



ACT Government Gazette

Gazetted Notices for the week beginning 16 August 2018

VACANCIES

ACT Long Service Leave Authority

Client Service Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40332)

Gazetted: 16 August 2018

Closing Date: 23 August 2018

Details: The Long Service Leave Authority is a small organisation responsible for administering portable long service arrangements across covered industries within the ACT. The Authority seeking to fill a new Client Service Manager role to manage the day to operations of the Authority. The successful applicant will provide leadership within a small team, including staff supervision, and will have exceptional customer service skills, high level collaboration and organisation skills, experience in the interpretation and application of legislation and be solution focussed. The role works in a fast paced environment and will deliver a quality customer service experience to clients and stakeholders and deliver effective outcomes.

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

Contact Officer: Tracy Savage (02) 6247 3900 tracy.savage@actleave.act.gov.au

Calvary Health Care ACT (Public)

Medical Services

Medical Registrar

Medical Registrar Year 3 \$115, 247.00, Canberra (PN: TBC)

Gazetted: 20 August 2018

Closing Date: 26 August 2018

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

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

Reference Number 20010

Contact Officer: Miffany Callan miffany.callan@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

CIT Industry Engagement and Strategic Relations

Marketing

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35194)

Gazetted: 20 August 2018

Closing Date: 6 September 2018

Details: Working in a busy environment the successful candidate will support their nominated college or division within Canberra Institute of Technology (CIT) with administration and implementation of marketing plans across traditional and digital channels; as well as undertaking key projects as directed. The successful candidate will possess events and marketing experience, strong administrative and organisational skills, as well as excellent communication and liaison skills. The Marketing Officer will work closely with colleges or divisions across CIT reporting directly to the Marketing Manager. CIT supports workforce diversity and is committed to creating an

inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Desirable: Degree or Diploma in Marketing, Business, Advertising or related discipline or relevant equivalent experience; experience with Content Management Systems (CMS). Experience with Customer Relationship Management (CRM) software. Knowledge of Vocational Education and Training.

Note: This is a temporary position available for 12 months with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Rebecca Sporcic (02) 6207 4073 rebecca.sporcic@cit.edu.au

Technology and Design

Centre of Cyber Security and Gaming

Head of Department

Manager Education Level 1 \$116,494, Canberra (PN: 51869)

Gazetted: 22 August 2018

Closing Date: 5 September 2018

Details: The College of Technology and Design is seeking a dynamic, innovative leader to fill the role of Head of Department, Centre for Cyber Security and Games within the Canberra Institute of Technology (CIT). The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. You will need demonstrated experience in leadership, management, supporting and initiating innovation in educational projects; detailed understanding of national developments and regulatory requirements in the Vocational Education and Training (VET) sector; strong communication and teamwork skills; and ability to model all the CIT cultural traits.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licencing: All managers at Manager Education – Level 1 or Manager Education – Level 2 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). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Industry Experience: Relevant professional industry and educational delivery experience in ICT/Cyber Security and Computer Gaming is highly desirable. Desirable: Bachelor of Education, Management or relevant higher level qualification. Post Graduate level qualification in ICT related discipline. Demonstrated experience in managing a team. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Contact Officer: Tony Mudge (02) 6207 3741 tony.mudge@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Economic Development

Executive Opportunities

Executive Level 1.3 – 1.4 \$220,110 - \$247,667 depending on the position and current superannuation arrangements, Canberra (PN: E813, several)

Gazetted: 22 August 2018

Closing Date: 5 September 2018

Details: The Chief Minister, Treasury and Economic Development Directorate are seeking applications for four leadership roles that will each have a tremendous impact on the future development and direction of the ACT, namely: Director, ArtsACT (Executive Level 1.3, E813); Director, EventsACT (Executive Level 1.3, E1042); Director, Innovation, Industry and Investment (Executive Level 1.4 E891); and Director, Visit Canberra (Executive Level 1.4, E674).

These positions are responsible for collaboratively developing and implementing high quality, evidence-based policies and programs, to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra.

In order to request the candidate information for any of the roles, as well as understand the application process, please email actgov@eqvassociates.com, stating which of the roles you are interested in applying for. Following the review of the candidate information as well as the application instructions, applicants are invited to apply.

Remuneration: The position attracts a remuneration package ranging from \$220,110 to \$247,667 depending on the position and current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878 to 184,627.

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

Contact Point: Should you require any further information, please contact Blayne O'Hara of EQV Associates, on 1300 565 010.

Economic and Financial Group

Financial Framework Management and Insurance

Insurance

Senior Manager - Compulsory Third-party Insurance Project

Senior Officer Grade A \$137,415, Canberra (PN: 03000)

Gazetted: 17 August 2018

Closing Date: 5 September 2018

Details: Financial Framework Management and Insurance is seeking an enthusiastic Senior Manager with expertise in legislation development and policy implementation, to lead under broad direction the team implementing the new compulsory third-party insurance scheme in the Territory. This is an exciting opportunity to play an important role in a significant community reform project. The officer will be required to provide strategic and high quality advice, exercise initiative, use good judgement and liaise with stakeholders on insurance matters. The successful applicant will have highly developed policy, legislation development and implementation skills, and the demonstrated capacity to effectively and efficiently lead a small team, plan work, balance competing priorities and meet deadlines. You will have superior written and oral communication skills. While you are not required to have experience with insurance schemes, a willingness to learn quickly is essential.

Note: This is a temporary position commencing as soon as possible to 20 December 2019.

How to Apply: Interested applicants should provide a supporting statement outlining experience and/or ability in response to the Selection Criteria, a current Curriculum Vitae and at least two referees.

Contact Officer: Lisa Holmes (02) 6207 0207 lisa.holmes@act.gov.au

Shared Services ICT

Business Application and Management

Health ICT

Senior Business Systems Manager

Senior Officer Grade A \$137,415, Canberra (PN: 00777)

Gazetted: 16 August 2018

Closing Date: 10 September 2018

Details: Shared Services Information Communication Technology (SSICT) Business Applications and Management is seeking applications for a suitably experienced person for the role of Senior Business Systems Manager within the ICT Health embedded team. The successful applicant will lead highly skilled technical resources responsible for the provision and maintenance of critical ACT Health business systems including but not limited to integration and clinical portal capabilities, whilst ensuring effective service provision from SSICT's core ICT services teams by acting as technical liaison for incidents, non-standard support requests and reporting as required. The Senior Business Systems Manager will also provide more complex technical and procedural support to clients to ensure the

successful establishment and delivery of ICT support. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. For further information on the position please contact the Contact Officer. How to Apply: Applications should include a supporting statement of no more than two pages outlining experience against the Selection Criteria, along with contact details of at least two referees and a current Curriculum Vitae (CV).

Note: This is a temporary position available from 1 October 2018 until 01 October 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Andrew Kondakis (02) 6205 3656 andrew.kondakis@act.gov.au

Revenue Management Division

Operations

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36312, several)

Gazetted: 17 August 2018

Closing Date: 31 August 2018

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Operations Team has several vacancies at Senior Officer Grade C (SOGC) level and is seeking people with high level customer service skills and experience in leading and directing teams in a customer service focussed environment. The successful applicants will be required to work under limited direction and undertake a range of operational and administrative tasks relating to the management of a team involved in the provision of high quality customer service. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are required to submit a statement of claims against the specified Selection Criteria and a current Curriculum Vitae and contact details of at least two referees.

Contact Officer: Peter Crott (02) 6207 8053 peter.crott@act.gov.au

Shared Services

Finance and Payroll Services

Accounts Receivable and Debt Management

Manager, Debt Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40578)

Gazetted: 17 August 2018

Closing Date: 24 August 2018

Details: If you want to make a real contribution to Shared Services debt management and debt collection activities on behalf of ACT Government Directorates, then we want to hear from you! We work across the many portfolio interests of directorates in a mutually supportive way to achieve better debt and debtor outcomes based on a whole-of-government approach. This is an exciting opportunity to represent Shared Services and demonstrate your exemplary standards of integrity and professionalism, as well as your commitment to the broader ACT Public Service values. We are specifically looking for an experienced and high performing leader with a background in debt management or debt collection, able to undertake evaluations of workflows and research of complex issues, and to be part of the leadership team to shape and influence the business area's strategic direction and assist in setting the work priorities. You will need to be able to build and strengthen capability and capacity within the business area, mentor and advise staff on developing and overseeing quality services, as well as being client-focussed and have the ability to work and provide advice to a wide range of stakeholders. If this sounds like an opportunity that you are looking for then we want you to submit an online application through Jobs ACT.

How to apply: As part of your application you will need to provide your resume, including the contact details of two referees and no more than one and a half page 'pitch' to tell us why you are the right person for the job. We want to know why you want this job, what you can specifically offer, and how your skills, knowledge, experience and qualifications are applicable to this job. In short, we want to know why we should hire you? Don't replicate your resume in your 'pitch', but feel free to highlight any specific examples or achievements that will demonstrate your ability to undertake this exciting role.

Contact Officer: Alan Ross (02) 6205 1239 alan.ross@act.gov.au

Shared Services ICT

Business Application Management

Business Application Management

Team Leader, Infrastructure and Operations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13234)

Gazetted: 17 August 2018

Closing Date: 31 August 2018

Details: The successful applicant will be required to lead and effectively manage the Infrastructure and Operations team for Canberra Institute of Technology (CIT), including participation in strategic planning, co-ordination of project resources, ICT equipment life-cycle management and providing ICT support to clients. This position also entails the provision of advice to CIT ICT Management with respect to ICT projects, asset and user accounts life cycle of CIT. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Contact Officer: Adam Davies (02) 6205 0500 adam.davies@cit.edu.au

Access Canberra

Project Governance and Support

Finance and Budgets

Data Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40394)

Gazetted: 22 August 2018

Closing Date: 29 August 2018

Details: Data can lead knowledge and knowledge is power so this could well be one of the most important roles in Access Canberra. Now that we've gilded that lily, the truth is we have enough data in Access Canberra to fill a lake. Your role would be heavily involved in collating, reporting on trends, outliers, data cleansing, analysis and other general number nerdiness. The role will also include components of finance and procurement, but seriously it's all about the numbers. You should be on exceptionally good terms with Microsoft Excel (and who wouldn't want to be) and have the ability to learn emerging technologies in this field. Normal ACT Public Service standards will apply to this position including strict adherence to the privacy act. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: *A Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

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

How to Apply: Please review the position description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. Please submit a written application, of no more than two pages, a current Curriculum Vitae and the contact details of at least two referees.

Contact Officer: Peter McPhan (02) 6207 6124 peter.mcphan@act.gov.au

Shared Services ICT

Technology Services

Applications Service Delivery

Senior Deployment Technician

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 11589)

Gazetted: 17 August 2018

Closing Date: 24 August 2018

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to undertake the role of a Senior Deployment Technician. The successful applicant will have experience in setting up software deployments and providing technical support and ongoing administration within Microsoft System Centre Configuration Manager. This role will utilise your high level analytical skills and ability to document and manage third level problem resolution. As a senior member of the team, you may be required to provide direct supervision of staff and technical guidance to team members. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance.

Note: The successful applicant may be selected based on the written application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: After reviewing the Position Description please provide a written response to the "What You Require" capabilities listed in the position description, while reflecting on "What You Will Do". Describe your experiences and claims of suitability, not exceeding three pages. Applications should be limited to a cover sheet, applicant resume/Curriculum Vitae and not more than three pages of capability responses.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Assistant Manager Infringements

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32048)

Gazetted: 21 August 2018

Closing Date: 4 September 2018

Details: Are you able to find positive customer outcomes in a complex regulatory environment? Do you have the ability to manage and support staff who deal with heavy workloads? Do you like to have fun at work and enjoy a positive work environment? This might be the job for you. Access Canberra is all about giving people easy access to ACT Government regulatory services, payments and information while offering a great customer experience. This can be challenging when managing parking and traffic camera infringement notices. As you might imagine there is a raft of policy and regulation that governs these processes. However, if you take the time to view things from a customer perspective you will find ways to streamline processes and make it easier for customers. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Use your application to tell us how you have made a difference in the past and what you bring to Access Canberra. This should be no more than two pages. We look forward to the right person joining the team.

Contact Officer: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

Shared Services

Partnership Services

Recruitment and Information Services

Recruitment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 08271, Several)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

Details: Recruitment Officers provide transactional and operational support to ACT Government agencies on recruitment and Human Resource (HR) position management. Officers deliver this in line with key performance indicators and provide high quality customer service in a high volume customer setting. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide the completed application coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae to the Contact Officer.

Contact Officer: Katherine Cooper (02) 62058633 katherine.cooper@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

Corporate Services

People Management

Workforce Development

Workforce Data Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00207)

Gazetted: 20 August 2018

Closing Date: 27 August 2018

Details: The Workforce Development team are seeking a highly skilled and experienced Workforce Data Officer to undertake critical work to support the Directorate's workforce planning and data capabilities. This role is the central point for complex data requests and projects and contributes to the workforce development frameworks through providing advice, reporting and written correspondence on a range of people management and human resource matters. To be successful in obtaining this role you will have high level organisational skills and be able to meet tight deadlines whilst maintain quality deliverables. You will also demonstrate outstanding analytical skills and an ability to interpret and produce clear and concise documents and reporting.

Eligibility/Other Requirements: Desirable: Qualifications and experience in Project Management Methodology is highly regarded.

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

Contact Officer: Michelle Callen (02) 6205 3711 michelle.callen@act.gov.au

Housing

Housing ACT

Tenancy Operations

Youth Housing Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35271)

Gazetted: 21 August 2018

Closing Date: 4 September 2018

Details: We are seeking a highly motivated person to fill the role of Youth Housing Manager in the Tenancy Operations Section of Housing ACT. The Housing Young People Program supports high needs young clients through application for public housing, allocation, maintaining a tenancy and transition to mainstream tenancy management. The role of the Youth Housing Manager is to assist young people to access public housing and provide a more responsive and supportive housing service. Applicants for this position will need to demonstrate an understanding of issues facing young people and that they have relevant experience in working with young people.

We are looking for someone who is committed to innovation and flexible service responses and has a problem solving attitude, to assist young people to achieve better housing and social outcomes. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: A current driver's licence is required. Experience in using a range of Information Technology (IT) business and office applications. Certificate IV in Social Housing or Youth Work highly is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Fiona Scicluna (02) 6205 4751 fiona.scicluna@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.

**Inclusion and Participation
Community Relations and Funding Support
Service Funding Support
Manager**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12081)

Gazetted: 16 August 2018

Closing Date: 23 August 2018

Details: The Community Services Directorate is seeking a Manager for the Service Funding Support team. The Manager is responsible for the direct operation of the Service Funding Support unit and will supervise team performance to ensure accurate and timely delivery of business unit commitments. The successful applicant will have strong experience in public sector procurement and contracting processes, including experience in the human services sector. They will hold a high level of knowledge and understanding of procurement principles, policies, legislation and administration, including analytical skills for investigating procurement problems and providing solutions. The position involves working under limited supervision, and reports to the Senior Manager, Community Relations and Funding Support.

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

Contact Officer: Sarah Conway (02) 6207 1048 sarah.conway@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

**Office for Schools
North/Gungahlin
Gungahlin College**

Student Services Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39869)

Gazetted: 21 August 2018

Closing Date: 28 August 2018

Details: This position manages the College's Student Services team and workflow, including maintaining student records, enrolments, classes and timetables to name just a few. This position leads a small team of staff, and is a pivotal position in the College while we transition to a new administrative system. Experience in a senior education setting will be highly regarded.

Note: This is a full time position, including working during school holiday periods and some evening events throughout the year. This position also requires working one evening each week during the College's night school class time. Selection may be based on application and referee reports only.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

School Performance and Improvement Division

Tuggeranong School Network

Erindale College

Staffing Officer/Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 19547)

Gazetted: 22 August 2018

Closing Date: 5 September 2018

Details: Erindale College is seeking a highly motivated proactive person to undertake the position of Staffing Officer/Executive Assistant who will work closely with College Executive to manage employee absences in line with Education Human Resource policies, procedures and guidelines. This person will also have to provide a high level of executive assistance and administrative support to the Erindale College Senior Executive team. A school environment is dynamic, therefore tasks may change at the discretion of the immediate supervisor or principal and the successful officer needs to be flexible to work with change.

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

Note: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Contact Officer regarding this position.

Contact Officer: Craig Lyttle (02) 6142 2977 craig.lyttle@ed.act.edu.au

School Performance and Improvement

North and Gungahlin

Gold Creek School

Classroom Teacher - Japanese

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 05710)

Gazetted: 22 August 2018

Closing Date: 29 August 2018

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes, as a framework for teaching the Australian Curriculum. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. A permanent opportunity exists for a high school trained Japanese teacher to join our senior campus team; adding to the collegial team environment of an integral and engaging faculty which maximises student outcomes. You will be working as part of a dynamic team of language teachers of Japanese, as well as French and Indonesian specialists, to develop the schools International Mindedness. We are committed to student directed learning, differentiation, collaborative learning and formative and summative assessment. The successful applicant will have the skills in delivering teaching and learning programs to meet the individual needs of students. Considerable investment is afforded to our staff to support professional development opportunities. This fosters our focus on staff wellbeing as a priority at Gold Creek School and promotes our inclusive community ethos.

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

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

Contact Officer: Sam Beattie (02) 6142 1305 sam.beattie@act.gov.au

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

Education Support Office
North Canberra/Gungahlin Network
Ngunnawal Primary School
Koori Preschool Assistant
School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 34528)

Gazetted: 21 August 2018

Closing Date: 31 August 2018

Details: Ngunnawal Primary School is seeking a highly motivated person who is passionate about working with Aboriginal and Torres Strait Islander students. The successful applicant will be working as a member of the preschool team to provide classroom support to Aboriginal and Torres Strait Islander students as our Koori Preschool Educator. The successful applicant will need to be confident to work independently, within small teams and be an active member of the whole school community. The Educator will assist in preparing program activities that focus on Aboriginal and Torres Strait Islander histories cultures as well as program material preparation and implementation, positive behaviour support, supervision of students and general first aid. Aboriginal and Torres Strait Islander

Eligibility/Other Requirements: Certificate III in Education and Care or equivalent. Desirable: First Aid Certificate or a willingness to undertake appropriate training. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is part-time at 15:57 hours per week and the full-time salary noted above will be paid pro-rata. 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: Kirralee Larkin (02) 6142 1500 kirralee.larkin@ed.act.edu.au

Business Services
People and Performance
Human Resource People Services
Casual Building Services Officer 1 (BSO1)
General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: C08602)

Gazetted: 17 August 2018

Closing Date: 12 September 2018

Details: The ACT Education Directorate is seeking enthusiastic and suitable applicants to join our Casual Building Services Officer 1 (BSO1) register. The successful applicants will: In accordance with Directorate policies and under general supervision, maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards. In addition, casual BSOs undertake relevant administrative tasks as required, ensure compliance with risk management and safety requirements and liaise with external contractors. The successful applicants should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: For each requirements/qualifications below, refer to: Access Canberra for more information. Mandatory Asbestos Awareness Training: evidence of completion of training delivered by a Registered Training Organisation; General Construction Induction Card (White Card); if successful, applicants are required to undertake a pre-employment medical clearance; this position requires a high degree of manual activity. An appropriate level of functional physical fitness is required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Tabatha Prado (02) 6205 9429 bsoreliefpool@act.gov.au

North Gungahlin Network
Campbell High School
School Leader C: Campbell High School

School Leader C \$117,515, Canberra (PN: 02577)

Gazetted: 20 August 2018

Closing Date: 27 August 2018

Details: Campbell High School is seeking a School Leader C (SLC) who will lead a range of significant initiatives and processes across the school. We operate in a transparent and collaborative manner and the successful applicant will need to demonstrate high level skills in consultation and innovation. The SLC will lead the Assessment and Reporting processes across the school. They will administer Accelerus and lead the transition to reporting through School Administration System (SAS) as well as coordinate NAPLAN and all national and international testing. Along with this they will have demonstrated experience in leading teaching and learning, especially in the areas of formative assessment and differentiation, and will be responsible for driving an evidence based Professional Learning Team. The successful applicant will also oversee the Health and Physical Education Faculty and will require experience in bringing academic rigor through the Australian Curriculum to this subject 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 professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Caitlin Horan (02) 6142 3166 caitlin.horan@ed.act.edu.au

Business Services

Strategic Finance

Assistant Manager External Budgets and Reporting

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40962)

Gazetted: 21 August 2018

Closing Date: 4 September 2018

Details: An exciting opportunity exists for an experienced finance professional to work in a high performing and dynamic team. The External Budgets and Reporting teams is responsible for the preparation of the annual budget for the Directorate, monthly and annual financial statements as well as providing advice to the Chief Finance Officer and Senior Executives.

Eligibility/Other Requirements: The ideal candidate will be degree qualified and it is desirable that they have completed or be working towards a Certified Practising Accountant/Chartered Accountant membership. The successful applicant will have experience in budgeting and financial reporting, the ability to work in a fast paced environment, meet deadlines and excellent communication skills.

Contact Officer: Mark Scanes (02) 6205 5478 mark.scanes@act.gov.au

Business Services Division

Governance and Community Liaison

Media and Communications

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17860)

Gazetted: 16 August 2018

Closing Date: 3 September 2018

Details: The media and communications team is seeking an experienced communications professional to assist in managing communication and media activities. In this role, you will identify opportunities, develop and coordinate the promotion of public education through digital and traditional media as well as provide strategic advice and responses on issues.

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

Contact Officer: Claudia Doman (02) 6207 7580 claudia.doman@act.gov.au

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Business Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19313)

Gazetted: 16 August 2018

Closing Date: 23 August 2018

Details: Caroline Chisholm School is seeking a highly experienced and suitably qualified officer for the position of Business and Facilities Manager. Caroline Chisholm School is a P-10 dual campus school with the Centre of Innovation and Learning (CIL) also located on the senior campus. The successful applicant will work closely with, and provide high level support, to the principal in developing policies and procedures relating to the management of the school and the implementation of school-based management; supervise administrative/support staff to ensure the delivery of high level support and customer service; coordinate the preparation of budgets, estimates and financial returns and manage the dual-campus buildings, grounds and facilities ensuring effective maintenance.

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: www.worksafe.act.gov.au/health_safety. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Sally Alexander (02) 6142 3555 sally.alexander@ed.act.edu.au

Service Design and Delivery

Student Engagement

Policy and Programs - Off Campus Flexible Learning Program

Senior Social Worker

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 41133)

Gazetted: 17 August 2018

Closing Date: 4 September 2018

Details: Student Engagement is seeking an experienced, skilled and dynamic Social Worker to work as part of the multidisciplinary team in the new Off Campus Flexible Learning Program. The Off Campus Flexible Learning Program has been designed to be a future focused learning program for young people in Years 7 – 10 that will deliver holistic, trauma informed education, particularly for those students with complex needs. The Program will commence in Term 4, 2018. Student Engagement is recruiting members of the multidisciplinary team this term so that they can join the Project Team and assist in the final stages of the establishment phase.

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

Note: This is a temporary position commencing 10 September 2018 until 28 April 2019 with the possibility of extension and/or permanency.

Contact Officer: Jackie Vaughan 0422 377 167 jackie.vaughan@ed.act.edu.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

Climate Change and Sustainability

Energy Markets and Renewables

Energy Projects; Energy Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43372, several)

Gazetted: 20 August 2018

Closing Date: 3 September 2018

Details: The ACT's Energy Markets and Renewables (EMR) Branch is responsible for implementing a range of nation-leading energy policy initiatives in support of the Government's vision of Canberra as an internationally recognised centre for renewable energy innovation and investment. This includes delivery on the Government's 100 per cent by 2020 renewable energy target, the \$25 million Next Generation Energy Storage program, and a range of energy sector reforms to improve social, environmental and economic productivity outcomes. We are looking for self-motivated and organised individuals with strong policy, energy, technology and/or commercial skills and attention to detail. Strong project/program/contract management capabilities are essential including risk and financial management. Also important is the ability to develop and maintain networks and work collaboratively within the branch, ACT Public Service and wider community including senior business, government and academic leaders. If this sounds like you, we would love to hear from you.

Note: There are two positions available one is permanent, and one is temporary with the possibility of extensions and/or permanency. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Hugo Temby (02) 6205 9337 hugo.temby@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

<http://www.health.act.gov.au/employment>.

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

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Academic Anatomical Pathologist

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 23840)

Gazetted: 23 August 2018

Closing Date:

Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Department of Anatomical Pathology is part of ACT Pathology, the supplier of pathology services to Canberra Hospital, Calvary Hospital, University of Canberra Hospital and the community in the ACT region. The Department provides pathology services to ACT Breast Screen. There are over 24,000 surgical pathology and 10,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are present on site. This position, funded by ACT Health, is to assist in delivery of the Anatomical Pathology curriculum to the Graduate Medical Program at the Australian National University Medical School (ANUMS). The successful applicant will be involved in medical school teaching and research (0.5 FTE) and clinical Anatomical Pathology service work (0.4 FTE) there will be no after hours on call duties. The position provides an opportunity to an Anatomical Pathologist to gain career job satisfaction from being involved with combination of medical school teaching, research and clinical diagnostic work. For (less experienced) younger applicants this is an opportunity to develop expertise in one of the areas of perinatal and placental pathology, breast, dermatopathology or gastrointestinal pathology in the Department. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal College of Pathologists of Australasia or equivalent specialist qualifications. Desirable: Current Driver's License. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance

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

Note: This is a temporary 12 month contract at 36 hours per week.

Contact Officer: Dr Sanjiv Jain (02) 6244 2867

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

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Paediatric Respiratory and Sleep Medicine

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

Gazetted: 23 August 2018

Closing Date:

Overview of the work area and position: The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Endocrinology and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, \$359,926

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a permanent part time position at 8 hours per week. Selection may be based on application and referee reports only.

Contact Officer: Anne Mitchell (02) 6174 7607

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

Innovation

Policy and Stakeholder Relations

Mental Health Policy

Legal Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 21928)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

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

were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Strategic Policy is a leading source of advice for the Minister for Health and Wellbeing and Minister for Mental Health. This policy position is responsible for general health legislation policy work, but will have a particular focus role on the *Mental Health Act 2015* and the *Mental Health (Secure Facilities) Act 2016*. The position may also contribute to the development of health legal policy within the Division.

Eligibility/Other Requirements: Desirable: Relevant qualifications and experience in Human Services Legal Policy Review and Development; and an understanding of the *Human Rights Act 2004* and *Mental Health Act 2015*. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two years.

Contact Officer: Jon Ord (02) 6205 7928 jon.ord@act.gov.au

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Laboratory Manager (Anatomical Pathology)

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 40056 (expected permanent))

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services. Under broad direction of the Director, Anatomical Pathology you will be responsible for the strategic and operational management of the Anatomical Pathology department providing leadership and governance for the non-medical staff, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring. The Anatomical Pathology Department operates Monday - Friday. It encompasses Histology, Cytology, Electron Microscopy, Mortuary and Administration (medical secretaries).

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar. Desirable: Tertiary qualifications (or equivalent) in Business, Public Sector or Human Resource Management; minimum of ten years' experience working and/or managing a pathology diagnostic laboratory. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).
Contact Officer: Monica Brady (02) 6244 2835 monica.brady@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Clinical Support Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14142)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of College of Intensive Care Medicine of Australia and New Zealand (ANZICS). The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the undergraduate, graduate, post graduate and unit education programs in the Intensive Care Unit to facilitate the learning needs of nursing staff. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or progressing towards a tertiary qualification at Masters; has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years; hold Certificate IV in Workplace Training and Assessment of Educational program development. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).
Contact Officer: Genevieve Harrigan (02) 6244 2756 genevieve.harrigan@act.gov.au

Canberra Hospital and Health Services

Pathology

Molecular Pathology

Chief Scientist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 29039)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Overview of the work area and position: ACT Pathology is a division of the CHHS with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services. Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Molecular Pathology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. Desirable: A relevant post Graduate or professional qualification 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).

Notes: This is a temporary position available for a period of three months with the possibility of extension and/or permanency. There may be the requirement to undertake shift work depending on operational requirements.

Contact Officer: Monica Brady (02) 6244 2835 monica.brady@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy

Lead Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23019)

Gazetted: 23 August 2018

Closing Date: 17 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists,

technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community." Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Mental Health, Justice Health and Drug and Alcohol Services (MHJHADS) will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to MHJHADS. This position will also include advanced clinical, education, research and quality improvement roles. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (supported by the development of an Advance Pharmacist Practice Portfolio) and significant experience of working within the area of mental health, justice health and/or drug and alcohol management. Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership; research experience and/or publication in peer reviewed journals; project management experience and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).
Contact Officer: Hameda Lane (02) 6244 2203 hameda.lane@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 19788)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other

community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services and Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. These positions will provide senior nursing leadership for the clinical and administrative operations across both the DMHU and the ECU. This includes the day-to-day management of nursing care and the allocation of human and material resources to ensure the provision of safe, efficient, cost effective, high quality health care services. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Minimum five years' experience working in a Mental Health clinical role. Strong understanding of mental health services and demonstrated advanced clinical knowledge, skills and experience in the area of practice. Current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: Holds or is working towards post-graduate qualification in Mental Health Nursing. Experience working within a Forensic Mental Health setting is highly desirable.

Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27012)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health 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. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. Ward 4BRN is a 20 bedded inpatient ward for renal and general medical patients. The ward provides care for patients with multiple co morbidities e.g. acute and chronic renal failure, PD peritonitis, formation of AV Fistulas and loops, insertions of tenckhoff catheters, respiratory, immunology and cardiac issues. The Renal Network has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The 4BRN Clinical Development Nurse will be required to work predominantly on the ward but also assist across the service in educating the staff of the ACT Renal Network. The position is based at the Canberra Hospital in the ACT and reports to the appropriate Clinical Nurse Consultant

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Desirable: Post graduate studies relevant to the speciality field.
Contact Officer: Tracy Garratt (02) 6244 2949 tracy.garratt@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22538, several)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: Several opportunities exists for dynamic, highly motivated and experienced nurses to work in an educational role within the Emergency Department. This challenging role requires a Registered Nurse (RN) with demonstrated expert knowledge and highly developed interpersonal skills, to undertake the responsibility of teaching and supporting nursing staff, student nurses and Defence medics in the workplace. This position entails being approachable, demonstrating excellent communication skill, having a passion for sharing knowledge and educating others. If you are committed to providing quality care, use evidence to guide your nursing practice, enjoy teaching, mentoring and supporting staff as part of your professional development we would welcome your application. Applicants will be required to demonstrate a sound knowledge of adult learning principles to support ongoing education

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate qualification in a critical care nursing specialty or clinical teaching and Certificate IV in Training and Assessment or other CHHS assessment qualifications. 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: There are several positions available. The successful applicants will be required to work on a roster basis, Monday to Friday, morning and evening shifts only. Selection may be based on written application and referee reports only.

Contact Officer: Jennifer Rochow (02) 6244 3753 jennifer.rochow@act.gov.au

Canberra Hospital and Health Services

Critical Care

Acute Clinical Service Unit

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 19491)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They

were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Eligibility/Other Requirements: Mandatory: 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Applicants will be required to work a 24 hour rotating roster. Selection may be based on written application and referee reports only.

Contact Officer: Kylie Johns (02) 6174 5734 kylie.johns@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist (Orthopaedics)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27522)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under the general direction of the Physiotherapy Manager, the Physiotherapist role within Acute Support Services is responsible for delivering high quality patient centred care and associated functions to support service delivery in clinical areas. This involves promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team, promoting individual or group service delivery and applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. This position primarily provides physiotherapy services across acute inpatient orthopaedics, trauma, plastics and the Emergency Department.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; be registered (or eligible for registration) with the Physiotherapy Board of Australia; current driver's licence. Desirable: At least three years' work experience. 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, (OMU).

Notes: This is a temporary position available for a period of six months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Part-time hours will be considered. The Physiotherapist role is required to participate in an after-hours roster, including weekends and public holiday work.

Contact Officer: Kerry Boyd (02) 6244 2154 kerry.boyd@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Senior Pharmacist – Rotational

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 07440)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; and Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services where fantastic opportunities have become available for the expansion of our services. The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"*. Under the direction of the Lead Pharmacist and Deputy Director of Pharmacy (Clinical), the Senior Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service across a range of areas within the Division of Medicine, Surgery, Women's Youth and Children, Mental Health, Drug and Alcohol and Justice Health Services, Haematology/Oncology, Critical Care and Pharmacy Operations.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with substantial clinical pharmacy experience deemed equivalent.

Desirable: Previous project management and/or research experience. Publication/s within peer reviewed journals. Current driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing for Allied Health professionals.

Note: These are casual positions available for up to six months.

Contact Officer: Hamed Lane (02) 6244 2203 hamed.lane@act.gov.au

**Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Justice Health Services
Social Worker**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41042)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. The Social Worker will have an understanding of issues related to care and rehabilitation of patients with moderate to severe mental illness and complex comorbid issues including trauma, psychosocial disadvantage, substance use, personality disorder, and criminal offending. To be successful in this role you will have a sound understanding of the legislation relevant to forensic mental health and be able to communicate effectively with relevant government and non-government agencies engaged with the public mental health system. The Social Worker is responsible for promoting client outcomes through the provision of high quality clinical services across both acute and rehabilitation settings and by collaborative working in a multidisciplinary team. Justice Health's inpatient services provide intensive social work services to patients across three units on two sites at Symonston and Bruce. Eligibility/Other Requirements: Mandatory: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); minimum of three years (ideal five years) post qualification. Desirable: Previous experience in mental health service or forensic/custodial service;

previous experience in an inpatient mental health facility. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Gillian Sharp (02) 6207 9326 gillian.sharp@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Allied Health
Social Worker**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 14822 (expected permanent))

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 4A and Ward 14B at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centered care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Under the direction of the Manager, Cancer Psychosocial Service, the Social Worker is responsible for promoting positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team. The Social Worker is required to have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling and will demonstrate a commitment to working within an Interprofessional environment.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; be registered (or be eligible for registration) with the Australian Association of Social Workers (AASW); current driver's licence; minimum of three years clinical experience post qualification. Desirable: Previous experience in an Oncology and/or Hospital based social work practice. 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; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT

Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Brian Lawless (02) 6174 8540 brian.lawless@act.gov.au

Corporate

Health Infrastructure Service

Health Infrastructure Service Recurrent

Business Innovation and Improvement Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16299)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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; Finance; Health Infrastructure Services; Information, Communications and Technology; People and Culture. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Safety and Risk section provide specialised advice and oversight on all areas of construction work undertaken for ACT Health. This includes planned and reactive maintenance, minor and major projects undertaken on both brown and Greenfield sites. The Safety and Risk Section is involved of all stages of construction from concept, through design, delivery, commissioning and demolition. Frequently this is undertaken in an operating health care environment and the inherent complex challenges that come along with the environment. The role of the Business Innovation and Improvement Officer is to provide and implement advice and support to Health Infrastructure Services to meet and exceed customer expectations and legislative requirements. This includes review, monitoring and maintenance of business systems, training and compliance for all employees, embedded staff and contractors. Additionally the Business Innovation and Improvement Officer will maintain the Health Infrastructure Services SharePoint site as the SharePoint Administrator.

Eligibility/Other Requirements: Mandatory: Intermediate to advanced knowledge of the Microsoft Office suite of programs; SharePoint administrator training with two years' experience; excellent writing skills with a high attention to detail; at least two years' experience identifying, sourcing, evaluating and monitoring training for a large organisation. Desirable: Experience using online systems to deliver induction training; Certificate IV in Training and Assessment (TAE 40116 or current equivalent) with two years' experience and strong Microsoft Outlook calendar management for a senior executive. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Shannon Keevers (02) 6205 0174 shannon.keevers@act.gov.au

Business Support Services

Client Services Security and Emergency

Business Support Services

Residential Services Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 29051)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external stakeholders; providing communications and stakeholder engagement support. Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Audit, Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture; and Performance, Reporting and Data. Overview of the work area and position: Client Services Security and Emergency is a section of Business Support Services. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. Business Support Services provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under general direction of the Manager, the Residential Services Coordinator, is responsible for the daily operations of Residential Accommodation Services, managing work flow activity to ensure high level customer service is provided to internal and external clients through the supervision and development of staff and procedures and excellent working relationships with stake-holders.

Eligibility/Other Requirements: Mandatory: Possess a current driver's licence. Desirable: Previous experience in a health care setting; and experience in a supervisory capacity in a very busy customer service setting dealing with clients face to face, email and telephone to deliver excellent client services. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 30 November 2018 with the possibility of extension and/or permanency.

Contact Officer: Isabel Massey or Eleanor Fogarty (02) 6244 2358 isabel.massey@act.gov.au or eleanor.a.fogarty@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Personal Assistant

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

Gazetted: 23 August 2018

Closing Date: 6 September 2018

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

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

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

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

**Quality, Governance and Risk
Clinical Safety and Quality
Policy Advisory Team**

National Standards Administration Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 04674)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation and continually improving the quality of the services through active teaching, coaching, and facilitation of improvement programs and the provision of information for service improvement. Overview of the work area and position: This role will provide administrative support across the Unit, including secretariat support for a number of key committees and leave support for senior administrative positions.

Eligibility/Other Requirements: Desirable: Experience in administrative role, preferably within a health related setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 11 months.

Contact Officer: Felicity Martin (02) 6205 0116 felicity.martin@act.gov.au

Corporate

Business Support

Security and Emergency Preparation

Volunteer Services Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14927)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: Maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external

stakeholders; providing communications and stakeholder engagement support. Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Audit, Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture; Performance, Reporting and Data. Overview of the work area and position: Client Services Security and Emergency is a section of Business Support Services. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. Business Support Services provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under general direction of the Volunteer Manager, the Volunteer Officer, will play a key role in providing day to day administrative support for the implementation and maintenance of volunteer programs, volunteer recruitment, and volunteer activity, including the organisation of functions, acknowledgement awards and promotional events. This person is often the first point of contact with potential volunteers and is responsible for excellent customer service at all times.

Eligibility/Other Requirements: Mandatory: Possess a current driver's licence. Desirable: Previous experience in a health care setting and/or working with Volunteers. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of three months until 30 November 2018 with the possibility of extension and/or permanency.

Contact Officer: Isabel Massey (02) 6244 4228 isabel.massey@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy

Pharmacy Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 25110)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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 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 CHHS. The following areas are included within this Division: Biomedical Engineering; Medical Physics and Radiation Engineering; Pharmacy; Clinical Records; Nursing Operational Support. Overview of the work area and position: CHHS Pharmacy Department have a dynamic, talented team of over 100 staff (pharmacists, technicians and administration staff). 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 pharmacy Administrative Service Officer (ASO). Under the direction of Pharmacy Director, an ASO will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The pharmacy mission statement 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: Desirable: Diploma in Administration, Management, Human Resources and/or another relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The successful applicant may be required to work across multiple CHHS locations.

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Personal Assistant to Director of Nursing

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 25066)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

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

Eligibility/Other Requirements: Desirable: Previous experience in a health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

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

Corporate

Client Services Security and Emergency Business Support Services Client Services Coordinator Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20122)

Gazetted: 23 August 2018

Closing Date: 06 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health’s Quality Strategy and government priorities, and

aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external stakeholders; providing communications and stakeholder engagement support. Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture and Performance, Reporting and Data. Overview of the work area and position: Client Services Security and Emergency is a section of Business Support Services Branch. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. Business Support Services provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Branch. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under general direction of the Manager, the Client Services Coordinator, will play a key role in overseeing the daily operations of the business units within Client Services. This role monitors work flow activity and provides supervision and leadership to the team members to deliver high level customer service to all internal and external clients. Eligibility/Other Requirements: Mandatory: Possess a current driver's licence; and a willingness and ability to undertake Certificate IV in Training and Assessment. Desirable: Previous experience in a health care setting and/or supervising in a very busy customer service setting especially those where there is a huge intake of consumer telephone calls. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 30 November 2018 with the possibility of extension and/or permanency.

Contact Officer: Isabel Massey or Eleanor Fogarty (02) 6244 2358 isabel.massey@act.gov.au or eleanor.a.fogarty@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Ambulatory and Community Health Support Medical

Radiation Therapist

Radiation Therapist Grade 2 \$64,391 - \$88,998, Canberra (PN: 09782)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Radiation Oncology Department at the Canberra Region Cancer Centre is seeking an enthusiastic, responsible and committed Radiation Therapist to join their team in Canberra. The Canberra Region Cancer Centre, Radiation Oncology Department provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with Radiation Therapy (IGRT)/ Intensity-Modulated Radiotherapy (IMRT)/Stereotactic options, two dedicated Computed Tomography (CT) Simulators, Superficial X-Ray Radiation Therapy (SXRT), Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, High Dynamic Range (HDR) brachytherapy and ARIA Oncology Information System. The successful applicant will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. Active participation in professional development is encouraged and opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy; unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia; 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; 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; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Sarah Mogford (02) 6244 2284 sarah.mogford@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

School Health Team Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 31303, several)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Registered Nurses working in the School Health Team (SHT) deliver both the High School Immunisation program and the Kindergarten Health Check to students at schools across the ACT. The position is based in the office at 1 Moore Street but you will be travelling in an ACT Government fleet vehicle to schools across the ACT on most days. School Immunisation Program: High school students in the ACT are offered free vaccinations as part of the national immunisation program in year 7 and (in 2018) year 10. The School Health Immunisation team of nurses offers these vaccines at schools with parental consent. Kindergarten Health Check: Registered Nurses conduct a Kindergarten Health Check at all ACT schools, with parental consent. The Kindergarten Health Check is in line with the Australian Government Department of Health and Ageing, Healthy Kids Check. This health check includes vision, hearing, height, weight and Body Mass Index (BMI).

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Must hold a current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There are several permanent positions available, including full-time and part-time, for Level 1 Registered Nurses to work Monday to Friday; 0800-1630hrs. Negotiating work that aligns with school hours will be considered. Selection may be based on application only.

Contact Officer: Julie Irving (02) 62051575 julie.g.irving@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Occupational Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41044)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure

continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. The Occupational Therapist role is responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. In this position the Occupational Therapist will have direct clinical supervision from a Senior Occupational Therapist and will be supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements: Mandatory: Be registered with the occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service; current driver's licence. Desirable: Previous experience working with people with moderate to severe mental illness in an inpatient mental health service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months. This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Gillian Sharp (02) 6207 9326 gillian.sharp@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Renal Services Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14501)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-

based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

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

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

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

GEHU Revenue Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 31205)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

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

The Unit provides: Inpatient care of patients with gastroenterological and diseases; consulting service; endoscopic procedures; clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

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

Contact Officer: Andrew Barrow (02) 6244 2483 andrew.j.barrow@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program
New Graduate Podiatrist
Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 15494)**

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. Overview of the work area and position: Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. The Podiatrist is responsible for the provision of high quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. 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 a period of 12 months.

Contact Officer: Amanda Mclean (02) 6205 1496 amanda.mclean@act.gov.au

Canberra Hospital and Health Services

Deputy Director General

Executive Director of Medical Services

Reader Services Librarian

Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 41145)

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Library provides worldwide health information resources and quality services to its users. The Library acquires, organizes, preserves and provides access to information resources to meet the needs of all staff, faculty and students in a timely and cost-effective manner. This position is part of professional librarian team which will supervise loan desk, cataloguing, training, and promotion.

Eligibility/Other Requirements: Mandatory: Applicant must hold a degree from an ALIA accredited school of Library/Information Science. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Corporate

Deputy Director General

Deputy Director General Canberra Hospital and Health Services

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 30469, several)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Corporate group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: Maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming data into information that is communicated to internal and external stakeholders; providing communication and stakeholder engagement support. Lead by a Deputy Director-General, the Corporate group includes the following functional areas: Audit, Risk and Compliance; Building Health Services Program; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; People and Culture; Performance, Reporting and Data. These Administration Officer roles involve providing general administrative and operational support across business units/functions of the Corporate group, as required. As an entry level officer, you will be provided with the opportunity to gain an understanding of the workforce through hands on experience, utilising and building upon your existing skills and capabilities. The workloads and rotations will be coordinated and overseen by the Office of the Deputy Director-General, Corporate.

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

Notes: There are several positions available for a period of three months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Emm Dale (02) 6207 1818 emm.dale@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Aged and Community Care - Administration

Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 32396)

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of 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: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Working under the direction of Registered Nurses in a multi-disciplinary team based environment, the Assistant in Nursing (AIN) is a key role assisting patients with activities of daily living and caring for patients as part of a team model of care.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or bachelor of Nursing). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Bianca Gonzales (02) 512 40215 bianca.gonzales@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Business Performance Unit

Head of Business Performance

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36116)

Gazetted: 20 August 2018

Closing Date: 5 September 2018

Details: The successful applicant will be responsible for the development and production of a range of corporate business information and data. Leading the Statistical Analysis team, you will provide accuracy and quality assurance to data sets and provide the lead in the interpretation and analysis of criminal justice sector issues. In addition, you will undertake projects associated with developing, implementing, evaluating and improving ACT Community Services (ACTCS) required business information and data outputs and controls, and coordinate the Agency's data collation and reporting requirements. Further to this, you will develop and maintain ACTCS's data compliance with relevant ACT, national and international standards and legislation in monitoring and reporting on correctional practice and government, safety management and risk management systems.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience is essential; a current driver's licence. The successful candidate may be required to undergo a criminal record check.

Note: This position is being readvertised. Previous applicants need not re apply and will be considered.

How to Apply: 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 your current driver's licence.

Please ensure you submit all five items.

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

ACT Corrective Services

Custodial Operations

Corrections Psychological and Support Services

Senior Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36906)

Gazetted: 22 August 2018

Closing Date: 6 September 2018

Details: ACT Corrective Services is looking for a suitably qualified person with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become a clinician within a small but challenging unit. An interest in rehabilitation, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds in a correctional environment, is essential. This position is based at the Alexander Maconochie Centre in Hume. This role provides a range of assessment and treatment services to assist the team. The successful applicant will also be provided with an opportunity for supervision, on site mentoring and orientation. The successful applicant will be expected to promote positive client outcomes through the provision of high quality therapeutic, psychosocial services and rehabilitation promotion activities. They will provide individual or group service delivery and apply knowledge, skills, and professional judgement in the delivery of routine services. As a Senior Clinician you will be required to show strong leadership and management skills, as well as be able to provide supervision and support of junior clinicians.

Eligibility/Other Requirements: Essential: Tertiary qualification in Psychology, Social Work or Occupational Therapy. Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation. A current driver's licence is essential. All eligible applicants may be subject to a Police Record Check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for six months with the possibility of extension. Applicants may need to work varied day hours, and some on call/weekend work on rotation.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the Selection Criteria; (3) a current Curriculum Vitae; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Jamie Gray (02) 6205 2440 jamie.gray@act.gov.au

Emergency Service Agency

Rural Fire Service

Community Bushfire Protection

Senior Rural Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11402)

Gazetted: 21 August 2018

Closing Date: 4 September 2018

Details: ACT Rural Fire Service (RFS) is seeking highly motivated, suitably qualified and experienced applicants for the permanent position of Senior Rural Liaison Officer. The position within the Community Bushfire Protection Team involves engaging ACT Government Directorate, rural landholder and community stakeholders, to provide

specialist advice to ensure best practice community bushfire protection. The Senior Rural Liaison Officer assists with assessment, audit, and reporting of hazard reduction activities. As an RFS team member, the position works with other staff members and volunteers to support fire operations or emergency support for other agencies within Emergency Service Agency (ESA). The successful applicant will plan, assist with delivery, and report on RFS programs such as the ACT RFS FarmFirewise program, and assist with a wide range of programs including community engagement. This position would suit an innovative, and enthusiastic person who can meet key service objectives, whilst working within the ACT RFS and ESA workplace.

Contact Officer: Greg Potts (02) 6207 8545 greg.potts@act.gov.au

ACT Corrective Services

Custodial Operations

Detainee Services

Indigenous Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14914)

Gazetted: 22 August 2018

Closing Date: 6 September 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Indigenous Liaison Officer. This position is based at the Alexander Maconochie Centre (AMC) and is responsible for providing a high level of culturally appropriate welfare services to Aboriginal and Torres Strait Islander detainees with respect to issues being experienced both within and outside of the custodial environment. You will also support comprehensive case management services to Aboriginal and Torres Strait Islander detainees. The successful applicant will be required to contribute to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody. You will also provide crisis counselling to Aboriginal and Torres Strait Islander detainees when required and assist the detainees in custody to access legal and welfare services in the community. Further to this, you will maintain close working relationships with all internal and external stakeholders, undertake consultation and negotiation with Aboriginal and Torres Strait Islander detainees and liaison with their families and assist case managers in developing, monitoring and reviewing detainee case plans. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

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. Tertiary qualifications in Social/Behavioural Sciences or Welfare are highly desirable. Relevant experience working with Aboriginal and Torres Strait Islander people is a key requirement of this position. The successful candidate will be required to undergo a criminal record check. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; and (4) the names and contact details of two referees. Please ensure you submit all four items. One of the referees should be a current supervisor.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

Legislation, Policy and Programs

Criminal Law Group

Policy Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 42662, several)

Gazetted: 20 August 2018

Closing Date: 3 September 2018

Details: Legislation, Policy and Programs is seeking applications for Senior Policy Officer, at the Legal 1.10 level. The Criminal Law Group is responsible for criminal law policy and legislation in the ACT, including relating to forensic procedures, family violence, terrorism laws, firearms, sentencing, bail, criminal offences, victims of crime, concepts

of criminal responsibility and police powers. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. The successful applicant will provide leadership and manage an extensive work program; prepare high quality reports, submissions, high level briefs, and correspondence, including for the Attorney-General, Minister for Justice and Minister for Police and Emergency Services on a number of complex technical policy issues; and develop and manage justice projects across government and with the community, develop and promote positive relationships with key stakeholders. Eligibility/Other Requirements: The successful applicant will require excellent legal research and analysis skills, sound understanding of government processes and high order communication, stakeholder engagement, organisational and collaboration skills.

Note: These are temporary positions available for six months with the possibility of extension.

Contact Officer: Chantel Potter (02) 6207 4780 chantel.potter@act.gov.au

Public Trustee and Guardian

Office Services Unit

Administration Support Officer

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

Gazetted: 21 August 2018

Closing Date: 4 September 2018

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

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

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

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

ACT Human Rights Commission

Health, Discrimination, Disability and Community Services Commissioner

Senior Conciliator and Review Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11395)

Gazetted: 17 August 2018

Closing Date: 4 September 2018

Details: The ACT Human Rights Commission seeks to fill a position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for managing a caseload of complex complaints, including investigation and conciliation in the areas of discrimination, health services, disability and community services and services for children and young people. This position also involves undertaking policy and project tasks and community education and engagement. 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: Appropriate tertiary qualifications in a legal or health field would be desirable. Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency.

How to apply: A response should be made to each individually numbered Selection Criteria. Examples are included to assist applicants to address the Selection Criteria. Please limit your response to a maximum of two pages in

total. Selection may be made based on written applications and referee reports only. Applications should be forwarded to jobs@act.gov.au

Contact Officer: Alison Murley (02) 6205 2222 alison.murley@act.gov.au

Corporate

Governance

Governance, Coordination and Reporting

Project Manager, Enterprise Risk Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41109)

Gazetted: 16 August 2018

Closing Date: 30 August 2018

Details: The Governance, Coordination and Reporting team within Justice and Community Safety (JACSD) is seeking applications for the position of Senior Officer Grade C Project Manager, Enterprise Risk Management. The successful applicant under the broad direction of the Senior Director Governance, will be responsible for the procurement, design, customisation, testing and implementation of a Commercial off the shelf (COTS) Enterprise Risk Management System for the JACS Directorate. The Project Manager will also manage the internal and external stakeholder engagements, project management activities, reporting and assist in relevant policy changes.

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

How to Apply: Applicants are required to submit an application referring to the Selection Criteria addressing relevant skills and experience, along with a current Curriculum Vitae and two referee reports.

Contact Officer: Kirilee Crump (02) 6207 9033 kirilee.crump@act.gov.au

ACT Corrective Services

Corrective Services

Business Services Unit

Team Leader, Budget and Reporting

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37398)

Gazetted: 22 August 2018

Closing Date: 5 September 2018

Details: ACT Corrective Services (ACTCS) is looking for an experienced, highly-motivated and career-oriented person to fill the position of Team Leader, Budget and Reporting, within the Business Services Unit (BSU). The successful applicant will provide support and assistance within the BSU in the preparation of financial reports, internal and external budgets, capital works management and reporting, preparation of business cases, portable and attractive asset management, and monitoring; monthly management reporting and reporting of notifiable invoices; quarterly performance reporting and Annual Report statistics; and annual insurance return. In addition, you will assist with the development and maintenance of ACTCS financial planning policies and systems, provide accurate reporting of notifiable invoices and quarterly performance reporting and undertake transactional process and investigation activities. Further to this, you will assist with the development and implementation of reports against performance measures, contribute to teamwork and a culture of collaboration, prepare materials for audit purposes and supervise the accounts payable and receivables process. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting is highly desirable. Membership of professional accounting body is desirable. Advanced skills in Excel and exposure to Oracle and TM1 are highly desirable. The successful candidate may be required to undergo a criminal record check.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer

Governance and Ministerial Services

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19512)

Gazetted: 22 August 2018

Closing Date: 5 September 2018

Details: The Governance and Ministerial Services section is seeking applications from highly motivated and committed people to fill the role of Ministerial Liaison Officer in the Ministerial Services Unit (MSU). MSU works closely with the Minister's Office, Assembly, Cabinet and the Directorate Executive to ensure timely and effective support services. The successful applicant will be responsible for assisting the Manager and team in delivering high quality outputs including, writing, preparation and circulation of ministerial documents and Transport Canberra and City Services (TCCS) generated documentation.

Contact Officer: Sarah Bourne (02) 6207 5495 sarah.bourne@act.gov.au

City Services

Capital Linen Service

Senior Maintenance Technician

Capital Linen Service Band 6 \$75,588 - \$78,726, Canberra (PN: 27262)

Gazetted: 17 August 2018

Closing Date: 19 September 2018

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Senior Maintenance Technician in the Capital Linen Service Maintenance team. The Senior Maintenance Technician is responsible for undertaking maintenance activity and with oversight from the Asset Manager, manage the day to day activities of the Maintenance Team. The Senior Maintenance Technician will support the organisation by acting as the 2-I-C to Asset Manager.

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

How to Apply: Applicants should submit a detailed Curriculum Vitae and a list of three referees with contact details in addition to a response to the Selection Criteria contained within the Position Description.

Contact Officer: Stuart Smith (02) 6213 3266 stuart.smith@act.gov.au

City Services

Roads ACT

Road Maintenance

Asset Inspector

Infrastructure Officer 1 \$66,251 - \$78,280, Canberra (PN: 29021)

Gazetted: 17 August 2018

Closing Date: 3 September 2018

Details: Road Maintenance are seeking applicants for a vacant Asset Inspector position. The primary responsibility of the role is to investigate complaints of poor performance of a range of infrastructure assets, prepare advice and recommend corrective action. Please refer to the Position Description for full details of the duties.

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

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

Roads and Public Transport

Public Transport

ACTION

Bus Operator - Casual

Bus Operator - Training \$66,212, Canberra (PN: SDC006, Several)

Gazetted: 16 August 2018

Closing Date: 6 September 2018

Details: Do you love providing great customer service? Are you available to work weekends? Then we want to hear from you! Transport Canberra is establishing a pool of suitable applicants to become casual bus drivers to fill weekend vacancies. Suitability for the positions is based on people who can demonstrate a good customer service focus, a safety conscientious attitude toward their work, a polite and friendly disposition, physically fit and healthy, good standard of literacy and numeracy, and a high standard of driving skills with a good driving record. Successful applicants will be provided training that will see them able to operate a public transit vehicle and on board computer equipment, ensuring safe carriage of members of the public in accordance with Transport Canberra policies and relevant legislation. Should you have any inquiries, please contact the Contact Officers. Note: This is a casual position and hours may vary. This casual rate of pay for this position is \$41.75 per hour. Applications may be temporarily suspended should an excessive number of applications be received.

How to Apply: Applicants should review the Position Description for details about the role and associated responsibilities before continuing to the Transport Canberra online application form. Relevant suitability for this position will be assessed by a formal selection panel. Applicants should note that a panel will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. [Click here to access online application form.](#) Please note that applications will only be accepted via the online application form complete with all supporting documentation; (1) Current Curriculum Vitae (2) Current five year Australian driving history check (3) Copy of your Australian driver's licence (C class licence or above acceptable) (4) Proof of Australian residency (or proof of appropriate working visa) (5) Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Applicants are only to complete the online application which is accessed from the link provided in the advertisement. We do not want any applications sent to actionrecruitment@act.gov.au or to the contact officer, they are all to be completed online.

Contact Officer: Mhairi Mills or Ian Hocking (02) 6207 7537 or 02 6207 7537 actionrecruitment@act.gov.au

City Services

Libraries ACT

Librarian

Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 17000, several)

Gazetted: 22 August 2018

Closing Date: 12 September 2018

Details: Libraries ACT is a dynamic and responsive business unit which includes the ACT Heritage Library and the Home Library Service. Libraries ACT provides public library services for the community over nine sites, online and through a range of programs. The Professional Librarian is a key role in the Libraries ACT staff structure. The successful applicant will provide excellent, pro-active customer service and provide reader's advice and reference services. They will maintain and build quality collections, and anticipate and analyse library trends. They will actively contribute to continuous improvement, community engagement and lifelong learning. Demonstrated leadership and experience in staff supervision as well as being a great communicator are important.

Eligibility/Other Requirements: Recognised tertiary qualifications in library and information studies Bachelor, Graduate Diploma and Masters Courses (as defined by ALIA.) are essential.

Note: This position does act as Officer in Charge and is required to work evenings and weekends on a fortnight roster.

Contact Officer: Penny Davies (02) 6207 5721 penny.davies@act.gov.au

Roads and Public Transport

Public Transport

Flexible Transport

Flexible Transport - Bus Operator - Casual

Special Needs Transport Drivers - GSO 5.1 - GSO 5.4 (ACTION) \$53,362 - \$56,375, Canberra (PN: SNDC04)

Gazetted: 16 August 2018

Closing Date: 2 September 2018

Details: An exciting opportunity exists for an energetic person with outstanding customer service within the Flexible Transport Office of Transport Canberra. The Flexible Transport Office operates the ACT Government specialised passenger transport services including Special Needs school services, the Flexible Bus Service, and the Aboriginal and Torres Strait Islander Community Bus. Based in Fyshwick, the office provides specialised transport to people who cannot access regular bus services because of their age or disability, and provides door to door school transport to students with either a physical or developmental disability that prevent them accessing regular bus services. Under limited supervision, the Flexible Transport Office – Bus Driver is responsible for the effective delivery of school and specialised transport services across the Territory using a fleet of wheelchair equipped mini buses. All specialised transport services are scheduled trips which requires the Driver to work to tight deadlines whilst ensuring a safe journey for all passengers. The position is predominantly split shifts (morning and afternoon) to meet the school collection and delivery schedule. Should you have any inquiries, please contact the Contact Officers.

Note: This is a casual position and hours may vary. All casual work will be paid on an hourly rate, the casual rate of pay for this position is \$33.65 per hour. Applications may be temporarily suspended should an excessive number of applications be received.

How to Apply: Applicants should review the Position Description for details about the role and associated responsibilities before continuing to the Transport Canberra online application form.

Applicants are to apply online using the link to the online application form. [Click here to access online application form](#) Please note that applications will only be accepted via the online application form complete with all supporting documentation (1) Current Curriculum Vitae (2) Current five year Australian driving history check (3) Copy of your Australian driver's licence (C class licence or above acceptable) (4) Proof of Australian residency (or proof of appropriate working visa) (5) Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the Enterprise Agreement provisions, and will assess all applications for this position

Contact Officers: Ian Hocking (02) 6207 7598 or Mhairi Mills (02) 6207 7537 actionrecruitment@act.gov.au

City Services

Birrigai

Outdoor Education Assistant

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 19516)

Gazetted: 20 August 2018

Closing Date: 6 September 2018

Details: A vacancy currently exists for a highly motivated Outdoor Education Assistant in a part time job share capacity. Hours will be determined in accordance with Birrigai's working requirements and the other officer in the role, but will be completed across three days per week. The position includes working with Birrigai's qualified teaching staff to set up and pack up activities while also working to ensure the smooth running of program days. The successful applicant will assist in developing, cleaning and maintaining program resources as directed. Upon group check outs the Outdoor Education Assistant is responsible for cabin inspections and reporting maintenance issues to the administration team to ensure timely repairs. As a member of a small team the role has varied tasks and sometimes competing demands, as such the successful applicant will be flexible, adaptable and able to work under limited direction to complete tasks. Strong communication skills and a positive willing attitude are necessary, enabling the successful applicant to work within numerous areas and small teams on the site.

Eligibility/Other Requirements: Birrigai is located approximately 14km from the nearest public transport as such a reliable vehicle is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for six months with possibility of extension up to two years. This position is part-time at 18:00 hours per week and the full-time salary noted above will be paid pro-rata. This is a job share position, capacity days of work may vary each school term, and work will continue over the school

holidays. Please call the Contact Officer to further discuss availability and working hours as required. A travel allowance of approximately \$18.24 per day is payable.

Contact Officer: Catherine Ellis (02)620 78044 catherine.ellis@act.gov.au

City Places and Infrastructure

City presentation

Place Management

Depot Support Officer

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 13185)

Gazetted: 20 August 2018

Closing Date: 6 September 2018

Details: City Presentation is a Branch within the City Places and Infrastructure Division responsible for the planning and management of urban parks and the public domain, urban lakes, sports grounds, public open space and city places. It also manages domestic animals and Canberra's urban trees and maintains the look of the city and its environs. Place Management is responsible for the management and maintenance of urban open space areas including mowing, litter collection, pest control, cleaning toilets and shopping centres, maintaining playgrounds and garden beds, and the management of urban lakes and wetlands. This position will provide administrative support to an operational field depot, including collation of data and reporting on operational programs delivered by field staff, processing of invoices, maintenance of records, handling public requests and filing, ordering of stationery, uniforms and materials and minute taking. This position will also undertake horticultural and/or cleaning services as required.

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

How to Apply: Applicants should address the attached selection criteria, provide a copy of a current resume and details of two referees. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Contact Officer: Shannon Walker (02) 6207 7138 shannon.walker@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Shirin Akter 844-75504, Section 68(1), 23 August 2018

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

Nicholas Brown 858-56544, Section 68(1), 21 August 2018

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

Romain Couturier 853-76313, Section 68(1), 23 August 2018

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

Tristan Lewis Grove 858-55840, Section 68(1), 27 August 2018

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

Yuechen Jiang 853-76401, Section 68(1), 23 August 2018

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

Melissa Keir 858-52148, Section 68(1), 17 August 2018

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

Natasha Lorenz 853-71045, Section 68(1), 20 August 2018

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

Ivy Hill: 858-54135, Section 68 (1), 23 August 2018

Community Services

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

Amanda Barter 846-94301, Section 68(1), 20 August 2018

Environment, Planning and Sustainable Development

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

Daria Alieva 853-69025, Section 68(1), 3 September 2018

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

Christopher Clarke 853-81745, Section 68(1), 20 August 2018

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

Trent Varlow 858-56309, Section 68(1), 20 August 2018

Health

Assistant in Nursing \$48,888 - \$50,543

Chinenye Afamefuna 858-56106, Section 68(1), 23 August 2018

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

Cristina Craciun 858-54661, Section 68(1), 20 August 2018

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

Sangay Dema 853-59441, Section 68(1), 6 September 2018

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

Rejani Hari 853-51415, Section 68(1), 23 August 2018

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

Vanessa Lamb 847-03466, Section 68(1), 20 August 2018

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

Hameda Lane 853-51802, Section 68(1), 23 August 2018

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

Victoria Medipally 857-43224, Section 68(1), 23 August 2018

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

Anna Stuart 858-55912, Section 68(1), 24 August 2018

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

Amrutha Susan 858-56501, Section 68(1), 21 August 2018

Dental Assistant - Unqualified and Qualified \$44,469 - \$61,965

Saba Younis 856-73377, Section 68(1), 16 August 2018

Specialist Level 1- 5 \$164,470 - \$202,960

Hari Priya Bandi 788-07496, Section 68(1), 7 August 2018

Senior Specialist \$222,205

Jennifer Bromley 859-51074 Section 68(1), 30 July 2018

Senior Specialist \$222,205

Sam Calvin Nova Bethania 859-51365 Section 68(1), 13 August 2018

Specialist Level 1- 5 \$164,470 - \$202,960

Angela Lane 857-93977, Section 68(1), 13 August 2018

Senior Specialist \$222,205

Denise Riordan 857-92528 Section 68(1), 13 August 2018

Justice and Community Safety

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

Maree Riddle 853-30227, Section 68(1), 16 August 2018

Office of the Legislative Assembly

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

Stuart Row 853-75011, Section 68(1), 3 September 2018

Transport Canberra and City Services

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

Kristijan Ivancic 858-53546, Section 68(1), 20 August 2018

Bus Operator - Training \$66,212

Luke Mahon 853-36223, Section 68(1), 4 August 2018

General Service Officer Level 8 \$64,188 - \$67,825

Nathan Wells 853-81526, Section 68(1), 23 August 2018

TRANSFERS

Chief Minister, Treasury and Economic Development

Wei Wang: 846-92146

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31630) (Gazetted 21 February 2018)

Community Services

Will Constantine: 853-72793

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)
Community Services, Canberra (PN. 12537) (Gazetted 22 June 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Data and Analytics

Rachel Hughes: 780-51692

From: Senior Officer Grade 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. 38261) (Gazetted 14 May 2018)

Revenue Management

Support

Finance

Shafali Jain: 846-94985

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41073) (Gazetted 30 July 2018)

Community Services

Housing and Community Services

Business, Capital and Policy

Quality Assurance and Risk

Paul Hewett: 846-86774

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

Community Services

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

Community Services, Canberra (PN. 38148) (Gazetted 6 July 2018)

Housing and Community Services

Corporate Finance

Finance

Sam Kwan: 547-21663

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

Community Services

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

Community Services, Canberra (PN. 04078) (Gazetted 16 March 2018)

Environment, Planning and Sustainable Development

Business, Governance and Capability

Governance, Compliance and Legal Services

Information Services

Angelina Aloisi: 827-43341

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Environment, Planning and Sustainable Development, Canberra (PN. 41236) (Gazetted 14 May 2018)

Chief Operating Officer

Finance Information and Assets

Governance and Strategy

Balaraman Radhakrishnan: 799-92734

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Environment, Planning and Sustainable Development Directorate

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

Environment, Planning and Sustainable Development, Canberra (PN. 38880) (Gazetted 10 May 2018)

Health

Canberra Hospital and Health Services

Women, Youth and Children

Kirstie Llewellyn: 838-52152

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

Performance Information

Katrina Porganyi: 816-81644

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

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

Health, Canberra (PN. 17428) (Gazetted 21 June 2018)

Justice and Community Safety

Emergency Services

ACT Rural Fire Service

Julian Davies: 820-93238

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

Environment, Planning and Sustainable Development

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

Justice and Community Safety, Canberra (PN. 40573) (Gazetted 18 May 2018)

Director of Public Prosecutions

Legal Support

Brenton Penny: 853-42260

From: Paralegal Grade 2 \$61,541 - \$66,656

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 19384) (Gazetted 29 September 2017)

ACT Law Courts and Tribunal

Registry Operations

Civil

Kerrie Royal: 821-01189

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

Justice and Community Safety

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Justice and Community Safety, Canberra (PN. 49869) (Gazetted 29 August 2017)

Suburban Land Agency

Molonglo

Tristan Lee-Murphy: 848-65975

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

Suburban Land Agency

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

Suburban Land Agency, Canberra (PN. 40737) (Gazetted 19 March 2018)

CORRIGENDA

ACT Health

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

Jonathan Howes: 8574-4817, Section 68 (1), 16/07/2018

Note: Correction to commencement date originally published in the gazette of 26/07/2018.

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

Sofie Arvidsson: 858-54901, Section 68(1), 17 September 2018

Note: Correction to commencement date originally published in the gazette of 06/08/2018.