



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0197

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	11
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD.FOI](#)
Subject: Freedom of Information request
Date: Tuesday, 7 August 2018 9:08:10 PM

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.

Title:

First Name:

Last Name:

Business/Organisation:

Address:

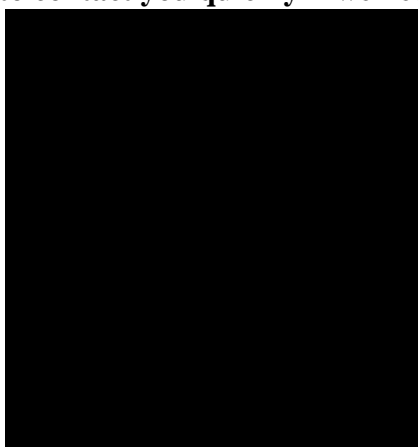
Suburb:

Postcode:

State/Territory:

Phone/mobile:

Email address:



Request for information

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

1) The completed and signed (by Head of Service or delegated authority) Executive Action request for the Director of Medical Imaging E1020 position. 2) I would like to know who wrote, and who approved the advertisement wording and have a copy of this. This information may be included in the EAR above. 3) I would like a copy of the email and all attachments sent form the Health Directorate to Shared Services HR Executive, regarding the E1020 position. 4) Correspondence explaining why the position was readvertised

I do not want to access the following documents in relation to my request::

Thank you.
Freedom of Information Coordinator




ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2018-0197



via email: 

Dear 

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 7 August 2018, in which you sought access to:

- 1) The completed and signed (by Head of Service or delegated authority) Executive Action request for the Director of Medical Imaging E1020 position;
- 2) I would like to know who wrote, and who approved the advertisement wording and have a copy of this. This information may be included in the EAR above;
- 3) I would like a copy of the email and all attachments sent from the Health Directorate to Shared Services HR Executive, regarding the E1020 position;
- 4) Correspondence explaining why the position was re-advertised.

Authority

I am an Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application by 4 September 2018.

Decision on access

Searches were completed for relevant documents and 9 documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant full access to all relevant documents. The documents released to you are provided as **Attachment B** to this letter.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number folio's to be released to you is below the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 25 August 2018. Your personal contact details will not be published.

You may view CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: actfoi@ombudsman.gov.au

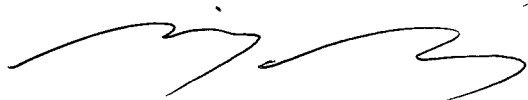
ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

22 August 2018



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
	1) The completed and signed (by Head of Service or delegated authority) Executive Action request for the Director of Medical Imaging E1020 position; 2) I would like to know who wrote, and who approved the advertisement wording and have a copy of this. This information may be included in the EAR above; 3) I would like a copy of the email and all attachments sent from the Health Directorate to Shared Services HR Executive, regarding the E1020 position; 4) Correspondence explaining why the position was re-advertised.	2018-0197

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1	Email (1)	03-Oct-2017	Full release	N/A	Yes
2	2-5	Selection Documents as attachment to the above email (1)	03-Oct-2017	Full release	N/A	Yes
3	6-9	EAR E1020 as attachment to the above email (1)	03-Oct-2017	Full release	N/A	Yes
4	10-13	DG Approved EAR E1020 as attachment to the above email (1)	03-Oct-2017	Full release	N/A	Yes
5	14	Email chain as attachment to the above email (1)	03-Oct-2017	Full release	N/A	Yes
6	15-18	Signed EAR as attachment to the above email (1)	03-Oct-2017	Full release	N/A	Yes
7	19-22	Signed EAR	19-Jun-2017	Full release	N/A	Yes
8	23	Advertisement	20-Jun-2017	Full release	N/A	Yes
9	24	Advertisement	12-Oct-2017	Full release	N/A	Yes
Total No of Docs						
9						

From: [Kolic, Linda](#)
To: [Shared Services HR, Executive Contracts](#)
Subject: Advertise_HD_E1020_Director_Medical_Imaging
Date: Tuesday, 3 October 2017 3:11:17 PM
Attachments: [Selection Docs_E1020_ST Advertise.docx](#)
[EAR_E1020_ST Advertise.docx](#)
[DG Approved EAR_E1020_ST Advertise.pdf](#)
[Confirmation re term of contract for advertising.msg](#)
[20171003141105628.pdf](#)

Please find attached approved EAR for processing and advertising on the jobs website.

From: Carroll, Jenna
Sent: Thursday, 28 September 2017 4:55 PM
To: CMCD, Executive Employment <ExecutiveEmployment.CMCD@act.gov.au>
Cc: Lakey, Cara <Cara.Lakey@act.gov.au>
Subject: Executive Action REquest for Head of Service Approval 1 Advertise E [SEC=UNCLASSIFIED]

Hi team

Please find attached documentation for approval in relation to the advertising of E1011, Director, Governance, Compliance and Legal.

Please advise if anything further is required.

Kind regards,

Jenna

Jenna Carroll | HR Advisor, Recruitment & Information Services

Phone 02 6205 2160 | Email: jenna.brandon@act.gov.au

Shared Services | Chief Minister, Treasury and Economic Development Directorate | ACT Government

125 Gungahlin Place, Gungahlin | GPO Box 158 Canberra ACT 2601 | act.gov.au

Director of Medical Imaging | Canberra Hospital & Health Services | Full-time

Classification: Executive Band 1.3

Salary:

Position No:

Directorate: ACT Health

Advertised:

Closes:

Contact:

Approved Duty Statement Date:

Initials:

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 through its key service divisions: Surgery, Oral Health and Imaging; Women, Youth and Children; Critical Care; Cancer, Ambulatory and Community Health Support; Rehabilitation, Aged and Community Care; Mental Health, Justice Health and Alcohol and Drug Service; Pathology; Medicine; and Clinical Support.

The key strategic priority for the Medical Imaging Department of the Canberra Hospital is to provide state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW.

Overview of the work area and position:

The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.

The main focus of the Director, Medical Imaging will include:

- Driving the development, implementation, and evaluation of effective department-wide policies and strategies that ensure integrated and sustainable Medical Imaging programs and services consistent with established priorities, strategic direction and regulatory standards.
- Developing effective and efficient communication and collaboration across CHHS operational management team members to ensure integration of services to support delivery of high-quality health care, improve patient access, facilitate efficient flow of patients across the care continuum, promote best practices, address issues and identify improvements to maximise organisational efficiencies.
- Defining an effective workforce plan for Medical Imaging services in collaboration with key partners and stakeholders that ensures the ongoing availability of qualified and technically competent staff within the context of operational demands and environmental and resource constraints.

Key Duties and Responsibilities:

It is expected that the Director, Medical Imaging will have a unique understanding of the responsibilities and accountabilities of this role being able to work collaborative across a range of areas in ACT Health. The incumbent will provide outstanding leadership, communicate professionally and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team/community effort.

Reporting to Chief of Clinical Operations, the Director, Medical Imaging will be responsible for:

1. Leading, managing and being accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services (CHHS) ensuring the operational and financial requirements are met.
2. Providing strategic advice regarding current and future Medical Imaging service delivery to the Chief of Clinical Operations, Deputy Director-General, CHHS and key stakeholders.
3. Collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.
4. Leading the co-ordination of Medical Imaging service planning and policy development in line with the CHHS Strategic Plan and ACT Health's Policy requirements
5. Driving and contributing to the achievement of ACT Health's goals and aims of overall improvement of the health status of the community we service.
6. Leading and driving cultural and organisational change.
7. Promoting the ACT Health Values and Code of Conduct, leading in a manner that encourages the adoption of these standards in others.
8. Ensuring a workplace culture which attracts, retains and develops the workforce, achieves appropriate resourcing with equipment and consumables, and implements cost efficiencies and continuous improvement in the Medical Imaging Department.
9. Ensure outcomes are consistent with expectations and requirements of ACT Health and Health Services, The Canberra Hospital and community.
10. Representing ACT Health on internal and external working groups and the Directorate in meetings with other government and non-government agencies
11. Collaborating in the development, management and adherence of capital and operating budgets for Medical Imaging.
12. Implementing effective performance management processes and providing direction, guidance and cross-site leadership to the Medical Imaging a designated group of unionized staff.
13. Ensuring clarification of roles, adherence to accreditation and practice standards, and compliance with legislation and safety standards.
14. Creating an environment of evidence-based practice that encourages participation in research, fosters personal growth and supports opportunities for teaching and education of students and staff.

Personal Attributes:

To be successful in this position, the incumbent will have a demonstrated track record of successfully leading a management team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements for such a role.

It is expected that the successful candidate will have the following attributes and abilities:

- Demonstrated experience in managing and leading a complex service across multiple sites.
- Demonstrated ability to complete high level strategic business analysis, with an emphasis on identifying and resolving barriers to progress and efficiencies.
- Proven ability to manage and lead a multidisciplinary team, and liaise effectively with a wide variety of key stakeholders including health service executive, clinicians, and external service providers.

- Possess high level management experience or a sound understanding of the requirements of high level management in the public sector.
- A proven track record of achievement and success in a similar role.
- Demonstrated professionalism and probity with a disposition to proactive risk management.
- Experience in shaping and guiding strategic financial decisions, formulating strategies in line organisational objectives.
- Well-developed leadership and management experience, including ability to inspire and motivate others to achieve corporate goals, identify and develop the potential in others, and assess and mitigate future work and capability requirements.
- High level critical thinking ability and extensive process, resource and budget management skills in order to implement operational efficiency and understand the challenges facing modern healthcare service delivery.
- Political sensitivity and astuteness with a sophisticated understanding of the demands of public sector accountability.
- High level interpersonal skills in order to influence and provide key information to support decisions made by a diverse stakeholder group.
- Manages strategic networks and stakeholders to foster cooperation and builds trusted relationships with political groups and decision makers.

Qualifications and experience:

Mandatory:

- Relevant tertiary qualification in a relevant health care profession supplemented with leadership and business management courses.
- Current registration/membership with a recognised professional association.
- Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Desirable:

- Administrative or Management Tertiary qualification.
- Direct experience in managing the complex diagnostic imaging operations in a large hospital setting.

Please note prior to commencement successful candidates will be required to:

- undergo a pre-employment Police check.

Executive Selection Criteria

When considering applicants, Selection Advisory Panels will seek evidence of performance against each of the criteria. Selection panels may use a range of methods to identify work outcomes, capabilities and behaviours that demonstrate high performance.

It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

(Please note that it is not necessary to address the capabilities and behaviours individually).

1. Leads and values people

Relevant capabilities:

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

2. Shapes strategic thinking

Relevant capabilities:

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

3. Achieves results with integrity

Relevant capabilities:

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

4. Fosters collaboration

Relevant capabilities:

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

5. Exemplifies citizen, community and service focus

Relevant capabilities:

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Action Request

Instructions:

1. This form is completed by Directors-General to request Head of Service approval to complete Contract Executive actions.
2. The form should be completed electronically in MS Word and emailed to [Shared Services HR, Executive Contracts](#) for processing via the Director-General's office.
3. Guidance - Refer to [fact sheet](#) on the Customer Service Portal.

Note:

- Requests must be provided to Head of Service for consideration at least three weeks' prior to the proposed commencement date unless there are compelling reasons for the matter to be urgently considered.
- Requests to engage for periods of four weeks or less will not be approved without justification.

Request Details	
Directorate/Agency	Health Directorate
Position Title	Director of Medical Imaging
Position Number	E1020
Classification	Executive Level 1.3
Establishment Action (if applicable) <i>Complete Establishment Variation Authority form also</i>	
Multiple Actions?	No
Action 1	<p>On 22 May 2017, the Head of Service agreed to upgrade the existing role of Manager, Medical Imaging (from SOG A to Executive Level 1.3). The position was recently advertised as an executive contract of up to five years. However, no applications were received from suitable candidates who met the mandatory selection criteria.</p> <p>The selection criteria has been reassessed and amended to the effect that experience commensurate with tertiary level studies will satisfy the mandatory criteria.</p> <p>It is now proposed to readvertise the role with the revised selection criteria, and inform previous applicants that their applications will be reconsidered, against the revised criteria.</p> <p>The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.</p>
Action 2 (if applicable)	
Action 3 (if applicable)	

Business Reason <i>Provide supporting information to assist the Head of Service</i>	Recruitment into vacant position	
Compliance Check for Short Term Contract Requests (if applicable)	<input type="checkbox"/> Merit selection process completed (mandatory for engagements exceeding nine months). If so, specify date: <input type="checkbox"/> Total engagement does not exceed two years	
Ministerial Appointment?	No	
Directorate Contact	Tonia Alexander	62442169
Contract Executive Details		
Term of Contract	From: To:	
Title	Select Title	
Family Name		
Given Name(s)		
Date of Birth		
AGS Number (if known)		
Phone		
Email		
Superannuation Scheme		
Special Conditions (inc. additional payments, etc.)		
Advertising Details (if applicable)		
Vacancy period if known		
How will the vacancy be advertised	Shared Services	
Press Required		
Special Instructions	Advertise in jobs.act.gov.au and Gazette	
Closing Date	Two weeks from date published on jobs.act.gov.au	
Hours Per Week	Full Time	
Contact Officer	Chris Bone	
Contact Officer Phone	62442169	
Contact Officer Email	Chris.bone@act.gov.au	

ACT Health
Director of Medical Imaging, Canberra Hospital and Health Services
Executive Level 1.3, E1020

ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Wording for Advertisement:

How to apply

Interested applicants should provide a full application pack, including a covering letter, curriculum vitae, supporting statement against the Executive Selection Criteria, and contact details of at least two referees.

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

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

Director-General Details

Name David Nicol

Date 19/09/2017

Email the completed form to [Shared Services HR, Executive Contracts](#) for processing.

Shared Services is responsible for ensuring the request meets with compliance and ACTPS legislative requirements and preparation and disbursement of documentation.

Shared Services Use Only

Original Contract Start Date
(for extensions only)

Compliance check: <ul style="list-style-type: none">• <i>Complies with Head of Service directions</i>• <i>Merit selection process completed (if greater than 9 months)</i>• <i>Total engagement does not exceed two years (short term) or five years (long term)</i>• <i>All relevant details have been provided</i>	
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Comments	
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Head of Service Decision

This request is

approved

modified and approved

not approved

Reason if modified/not approved:

Name: _____ **Date:** _____



Executive Action Request

Instructions:

1. This form is completed by Directors-General to request Head of Service approval to complete Contract Executive actions.
2. The form should be completed electronically in MS Word and emailed to Shared Services HR, Executive Contracts for processing via the Director-General's office.
3. Guidance - Refer to fact sheet on the Customer Service Portal.

Note:

- Requests must be provided to Head of Service for consideration at least three weeks' prior to the proposed commencement date unless there are compelling reasons for the matter to be urgently considered.
- Requests to engage for periods of four weeks or less will not be approved without justification.

Request Details	
Directorate/Agency	Health Directorate
Position Title	Director of Medical Imaging
Position Number	E1020
Classification	Executive Level 1.3
Establishment Action (if applicable) <i>Complete <u>Establishment Variation Authority form</u> also</i>	Select Establishment Action
Multiple Actions?	No
Action 1	<p>On 22 May 2017, the Head of Service agreed to upgrade the existing role of Manager, Medical Imaging (from SOG A to Executive Level 1.3). The position was recently advertised as an executive contract of up to five years. However, no applications were received from suitable candidates who met the mandatory selection criteria.</p> <p>The selection criteria has been reassessed and amended to the effect that experience commensurate with tertiary level studies will satisfy the mandatory criteria.</p> <p>It is now proposed to readvertise the role with the revised selection criteria, and inform previous applicants that their applications will be reconsidered, against the revised criteria.</p> <p>The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.</p>
Action 2 (if applicable)	Select Reason for Request
Action 3 (if applicable)	Select Reason for Request

Business Reason <i>Provide supporting information to assist the Head of Service</i>	Recruitment into vacant position	
Compliance Check for Short Term Contract Requests (if applicable)	<input type="checkbox"/> Merit selection process completed (mandatory for engagements exceeding nine months). If so, specify date: Enter Date <input type="checkbox"/> Total engagement does not exceed two years	
Ministerial Appointment?	No	
Directorate Contact	Tonia Alexander	62442169
Contract Executive Details		
Term of Contract	From: Select Start Date To:	
Title	Select Title	
Family Name	Enter Family Name	
Given Name(s)	Enter Given Name	
Date of Birth	Enter Date of Birth	
AGS Number (if known)	Enter AGS Number (if known)	
Phone	Enter Phone No	
Email	Enter Email Address	
Superannuation Scheme		
Special Conditions (inc. additional payments, etc.)	Enter any special conditions that form part of this contract	
Advertising Details (if applicable)		
Vacancy period if known	Select placement period or type your own option.	
How will the vacancy be advertised	Shared Services	
Press Required	Enter Press Requirements if Applicable	
Special Instructions	Advertise in jobs.act.gov.au and Gazette	
Closing Date	Two weeks from date published on jobs.act.gov.au	
Hours Per Week	Full Time	
Contact Officer	Chris Bone	
Contact Officer Phone	62442169	
Contact Officer Email	Chris.bone@act.gov.au	

ACT Health

Director of Medical Imaging, Canberra Hospital and Health Services
(Executive Level 1.3)

Wording for Advertisement:

ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

More information

Further information about the role can be found in the position description. Interested applicants can also contact Mr Chris Bone, Deputy Director General, Canberra Hospital and Health Services on telephone (02) 624 42169 to discuss the position further.

How to apply

Interested applicants should provide a full application pack, including a covering letter, curriculum vitae, supporting statement against the Executive Selection Criteria, and contact details of at least two referees.

Applications close at 11.56pm on XXXXXXXXXXXX 2017.

Director-General Details

Name	David Nicol	<i>David Nicol 26/9/17</i>
Date	19/09/2017	

Email the completed form to Shared Services HR, Executive Contracts for processing.
Shared Services is responsible for ensuring the request meets with compliance and ACTPS legislative requirements and preparation and disbursement of documentation.

Shared Services Use Only

Original Contract Start Date (for extensions only)	Select Start Date
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From: [Dal Molin, Vanessa \(Health\)](#)
To: [Carroll, Jenna](#)
Subject: Confirmation re term of contract for advertising
Date: Wednesday, 27 September 2017 4:55:31 PM

Yes, thanks Jenna.

-----Original Message-----

From: Carroll, Jenna
Sent: Wednesday, 27 September 2017 4:43 PM
To: Dal Molin, Vanessa (Health)
Subject: RE: EAR - Director of Medical Imaging - Position Number E1020 [DLM=For-Official-Use-Only]

Hi Vanessa

Just to clarify, is the period of the contract still long term?

Thanks
Jenna

Jenna Carroll | HR Advisor, Recruitment & Information Services Phone 02 6205 2160 | Email:
jenna.brandon@act.gov.au Shared Services | Chief Minister, Treasury and Economic Development Directorate |
ACT Government
125 Gungahlin Place, Gungahlin | GPO Box 158 Canberra ACT 2601 | act.gov.au

-----Original Message-----

From: Dal Molin, Vanessa (Health)
Sent: Wednesday, 27 September 2017 7:51 AM
To: Shared Services HR, Executive Contracts
Cc: Laws, Jackie (Health); Alexander, Tonia (Health); DDGQGR
Subject: EAR - Director of Medical Imaging - Position Number E1020 [DLM=For-Official-Use-Only]

Good morning,
Please see attached EAR seeking to readvertise Position number E1020.

Thanks
Vanessa

Vanessa Dal Molin | A/g Business Manager Office of the Director General, ACT Health
Ph: (02) 6207 9532 | M 0481 914 078 | Email: vanessa.dalmolin@act.gov.au health.act.gov.au

Care p Excellence p Collaboration p Integrity

*Supported,
3/10/17.*

Executive Action Request

Instructions:

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Note:

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Request Details	
Directorate/Agency	Health Directorate
Position Title	Director of Medical Imaging
Position Number	E1020
Classification	Executive Level 1.3
Establishment Action (if applicable) <i>Complete <u>Establishment Variation Authority form</u> also</i>	Select Establishment Action
Multiple Actions?	No
Action 1	<p>On 22 May 2017, the Head of Service agreed to upgrade the existing role of Manager, Medical Imaging (from SOG A to Executive Level 1.3). The position was recently advertised as an executive contract of up to five years. However, no applications were received from suitable candidates who met the mandatory selection criteria.</p> <p>The selection criteria has been reassessed and amended to the effect that experience commensurate with tertiary level studies will satisfy the mandatory criteria.</p> <p>It is now proposed to readvertise the role with the revised selection criteria, and inform previous applicants that their applications will be reconsidered, against the revised criteria.</p> <p>The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.</p>
Action 2 (if applicable)	Select Reason for Request
Action 3 (if applicable)	Select Reason for Request

Business Reason <i>Provide supporting information to assist the Head of Service</i>	Recruitment into vacant position	
Compliance Check for Short Term Contract Requests (if applicable)	<input type="checkbox"/> Merit selection process completed (mandatory for engagements exceeding nine months). If so, specify date: Enter Date <input type="checkbox"/> Total engagement does not exceed two years	
Ministerial Appointment?	No	
Directorate Contact	Tonia Alexander	62442169
Contract Executive Details		
Term of Contract	From: Select Start Date To:	
Title	Select Title	
Family Name	Enter Family Name	
Given Name(s)	Enter Given Name	
Date of Birth	Enter Date of Birth	
AGS Number (if known)	Enter AGS Number (if known)	
Phone	Enter Phone No	
Email	Enter Email Address	
Superannuation Scheme		
Special Conditions (inc. additional payments, etc.)	Enter any special conditions that form part of this contract	
Advertising Details (if applicable)		
Vacancy period if known	Select placement period or type your own option.	
How will the vacancy be advertised	Shared Services	
Press Required	Enter Press Requirements if Applicable	
Special Instructions	Advertise in jobs.act.gov.au and Gazette	
Closing Date	Two weeks from date published on jobs.act.gov.au	
Hours Per Week	Full Time	
Contact Officer	Chris Bone	
Contact Officer Phone	62442169	
Contact Officer Email	Chris.bone@act.gov.au	

<p>Wording for Advertisement:</p>	<p style="text-align: center;"><u>ACT Health</u> <u>Director of Medical Imaging, Canberra Hospital and Health Services</u> <u>Executive Level 1.3, E1020</u></p> <p>ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.</p> <p>This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.</p> <p>To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.</p> <p><u>How to apply</u></p> <p>Interested applicants should provide a full application pack, including a covering letter, curriculum vitae, supporting statement against the Executive Selection Criteria, and contact details of at least two referees.</p> <p>Remuneration: The position attracts a remuneration package ranging from \$ 228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.</p> <p>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</p>
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Director-General Details

Name	David Nicol
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Date	19/09/2017
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Email the completed form to Shared Services HR, Executive Contracts for processing.

Shared Services is responsible for ensuring the request meets with compliance and ACTPS legislative requirements and preparation and disbursement of documentation.

Shared Services Use Only

Original Contract Start Date (for extensions only)	Select Start Date
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<p>Compliance check:</p> <ul style="list-style-type: none">• <i>Complies with Head of Service directions</i>• <i>Merit selection process completed (if greater than 9 months)</i>• <i>Total engagement does not exceed two years (short term) or five years (long term)</i>• <i>All relevant details have been provided</i>	<p>Please Select</p>
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<p>Comments</p>	<p>Enter Comments</p>
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Head of Service Decision

This request is

approved

modified and approved

not approved

Reason if modified/not approved:

Name: *Bronwen Oberthur Clarke* Date: *8/10/17*

Executive Action Request

Instructions:

1. This form is completed by Directors-General to request Head of Service approval to complete Contract Executive actions.
2. The form should be completed electronically in MS Word and emailed to Shared Services HR, Executive Contracts for processing via the Director-General's office.
3. Guidance - Refer to fact sheet on the Customer Service Portal.

Note:

- *Requests must be provided to Head of Service for consideration at least three weeks' prior to the proposed commencement date unless there are compelling reasons for the matter to be urgently considered.*
- *Requests to engage for periods of four weeks or less will not be approved without justification.*

Request Details	
Directorate/Agency	Health Directorate
Position Title	Director of Medical Imaging
Position Number	E1020
Classification	Executive Level 1.3
Establishment Action (if applicable) <i>Complete Establishment Variation Authority form also</i>	(Please Select)
Multiple Actions?	No
Action 1	<p>On 22 May 2017, the Head of Service agreed to upgrade the existing role of Manager, Medical Imaging (from SOG A to Executive Level 1.3). It is now proposed to advertise the position for an executive contract of up to five years.</p> <p>The Director, Medical Imaging is a critical leadership role within ACT Health playing a key role in providing leadership and strategic, operational and financial management of ACT health's Medical Imaging Department to ensure high quality and effective delivery of Medical Imaging services needed to support program/service delivery and plans within a multi-site academic, research and client centred environment.</p>
Action 2 (if applicable)	Select Reason for Request
Action 3 (if applicable)	Select Reason for Request
Business Reason <i>Provide supporting information to assist the Head of Service</i>	Advertise
Compliance Check for Short Term Contract Requests (if applicable)	<input type="checkbox"/> Merit selection process completed (mandatory for engagements exceeding nine months). If so, specify date: Enter Date <input type="checkbox"/> Total engagement does not exceed two years
Ministerial Appointment?	No
Directorate Contact	Tonia Andersen 42169

Contract Executive Details	
Term of Contract	From: Select Start Date To
Title	Select Title
Family Name	Enter Family Name
Given Name(s)	Enter Given Name
Date of Birth	Enter Date of Birth
AGS Number (if known)	Enter AGS Number (if known)
Phone	Enter Phone No
Email	Enter Email Address
Superannuation Scheme	Select Superannuation Scheme
Special Conditions (inc. additional payments, etc.)	Enter any special conditions that form part of this contract
Advertising Details (if applicable)	
Vacancy period if known	Long Term - Up to five years
How will the vacancy be advertised	Shared Services
Press Required	Enter Press Requirements if Applicable
Special Instructions	Enter Special Instructions if Applicable
Closing Date	Two weeks from date published on jobs.act.gov.au
Hours Per Week	Full time position
Contact Officer	Chris Bone
Contact Officer Phone	(02) 620 47354
Contact Officer Email	Chris.bone@act.gov.au

ACT Health
Director of Medical Imaging, Canberra Hospital and Health Services
(Executive Level 1.3)

ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Interested applicants can seek further information from Mr Chris Bone on telephone (02) 617 47354.

Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Chris Bone.

Applications close 11.59pm XXXXXXXXXXXX 2017.

Wording for Advertisement:

Director-General Details

Name	Nicole Feely
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Date	08/06/2017
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Email the completed form to Shared Services HR, Executive Contracts for processing.
 Shared Services is responsible for ensuring the request meets with compliance and ACTPS legislative requirements and preparation and disbursement of documentation.

Shared Services Use Only

Original Contract Start Date (for extensions only)	Select Start Date
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Compliance check: <ul style="list-style-type: none"> • <i>Complies with Head of Service directions</i> • <i>Merit selection process completed (if greater than 9 months)</i> • <i>Total engagement does not exceed two years (short term) or five years (long term)</i> • <i>All relevant details have been provided</i> 	Please Select
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Comments	Enter Comments
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Head of Service Decision

This request is

- approved
- modified and approved
- not approved

Reason if modified/not approved:

Name:

Rowena Owen Clarke

Date:

19/6/17

Director of Medical Imaging

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1020)

Gazette Date: 20 June 2017

Closing Date: 04 July 2017

Details: ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

Interested applicants can seek further information from Mr Chris Bone on telephone (02) 6174 7354.

How to Apply: Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Chris Bone.

Applications should be sent to the Contact Officer.

Applications close 11:59pm 4 July 2017.

Contact Officer: Chris Bone (02) 6174 7354 chris.bone@act.gov.au

Director of Medical Imaging

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1020)

Gazetted: 12 October 2017

Closing Date: 23 October 2017

Details: ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services (CHHS).

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS. To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Eligibility/Other Requirements: Mandatory: Relevant tertiary qualification in a relevant health care profession supplemented with leadership and business management courses, or ability to demonstrate equivalent experience commensurate with tertiary level qualification. Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery.

Desirable: Administrative or Management Tertiary qualification. Current registration/membership with a recognised professional association. Direct experience in managing the complex diagnostic imaging operations in a large hospital setting.

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

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

Contact Officer: Further information about the position is available from Chris Bone chris.bone@act.gov.au (02) 6244 2169