clinic's.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current Australian driver's licence. Desirable: Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Amor Seastres (02) 6244 2066 [amor.seastres@act.gov.au](mailto:amor.seastres@act.gov.au)

## **Mental Health, Justice Health, Alcohol and Drug Services**

### **Rehabilitation and Specialty Mental Health**

#### **Medication Safety and Quality Pharmacist**

#### **Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 29800)**

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community. Where possible, BHRC accesses services in the community rather than in-house programs in accordance with rehabilitation principles. The Centre offers 24hr care and support with staff work a rotating roster. The Health Support Officer (HSO) works within a multi-disciplinary team, under the supervision and direction of a registered nurse to support and assist consumers where needed.

Eligibility/Other Requirements: Mandatory: Current drivers licence. Desirable: Knowledge of, and experience of, working with people living with a mental illness and Mental Health Certificate IV or working towards similar. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Susan Jacques (02) 6205 1222 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**WCH Operational**

**Genetic Counsellor**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33278)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: A three month position is available for an Associate Genetic Counsellor to join the ACT Genetic Service based at The Canberra Hospital. The team provides outreach services for Clinical Geneticists from the Sydney Children's Hospital and the Prince of Wales Hospital, Randwick. We are seeking applications from an associate genetic counsellor to provide genetic counselling services. The ACT Genetic Service is a clinical genetics service provided through ACT Health and based at the Canberra Hospital. A small group of genetic counsellors work in an outreach setting with Clinical Geneticist support from Sydney. We provide genetic counselling to families and individuals with a range of genetic conditions including cancer, paediatric, prenatal, cardiology and neurology. The successful applicant will work as a genetic counsellor under the supervision of the senior genetic counsellor and clinical geneticist. They will also have highly developed communication skills and a demonstrated capacity to work independently and within a team.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Genetic Counselling and membership of the Human Genetics Society of Australasia. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of three months. This position is part-time at 15 hours per week and the salary noted above will be paid pro rata for part-time hours  
Contact Officer: Linda Warwick (02) 6174 7630 linda.warwick@act.gov.au

**Canberra Hospital and Health Services**

## **Women Youth and Children**

### **Women, Youth and Children Health Programs**

#### **Dietitian**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27117)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

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

Overview of the work area and position: The Women, Youth and Children Community Nutrition team works with individuals, families and communities to improve health and wellbeing through delivery of evidence-based nutrition care. Our goal is to support clients to eat well, enjoy nourishing foods and develop a positive relationship with food and their body. We strive to deliver respectful care, working in partnership to meet the expressed needs of the client in a safe environment. Our team provides a range of services including individual dietary assessment, care planning and counselling for infants, children, young people and pregnant and breastfeeding women, and education programs for staff and client groups. The team provides outreach services for the Women's Health Service and Eating Disorders Program and coordinates the School Kids Intervention Program (SKIP) for children with obesity. Dietitians in the team are responsible operationally and clinically to the Women, Youth and Children Community Health Programs Nutrition Manager and professionally to the Profession Lead for Nutrition ACT Health.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nutrition and Dietetics and eligibility for membership of the Dietitian's Association of Australia; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent part-time position and the full time salary noted above will be paid pro-rata.

Contact Officer: Pip Golley (02) 6205 1073 pip.golley@act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Capital Finance**

##### **Finance Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 29001)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health'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. Overview of the work area and position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate.

This position is to assist in the provision of a range of support services, such as project reconciliations, reporting analysis, process improvement and asset management. This role will work closely with the Finance Manager to support the branch and its clients. 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: Previous experience in Finance with a focus on capital funding highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a readvertised position and previous applicants do not need to reapply. Selection may be based on application and referee reports only.

Contact Officer: Vicki Andres (02) 6207 7929 vicki.andres@act.gov.au

### **Canberra Hospital and Health Services**

#### **Deputy Director General - Canberra Hospital and Health Services**

#### **DDG Canberra Hospital and Health Services**

#### **Executive Officer to DDG - Canberra Hospital and Health Services**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24358)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The main focus of this role is to provide general administrative support to the Deputy Director General, Canberra Hospital and Health Services (CHHS) as well as working as a member of the broader CHHS Executive Support team. Main duties will include diary management, correspondence tracking, ministerial and corporate tasks, secretariat support and general reception duties.

Eligibility/Other Requirements: Possession of relevant qualifications and extensive experience in a complex healthcare environment are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

### **Population Health, Protection and Prevention**

#### **Health Protection Service**

#### **HPI Program Safety**

#### **Administrative Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17540)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The role of the Business Support Services (BSS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of to HPS stakeholders visiting the site or contacting the Service by phone.

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

Contact Officer: Kim Warren (02) 6205 1700 kim.warren@act.gov.au

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

**Outpatient Waitlist Coordinator**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14241)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Intake Services include Community Health Intake (CHI) and Central Outpatient's Bookings Service (Bookings), and sits within the Division of Cancer, Ambulatory and Community Health Support (CACHS). Community Health Intake offers a single point of entry for residents of the ACT who wish to access community based health services. CHI supports several Divisions including Rehabilitation, Aged and Community Care (RACC), Medicine, Women, Youth and Children, Mental Health, Justice Health, Alcohol and Drug, and the Division of Surgery and Oral Health. The Bookings Service support consumers wishing to access Outpatient Specialist Services at the Canberra Hospital. Overview of the work area and position: The administration area of CHI is a high volume contact centre providing a single point of entry via phone and fax for consumers wishing to access community based health services. This administration team receive, handle and transfer calls from the general public and other health professionals, both internal and external to ACT Health. The administration team are supported by a nursing team who are responsible for referral management and the support of more complex client care. The Central Outpatient Bookings team are the first point of contact for consumers wishing to access specialist consultant outpatient clinics held from the Central Outpatients and Orthopaedic, Plastics, and Fracture Clinic locations and are responsible for the intake for these services. The tasks include referral management, wait list management, initial appointment bookings, and



consumer service via the telephone. Under broad direction, you will play a key role in providing day to day supervision of administration staff within Intake by managing the outpatient wait list within ACTPAS, the workflow within the bookings area and ensuring administrative Key Performance Indicators (KPIs) are met. You will also provide support to the Manager of Administration.

Eligibility/Other Requirements: Experience in a health related field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sandra Burgess (02) 6207 6081 [sandra.burgess@act.gov.au](mailto:sandra.burgess@act.gov.au)

### **Canberra Hospital and Health Services**

#### **Cancer Ambulatory and Community Health Support**

#### **CACHS Medical**

#### **Radiation Therapist**

#### **Radiation Therapist Grade 2 \$64,391 - \$88,998, Canberra (PN: 23752)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and 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, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); a recognised tertiary (or equivalent) qualification in Radiation Therapy; 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 and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available until 29 June 2018. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Brett Fittler (02) 6244 2218 [brett.fittler@act.gov.au](mailto:brett.fittler@act.gov.au)

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Emergency**

#### **Registered Nurse**

#### **Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 18733, several)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity is available for suitably qualified Registered Nurses to apply for temporary positions within the Emergency Department at Canberra Hospital. ACT Health is committed to building a culturally diverse workforce and an inclusive workforce. As part of this commitment we strongly encourage people from an Aboriginal or Torrens Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. Successful applicants will be required to work a 24 hour rotating roster.

Applications should include a maximum two page expression of interest addressing the selection criteria, a current curriculum vitae and the names of two professional referees.

Contact Officer: Jenny Rochow (02) 6244 3753 [jennifer.rochow@act.gov.au](mailto:jennifer.rochow@act.gov.au)

## **Canberra Hospital and Health Services**

### **Rehabilitation, Aged and Community Care**

#### **Rehabilitation Allied Health**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25999)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological

conditions, orthopaedic conditions, complex medical conditions and frail aged. The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. The successful applicant will provide assessment and clinical intervention to facilitate positive client outcomes. Successful applicants will have support from an experienced team of clinicians and direct clinical supervision from a senior Occupational Therapist.

Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy; Registration with Occupational Therapy Board of Australia and a current driver's licence. Experience working in rehabilitation and/or aged care frameworks is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This position may be required to participate in an overtime, on call, and/or rotation roster. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Tegan Reid (02) 6244 2904 [tegan.reid@act.gov.au](mailto:tegan.reid@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Service**

#### **Social Worker**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21509)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Social Work, Acute Support is responsible for the care and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings. Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances. Social Workers works as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; Current membership or eligibility for membership of the Australian Association of Social Workers; At

least one year's social work experience; Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence. Previous hospital experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a six month temporary part-time position available for three days per week (21.63 hours) with a possibility of extension. The full-time salary noted above will be paid pro-rata for part-time hours.

Contact Officer: Fiona Holihan (02) 6244 2316 [fiona.holihan@act.gov.au](mailto:fiona.holihan@act.gov.au)

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

**RACC Executive**

**Administrative Support Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23640)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists for enthusiastic administration professionals to fill a 12 month contract within the RACC Administration team. The RACC Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. The successful applicant will need to be highly organised, efficient, have excellent communication skills and a high level of initiative. High level knowledge of ACTPAS, Clinical Portal and Ambulatory Care processes are also favourable. This position will be based at TCH and will potentially move to the new University of Canberra Public Hospital (UCPH). There is also potential to work across other sites.

Eligibility/Other Requirements: Previous experience in a health administration/office management position or certificate in Business Administration (Medical) is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Lydia Thomas (02) 6174 8356 [lydia.m.thomas@act.gov.au](mailto:lydia.m.thomas@act.gov.au)

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women's Health Service**

**Administration Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30674)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Women's Health Service (WHS) provides inter-professional and holistic nursing, medical and counselling services to women in the ACT. Services are provided from both central and outreach locations. WHS understands that disadvantage and vulnerability contributes to poor physical and emotional health for many women. For this reason we give priority to women who experience significant barriers to health service access. These barriers may include, but are not limited to, the impact of violence, social or economic disadvantage, disability, language, culture, sexuality or isolation. Under broad direction, you will be required to maintain general reception duties, contribute to office administration processes, maintain ACTPAS Bookings and provide secretariat duties to the Women's Health Service.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive; adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the Women's Health service.

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

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Critical Care Administration**

#### **Emergency Department Administration Support Officer**

#### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 20958)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

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

Administration team is seeking an enthusiastic and professional individual to temporarily fill an Administration Service Officer (Grade 3) position within the Canberra Hospital Emergency Department, Administrative team. This is a great opportunity to develop your administrative skills in a busy working environment. Applicants will need to participate in the administrative activities within the Emergency Department such as patient registration, bed management, discharge patients and the coordination of medical records within a discreet unit to achieve the provision of high quality customer service 24 hours a day, 7 days a week.

Eligibility/Other Requirements: Mandatory: The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster. Desirable: Knowledge of ACT Patient Administration System (ACTPAS). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary part-time position available for a period of 12 months with the possibility of extension and/or permanency and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. Applicants should note that this position attracts penalties rates for employees who are rostered to work outside of the hours of 6:00pm and 6:30am as outlined in the ACT Public Service (Administrative and Related Classifications) Enterprise Agreement 2013-17.

Contact Officer: Haylee Snowdon (02) 6244 4115 haylee.snowdon@act.gov.au

## **Canberra Hospital and Health Services**

### **Women Youth and Children**

#### **Outpatient Administration**

#### **Booking and Scheduling Officer**

#### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 38512)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Exciting opportunities exist for a dynamic and motivated applicant interested in the position of Administrative Officer within the Women, Youth and Children Outpatient Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal and excellent customer service skills. This position provides administrative and general office support to the Women, Youth and Children Outpatient Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills, with and an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACT Patient Administration System (ACTPAS) is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

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

Notes: This is a full-time temporary position available for six months with the possibility of extension.

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

**Corporate**

**Digital Solutions**

**Health-E Future Capital**

**Technical Expert Pathology LIS Feasibility Project**

**Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18351)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for: Development, implementation and support of the Digital Health Strategy. Management of technology services and coordination of technology projects. Management of the relationship and service delivery by Health Directorate technology vendors. Development, implementation and maintenance of technology policies and procedures. Ensuring Health Directorate information security. As the Subject Matter Expert for the technical components of a Laboratory Information System (LIS), you will work as part of a team and report to the Pathology LIS Feasibility Study Project Manager, to provide Pathology Laboratory Information System LIS business workflow expertise and Pathology business knowledge to inform the Pathology LIS Feasibility Study.

Eligibility/Other Requirements: Desirable: Extensive experience in a Public Hospital Pathology environment. A thorough knowledge and understanding of the use of Laboratory Information Systems to assist in the delivery of Pathology services. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Kerri McGufficke (02) 6205 9193 kerri.mcgufficke@act.gov.au

**Corporate**

**Digital Solutions**

**E-Health Future Capitals**

**Subject Matter Expert- Pathology LIS Feasibility Project**

**Senior Officer Grade B/A \$118,319 - \$137,415, Canberra (PN: 38499)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for: development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and service delivery by Health Directorate technology vendors; development, implementation and maintenance of

technology policies and procedures and ensuring Health Directorate information security. As the Subject Matter Expert, you will work as part of a team and report to the Pathology LIS Feasibility Study Project Manager, to provide Pathology Laboratory Information System (LIS) business workflow expertise and Pathology business knowledge to inform the Pathology Laboratory Information System Feasibility Study.

Eligibility/Other Requirements: Experience in a Public Hospital Pathology environment and a thorough knowledge and understanding of the use of Laboratory Information Systems to assist in the delivery of Pathology services is desirable. 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. This position may be filled at either the Senior Officer Grade A or Senior Officer Grade B, dependent on relevant skills and experience of the successful applicant.

Contact Officer: Kerry McGufficke (02) 6205 9193 [kerri.mcgufficke@act.gov.au](mailto:kerri.mcgufficke@act.gov.au)

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

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14005)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

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

Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; have a Compliance Certificate from OMU (Occupational Medicine Unit) relating to



assessment, screening and vaccination processes against specified infectious diseases and hold a current driver's licence.

Note: This is a temporary position available for a period of ten months.

Contact Officer: Kylie Hensen (02) 6205 1957 [kylie.henson@act.gov.au](mailto:kylie.henson@act.gov.au)

### **Canberra Hospital and Health Services**

#### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Adult Community Mental Health Services**

#### **Registered Nurse, Mental Health, Justice Health and Alcohol and Drug Services**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 28857)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Crisis Assessment and Treatment Team (CATT) provide access to 24 hours mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals seven days per week. CATT is a contemporary evidence-based service providing high quality community based mental health care that is guided by the principles of Recovery. The service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in the community as an alternative to inpatient admission. At this level, it is expected that you will provide skilled assessments and high quality clinical interventions with a view to achieving positive clinical outcomes. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with consumers, families, carers and agencies. It is an expectation that you will contribute your expertise to the multidisciplinary team and provide supervision to staff at Registered Nurse Levels 1 and 2 as well as students. All team members are required to undertake professional development and supervision and participate in quality improvement initiatives.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). More than 12 months nursing experience in a mental health services, and strong understanding of adult community mental health services. Post Graduate Qualification in Mental Health Nursing or working towards such, and current driver's licence is desirable. Prior to commencement successful candidates will be required to: comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of ten months. This position is required to participate in shift work, including mornings, evening, weekends, night shift, and public holidays as well as participate in an on-call roster.

Contact Officer: Jason Morris (02) 6205 1972 [jason.morris@act.gov.au](mailto:jason.morris@act.gov.au)

**Corporate**

**Strategic Branch**

**Strategic Finance Executive**

**Executive Officer - Strategic Finance**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16784)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Digital Solutions Division; Health Infrastructure Services and Strategic Finance. The Division provides corporate business services, maintains critical information, and physical and technological infrastructure for the ACT's public hospitals and health services. The Division also administers ACT Health's contract for the provision of Public Hospital services by Calvary Health Care ACT at Bruce and at Clare Holland House. Overview of the work area and position: The Strategic Finance Branch is responsible for providing strategic financial leadership within a devolved financial model. The Strategic Finance Branch undertakes the Corporate financial functions including the coordination of Directorate level budget development and statutory financial and performance reporting together with financial policy development. The Strategic Finance Branch's Finance Managers assist managers throughout ACT Health with their financial responsibilities. This position is responsible for providing high level confidential administrative and management support to the office of the Chief Finance Officer. This includes co-ordination of activities undertaken within the Executive Office, with supervision on day-to-day activities of all staff within the executive office and direct management of the Personal Assistants.

Eligibility/Other Requirements: Desirable: Previous experience in provision of administrative support to an executive and coordination in a health services environment; Knowledge of Hewlett Packard Records Manager - HPRM (formerly TRIM).

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

Contact Officer: Sallyanne Pini (02) 6205 4689 [sallyanne.pini@act.gov.au](mailto:sallyanne.pini@act.gov.au)

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Pharmacy**

**Medication Safety and Quality Pharmacist**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 31334)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The 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 Canberra Hospital and Health Services. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an exciting opportunity to join the team as the full time Dispensary Manager. Under the direction of the Deputy Director of Operations, the Dispensary Manager will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community". Eligibility/Other Requirements: Mandatory: Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); Masters level postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent; must be able to work across multiple Canberra Hospital and Health Services (CHHS) sites. Desirable: The Society of Hospital Pharmacists (SHPA) membership; membership linked to area of speciality; publication in peer review journals; project management and/or research experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Notes: This is a temporary position available for six months with the possibility of extension. Contact Officer: Daniel Lalor (02) 6174 7106 daniel.lalor@act.gov.au

**Canberra Hospital and Health Services  
Chief of Clinical Operations**

**Imaging**

**Sonographer**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28735)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Overview of the work area and position: The position requires a high level of specialist knowledge to provide novel complex and critical ultrasound service delivery under broad supervision of the HP5. This is a Clinical health HP4 role which requires the applicant to demonstrate a specialist level of ultrasound knowledge, skills experience and professional leadership. Independent professional judgement in problem solving and service management is required to deliver the essential ultrasound service of a major tertiary hospital.

Eligibility/Other Requirements: Mandatory: A degree or diploma in Medical Ultrasound or equivalent qualifications. Current registration with the Australian Sonographer Accreditation Registry. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Minimum five years ultrasound experience is desirable. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Obtain registration under *the Working with Vulnerable People (Background Checking) ACT 2011* and undergo a pre-employment Police check.

Note: The successful applicant will be required to participate in the weekend and out of hours on call roster. An order of merit may be established which may be used to fill future full-time and/or part time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Leigh Bush (02) 6244 2467 leigh.bush@act.gov.au

### **Quality Governance and Risk**

#### **Workplace Health and Safety**

##### **Senior Safety Advisor**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02318)**

Gazetted: 14 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT

Health's strategic approach to safety, quality and risk with a focus on continuous quality improvement. The Division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality, governance and risk across ACT Health.

Overview of the work area and position. The Workplace Safety Unit provide strategic leadership, advice and effective coordination and implementation of work place safety management strategies, frameworks and activities. The branch will advise on and oversee the implementation of systems and processes that assist ACT Health to become a safe and accountable healthcare environment. The unit also supports the Deputy Director General (DDG) QGR with the development and implementation of ACT Health Quality Strategy with a focus on person centred, safe and effective care.

Eligibility/Other Requirements: Desirable: Qualifications in Work Health and Safety (WHS) and/or substantial experience in managing WHS are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Daniel Guthrie (02) 6207 8275 daniel.guthrie@act.gov.au

**Deputy Director General TCH and Health Services  
Mental, Health, Justice Health, Alcohol and Drug Services  
Office Chief Psychiatrist**

**Specialist / Senior Specialist - Addiction Medicine**

**Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 17549)**

Gazetted: 14 September 2017

Closing Date: 28 September 2017

Overview of the work area and position: Mental Health, Justice Health and Alcohol & Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. The Alcohol and Drug Services (ADS) incorporates 6 areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that

will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246.

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

Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 6087

ChiefPsychiatrist@act.gov.au Applications can be forwarded to: Apply online at

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

## **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](mailto:jobs@act.gov.au)**

### **ACT Corrective Services**

#### **Community Corrections**

#### **Sentence Administration Section**

#### **Victim Liaison Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 45892)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: ACT Corrective Services is seeking a highly motivated, passionate person to fill the role of Victim Liaison Officer within the Sentence Administration Section. In this role you will be responsible for maintaining the ACT Victims Register in accordance with legislative requirements and ensuring registered victims are provided with accurate and appropriate information along with the opportunity to make submissions to the Sentence Administration Board concerning parole. You will manage responsibilities in a manner which ensures responsive service provision for victims of crime and build a good understanding of offender management processes both in custody and the community. In addition, you will liaise with criminal justice agencies, relevant government and non-government agencies and statutory bodies in order to maintain current knowledge of the range of strategies and services available, effectively resolve issues and refer victims of crime to other services. Further to this, you will ensure that ACT Corrective Services addresses the concerns of victims of crime in a sympathetic, constructive and reassuring manner and maintain current knowledge of international best practice for victims of crime, in order to inform continual improvement and refinement of ACT policies, procedures and practices. To be successful, you will demonstrate a passion for people as well as exceptional communication and interpersonal skills and high level writing skills and be able to work autonomously.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable. Eligible persons will be required to undergo a Police Check. Current valid driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

## **ACT Corrective Services**

### **Executive Support and Governance**

#### **Executive Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 12666)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Executive Officer. The successful applicant will provide high quality, confidential support to the Executive Director of ACTCS, in addition to supporting the Executive Support and Governance area. You will also develop and manage administrative processes and systems to facilitate effective operation within the area. Further to this, you will provide secretariat support to a number of working committees and assist with the recording, drafting and monitoring of Ministerial, Cabinet and correspondence, reports and submissions as required. In addition, you will build and maintain productive working relationships with staff, internal and external stakeholders, maintaining a positive and professional manner. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and high level writing skills. You will also be able to demonstrate extensive experience supporting organisational systems and processes. Eligibility/Other Requirements: A current driver's licence is essential. The successful candidate will be required to undergo a criminal record check.

Selection may be based on written application and referee reports alone.

Note: This is a temporary position available for an initial three month period with the possibility of extension up to 12 months. Selection may be based on written application and referee reports alone.

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

Contact Officer: Ximena Nikias (02) 6207 3979 ximena.nikias@act.gov.au

## **Human Rights Commission**

### **Victim Support ACT**

#### **Volunteer Coordinator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37155)**

Gazetted: 12 September 2017

Closing Date: 5 October 2017

Details: Victim Support ACT is seeking written applications addressing the selection criteria for the position of Volunteer Coordinator. The Volunteer Coordinator will take responsibility for managing and overseeing the delivery of the Victims of Crime Volunteer Program. This position works collaboratively with the broader victims of crime team to deliver a court support program and other practical services to individuals who have been affected by crime. The successful applicant will need to possess a high level of communication skills to enable them to maintain and develop sustainable internal and external stakeholder relationships to deliver the Volunteer Program. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and People with a Disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Contact details of two referees and a current Curriculum Vitae must accompany the application.

Contact Officer: Maret Rebane (02) 6205 9473 maret.rebane@act.gov.au

**ACT Law Courts and Tribunal**

**Corporate and Strategic Services**

**Corporate Information and Systems**

**In Court ICT Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37969)**

Gazetted: 08 September 2017

Closing Date: 15 September 2017

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of In Court ICT Officer. The successful applicant will be responsible for managing the ICT needs for proceedings requiring e-trial, video conferencing or teleconferencing facilities, in accordance with legislative requirements. They will be required to assist in providing generalist ICT support to Court and Tribunal staff. They will also be editing Court recordings as per Court Orders. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes.

Eligibility/Other Requirements: Previous experience working in a court environment and familiarity with court technology is highly desirable.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position is working part-time at 19 hours per week and the full-time salary noted above will be paid pro rata.

How to Apply: Applicants are required to submit a current Curriculum Vitae and a covering letter (maximum two pages) outlining relevant skills and experience.

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

**Emergency Service Agency**



## **ACT Ambulance**

### **Operations**

#### **Ambulance Paramedic**

**Ambulance Paramedic \$70,647 - \$79,475 plus penalties, Canberra (PN: 14207, several)**

Gazetted: 13 September 2017

Closing Date: 29 September 2017

Details: Applications are sought from Ambulance Paramedics holding current qualifications that may be interested in joining the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity and/or in small teams, have highly developed written and oral communications skills, demonstrate sound clinical skills and show a commitment to personal and professional development of others.

Eligibility/Other Requirements: Mandatory requirements: Diploma of Paramedical Science (Ambulance) or Bachelor Degree (Paramedical Science) or equivalent; current driver's licence; prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A minimum of 12 months recent experience as a qualified ambulance paramedic is preferred.

Note: This position is a shift work position involving weekends and public holidays. Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00.

Contact Officer: ESAGraduateinternenquiries@act.gov.au

## **ACT Courts and Tribunal**

### **ACT Civil and Administrative Tribunal**

#### **Senior Support Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 44056, several)**

Gazetted: 11 September 2017

Closing Date: 25 September 2017

Details: The ACT Law Courts and Tribunal Administration is seeking enthusiastic and energetic people to undertake the role of Senior Support Officer within the ACT Civil and Administrative Tribunal (ACAT). The successful applicants must be flexible, have good client service and communication skills, be able to work under pressure as a member of a team and meet deadlines. Responsibilities include: assisting the Team Leader in the training of staff and in controlling the workflow of the unit, checking and processing documentation provided for under appropriate legislation and practice directions, assisting clients to access tribunal services, including via email, phone and over the ACAT counter, working collegiately with other team members across the ACAT and exercising an appointment of a Deputy Registrar as required.

Note: This is a generic position and successful applicants may be placed in any vacant Senior Support Officer position within the ACAT Registry. The order of merit established for this position may be used to fill other similar permanent or temporary positions in the ACAT Registry over the next 12 months.

Contact Officer: Alyssa Dimarhos (02) 6205 8783 alyssa.dimarhos@act.gov.au

## **Human Rights Commission**

## **Victim Support ACT**

### **Case Manager**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 13808, several)**

Gazetted: 07 September 2017

Closing Date: 2 October 2017

Details: An opportunity exists for full time permanent Health Professional Officer 2, Registered Psychologist/Social Worker/or Occupational Therapist to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a health professional who has an understanding and practical experience in working with people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with a Panel of Service Providers and other government and community sector agencies to be able to provide Psychological First Aid, Psycho-education, advocacy and support services to people using the legislative framework of the Victims of Crime Regulation, Victims of Crime Act and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and people with a Disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. For Occupational Therapy: Degree or recognised equivalent in Occupational Therapy and registered with the Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. It is highly desirable to have a minimum of three years experience working within a mental health clinical setting.

Contact Officer: Margo Lilley (02) 6207 0686 [margo.lilley@act.gov.au](mailto:margo.lilley@act.gov.au)

## **Legislation, Policy and Programs**

### **Governance and Business Solutions**

#### **Administrative Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 42681)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: Legislation, Policy and Programs is seeking a motivated person to provide administrative assistance. The successful applicant will be required to perform a wide variety of administrative tasks including preparing accounts payable and receivable, manage and maintain database systems, administer cabcharge, mail distribution, filing and more. This position is required to provide relief for the Executive Assistant to the Executive Director and Deputy Executive Director. The successful applicant should be well organised, work accurately and have good communications skills.

Eligibility/Other Requirements: Experience with TRIM would be an advantage.

Note: Job share arrangements may be considered for the right applicant.

Contact Officer: Cathy Millett (02) 6205 3743 [cathy.millett@act.gov.au](mailto:cathy.millett@act.gov.au)

**ACT Corrective Services**

**Custodial Operations**

**Head of Security (Alexander Maconochie Centre)**

**Senior Officer Grade A \$137,415, Canberra (PN: 35165)**

Gazetted: 13 September 2017

Closing Date: 28 September 2017

Details: A career opportunity has arisen in ACT Corrective Services for an experienced, highly motivated, career-oriented Head of Security, at the Alexander Maconochie Centre (AMC), Australia's first prison built within the legislative environment of the *Human Rights Act 2004 (ACT)*. The successful applicant will report to the General Manager, Custodial Operations and, as a member of the AMC Senior Management Team, will work collaboratively with all stakeholders to reduce re-offending and be accountable for the delivery of all aspects of security within the AMC. The successful applicant will be responsible for providing strong, ethical and highly visible leadership and management to a number of work areas within the AMC and working collaboratively with Corporate colleagues in ensuring that physical, procedural and dynamic security is at an optimum level. Further to this, the successful applicant will be accountable for the performance of the Security function and the staff within it. You will be responsible for the analysis of data and trends identifying emerging risks and threats to security and presenting coherent strategies to mitigate these. In addition, the successful applicant will contribute to the development and delivery of the Centre's medium to long term strategic and operational plan, with overall responsibility for implementation with the security function. To be successful, you will demonstrate significant experience in Security Management, exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be desirable. The successful candidate may be required to undergo a pre-employment medical and criminal record check. Current driver's licence is required. The Head of Security is a Functional Manager role within the AMC and as such, may be redeployed to any other Functional Manager role within the AMC at the same level, as operational needs require (currently Head of Accommodation, Head of Detainee Services and Head of Reducing Reoffending). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Jon Peach (02) 6207 0847 jon.peach@act.gov.au

**Emergency Services Agency**

**Executive**

**Project Manager, Blueprint for Change**

**Senior Officer Grade A \$137,415, Canberra (PN: 23580)**

Gazetted: 08 September 2017

Closing Date: 15 September 2017

Details: Expressions of Interest (EOI) are being sought from suitably experienced and qualified people who are interested in working at the Emergency Services Agency (ESA) Headquarters at Fairbairn as the Project Manager for the Blue Print for Change. This key role is responsible for the day to day leadership and management of the small team that delivers and develops the Blue Print for Change for the ACT Ambulance Service. The Blue Print for Change Project is tasked with delivering a wide variety of initiatives for the ACT Ambulance Service. Under the broad direction of the Director People and Culture, the suitable candidate will undertake the following roles and responsibilities: Manage the strategic reform agenda project to deliver the Blue Print for Change for the ACT Ambulance Service. Lead and supervise the Blue Print for Change Project Team. Manage and coordinate the delivery of products that underpin the Blue Print for Change; prepare briefs, correspondence and reports; coordinate the execution of project governance. Establish and maintain effective working relationships with stakeholders, both internal and external. Maintain records in accordance with the *Territory Records Act 2002*. The successful officer will work at the ESA Headquarters at Fairbairn and will be entitled to the conditions within the ACT Public Sector ACT Administrative and Related Classifications Enterprise Agreement 2013-2017.

Note: This is a temporary position available for a period of up to 12 months. The successful candidate will be required to undertake some tasks outside of core hours to provide the capacity to effectively engage with a 24/7 workforce.

How to Apply: Please submit a Curriculum Vitae of no more than two pages and answers to the Selection Criteria of no more than four A4 Pages in length.

Contact Officer: Brendan Stevens (02) 6207 9981 [brendan.stevens@act.gov.au](mailto:brendan.stevens@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](mailto:jobs@act.gov.au)**

#### **Transport Policy, Planning and Coordination**

##### **Active Travel and Transport Policy**

##### **Active Travel Office**

##### **Project and Administrative Officer, Active Travel**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39188)**

Gazetted: 08 September 2017

Closing Date: 22 September 2017

Details: The Active Travel Office has responsibility across a range of projects and initiatives to raise the profile and presence of active travel in the ACT, and to bring together various stakeholders involved in active travel. This position is responsible for providing support and assistance to the Coordinator, Active Travel Office across a broad range of community and policy programs, projects and administrative matters for active travel in the ACT. This is an exciting opportunity to inspire and encourage more Canberrans to walk and ride bikes as a mode of transport. Further information about active travel in the ACT is available at

<https://www.transport.act.gov.au/getting-around/active-travel>.

Contact Officer: Anna Gurnhill (02) 6207 7302 [anna.gurnhill@act.gov.au](mailto:anna.gurnhill@act.gov.au)

**City Services**

**Libraries ACT**

**Public Libraries**

**Customer Information Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 22016)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: Libraries ACT is looking for enthusiastic, innovative and customer focussed people with excellent administration skills. They will be a highly organised, committed individual with a positive attitude and a professional approach. Attention to detail and a proactive nature are a must along with strong communication skills.

Eligibility/Other Requirements: Recognised qualifications in library and information studies or a related discipline (as defined by ALIA) would be an advantage or relevant work experience in an environment such as retail or hospitality.

Note: This is a permanent part-time position at 22.00 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Jaclyn Maroney (02) 6205 9970 [jaclyn.maroney@act.gov.au](mailto:jaclyn.maroney@act.gov.au)

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

**Transport Canberra**

**Public Transport Operations**

**Flexible Transport Office**

**Special Needs Transport Driver - Casual**

**Special Needs Transport Drivers \$53,362 - \$56,375, Canberra (PN: SNDC10, several)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: The Flexible Transport Office operates Special Needs Transport Services, Flexible Bus Services and the Aboriginal and Torres Strait Islander Community Bus Service. The office has vacancies for casual drivers who are required to safely operate wheelchair accessible mini buses transporting children with disabilities to and from school and to transport the elderly to and from services as required.

Eligibility/Other Requirements: The successful applicant must hold or the ability to obtain a Light Rigid (LR) licence and a Testing Officer (O) endorsement on their licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: There are several casual positions available to work various hours as required. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Ian Corey (02) 6205 0676 [ian.corey@act.gov.au](mailto:ian.corey@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**

##### **Road Worker**

###### **General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 01875)**

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: Road Maintenance is seeking suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. The position may include a compulsory component of shift work (morning shift/evening shift). This will allow flexibility in the delivery of the street sweeping program. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Construction Induction (White card) Asbestos Awareness training, current driver's licence (Medium Rigid highly desirable), Traffic Control Certificate is desirable.

Note: This is a temporary position available until April 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Peter Thompson (02) 6207 6829 [peter.thompson@act.gov.au](mailto:peter.thompson@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.

## **Innovation and Customer Experience**

### **Innovation, Data and Analytics**

#### **Implementation Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 07941)**

Gazetted: 11 September 2017

Closing Date: 25 September 2017

Details: Innovation and Customer Experience is responsible for continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. The Innovation, Data and Analytics Team is an enabling unit for reform and innovation across Transport Canberra and City Services (TCCCS). Innovation, Data and Analytics Team delivers high quality services, business systems and advice to support the Directorate in achieving its policy and program outcomes and deliverables. The Team has responsibility for the delivery of; Asset Information, Building Information Modelling; Geographic Information Systems; Spatial Systems, maintenance of Spatial Infrastructure and Innovation across the suite of systems that support the directorate. The Implementation Manager will report to the Senior Manager Data and Analytics, and will take the lead of a small team to deliver a stream of work relating to the TCCS Asset Management Replacement Program. The position will be required to undertake consultation with TCCS stakeholder groups through multiple channels across TCCS. There will be a major focus on program and project coordination, and the occupant will be required to have the ability to analyse the impact of change on the business and stakeholders, and identify the policies and processes that require development and implementation. It will be

imperative that the occupant has strong leadership skills, facilitation skills and the ability to deliver engaging communication strategies and demonstrate strong relationship management and stakeholder engagement skills. The occupant will have experience and an understanding of full lifecycle asset management, systems implementation, program, project and change management, and knowledge of the complexities of service delivery in the local, state or federal government environment.

Eligibility/Other Requirements: Demonstrated experience in delivering effect asset, program and/or change management in transformative programs including changes to people, policy, organisational structures and culture, technology, process, finance and operations Demonstrated.

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

Contact Officer: Angkana Whiley (02) 6205 5218 [angkana.whiley@act.gov.au](mailto:angkana.whiley@act.gov.au)

## **Transport Canberra**

### **Light Rail**

#### **Construction**

#### **Project Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38216)**

Gazetted: 08 September 2017

Closing Date: 22 September 2017

Details: The position is a key role within the Light Rail project team and is part of the Construction Branch. The Construction Branch is responsible for oversight and reporting on the construction of light rail, and the coordination and management of the various construction interfaces associated with the Design and Delivery of the project. The Project Manager will report to the Director, Construction and is also required to liaise closely with staff and project advisors across Transport Canberra City Services (TCCS), Canberra Metro, Independent Certifier, and within the ACT Government as necessary. The duties include: supporting the Director, Construction in providing high level project management skills, to ensure that works are delivered to required standards and satisfy the project requirements, particularly relating to quality, safety, environmental management and traffic management; proactively support the Director, Construction in the management of complex issues between the Project Delivery entity, other ACT Government agencies and third parties during construction and commissioning of the project; under general direction, provide high level written advice, prepare briefs, and document outcomes of meetings related to aspects of the design, construction and commissioning of the project; identify and resolve issues in relation to program, quality, scope, integration and coordination with all stakeholders to ensure stakeholder outcomes are achieved; under limited direction, manage important information systems and sources related to the project, including establishing and maintaining a register of proximate works that may impact on the construction program in the future; represent the Directorate at meetings and working groups, maintaining effective and productive relationships with the Private Public Partnership (PPP) partner, ACT Government agencies, stakeholders and external parties to facilitate the construction process; actively identify, review and report risks, schedule and change issues in accordance with project governance protocols maintain records in accordance with the *Territory Records Act 2002* and other activities as required.

Eligibility/Other Requirements: Relevant qualifications and/or equivalent experience in Construction, Engineering or Project Management. A current driver's licence. The following will

be highly regarded: experience in the delivery of complex infrastructure within an urban environment; knowledge of the ACT Government environment, including understanding of legislation as it applies to projects in the Territory, particularly WHS, planning and building legislation.

Note: This is a temporary position available for a period of 15 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Luke Jansen (02) 6205 7653 luke.jansen@act.gov.au

**Chief Operating Officer Group  
Governance and Business Solutions  
Governance**

**Senior policy Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19992)**

Gazetted: 13 September 2017

Closing Date: 27 September 2017

Details: The Senior Policy Officer position within the Governance team, will assist the Quality Manager in the development and implementation of a Quality Management System Framework, one of Transport Canberra and City Services (TCCS) key priorities. Under the direction of the Quality Manager, the Senior Policy Officer will be responsible for capturing business activities to support TCCS in complying with legislative and whole of government policy while delivering high-quality connected services for the people of Canberra.

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

Contact Officer: Sarah Burns (02) 6205 5377 sarah.burns@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.

**APPOINTMENTS**

**Chief Minister, Treasury and Economic Development**

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

Amy Pedley 853-70659, Section 68(1), 18 September 2017

**Community Services**

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

Bernadette Safe 853-55213, Section 68(1), 12 September 2017

**Education**

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



Nicola Atherton 818-64715, Section 68(1), 21 September 2017

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

David Chittick 843-41856, Section 68(1), 13 September 2017

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

Alicia Connolly Frewin 843-39481, Section 68(1), 13 September 2017

**Health**

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

Yuhn Hee Kwon 853-68962, Section 68(1), 5 February 2018

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

Michael Latimer 780-53276, Section 68(1), 6 September 2017

**Radiation Therapist Grade 2 \$64,391 - \$88,998**

Philena Le 846-99225, Section 68(1), 7 September 2017

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

Jesica Rennie 853-59492, Section 68(1), 28 September 2017

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

Miriam Spira 848-84527, Section 68(1), 14 September 2017

**Justice and Community Safety**

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

Ellen Grieves 846-89131, Section 68(1), 12 September 2017

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

Sheila Ligo 848-64489, Section 68(1), 12 September 2017

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

Allison Smith 853-69404, Section 68(1), 11 September 2017

**Transport Canberra and City Services**

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

Oliver Ayrton 853-70712, Section 68(1), 11 September 2017

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

Wendy Tobin 853-58334, Section 68(1), 8 September 2017

**TRANSFERS**

## **Chief Minister, Treasury and Economic Development**

### **Sally Van Aalst: 757-52709**

From: Senior Officer Grade C \$100,462

Transport Canberra and City Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38851) (Gazetted 6 July 2017)

## **Education**

### **Helen Booth: 778-98058**

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

Education

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

Education, Canberra (PN. 34322) (Gazetted 30 June 2017)

### **Michelle Fogg: 777-83736**

From: Health Professional Level 3 \$87,257

Community Services

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

Education, Canberra (PN. 37334) (Gazetted 2 November 2016)

### **Yvonne McLauchlan: 836-14517**

From: Health Professional Level 3 \$87,257

Community Services

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

Education, Canberra (PN. 37345) (Gazetted 2 November 2016)

## **Health**

### **Julie Johnson: 816-77581**

From: Registered Nurse Level 2 \$88,249

Health

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

Health, Canberra (PN. 38811) (Gazetted 13 July 2017)

### **Sally-Anne Ranford: 827-09362**

From: Health Professional Level 4 \$100,462

Health

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

Health, Canberra (PN. 23849) (Gazetted 27 July 2007)

## **PROMOTIONS**

## **Chief Minister, Treasury and Economic Development**

### **Procurement, Property and Venues**

#### **Venues Canberra**

##### **Matthew Elkins: 827-18568**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 38949) (Gazetted 14 July 2017)

### **Policy and Cabinet**

#### **Strategic Policy and Cabinet**

##### **Jarrold Emanuel: 844-82165**

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. 38638) (Gazetted 14 September 2017)

### **Access Canberra**

#### **Projects, Governance and Support**

#### **Government Business and Coordination**

##### **Matthew Leonard: 607-74286**

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. 02045) (Gazetted 21 July 2017)

## **Education**

### **Education Strategy**

#### **Student Engagement**

#### **Network Student Engagement Teams**

##### **Elizabeth Langi: 827-29654**

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

Community Services

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

Education, Canberra (PN. 14327) (Gazetted 2 November 2016)

### **School Performance & Improvement**

**Tuggeranong Network**

**Lake Tuggeranong College**

**Edward Underwood: 787-44616**

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

Education

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

Education, Canberra (PN. 38374) (Gazetted 14 September 2017)

**Environment, Planning and Sustainable Development**

**Finance and Operational Support**

**Facilities and Fleet Management**

**Richard Hart: 848-80593**

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

Office of the Legislative Assembly

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

Environment, Planning and Sustainable Development, Canberra (PN. 36174) (Gazetted 20 July 2016)

**Health**

**Canberra Hospital and Health Services**

**Vicki Andres: 780-54893**

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

Health

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

Health, Canberra (PN. 32548) (Gazetted 10 August 2017)

**Canberra Hospital and Health Services**

**Amy Beath: 836-08598**

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

Health

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

Health, Canberra (PN. 16260) (Gazetted 13 July 2017)

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Allied Health**

**Melissa Chapman: 848-20793**

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

Health

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

Health, Canberra (PN. 18203) (Gazetted 27 July 2017)

**Canberra Hospital and Health Services**

**Karina Dunn: 843-90754**

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

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

Health, Canberra (PN. 17715) (Gazetted 10 August 2017)

**Canberra Hospital and Health Services**

**Kerryn Ernst: 771-97622**

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

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

Health, Canberra (PN. 16988) (Gazetted 13 July 2017)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Allied Health**

**Silvia Gonzalez: 847-27660**

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

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

Health, Canberra (PN. 04844) (Gazetted 27 July 2017)

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Cancer Nursing**

**Julie Griffin: 795-66022**

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

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

Health, Canberra (PN. 18584) (Gazetted 29 June 2017)

**Canberra Hospital and Health Services**

**Critical Care**

**Imaging**

**Alice Murphy: 853-62149**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 00914) (Gazetted 20 July 2017)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Allied Health**

**Kathryn O'Flynn: 845-21398**

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

Health

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

Health, Canberra (PN. 27178) (Gazetted 27 July 2017)

**Canberra Hospital and Health Services**

**Cassandra Richards: 738-47085**

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

Health

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

Health, Canberra (PN. 19737) (Gazetted 25 May 2017)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**Cathy Ringland: 771-97614**

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

Health

To: †Registered Nurse Level 4.2 \$122,486

Health, Canberra (PN. 00103) (Gazetted 20 July 2017)

**Justice and Community Safety**

**Corporate**

**People and Workplace Strategy**

**Ross Fowler: 827-50728**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 22103) (Gazetted 21 July 2017)

**Transport Canberra and City Services**

**Transport Canberra**

**Transport Canberra Executive**

**Chloe Anderson-Clift: 827-47609**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 32551) (Gazetted 14 September 2017)

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Assembly and Government Business**

**Clare Guest: 827-11905**

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$137,415

Transport Canberra and City Services, Canberra (PN. 32256) (Gazetted 14 September 2017)

**CORRIGENDA**

**Health**

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

Michelle Paul 853-48072, Section 68(1), 20 September 2017

Originally notified in Gazette of 07 September 2017 amendment to start date.