



ACT Government Gazette

Gazetted Notices for the week beginning 10 November 2016

VACANCIES

Calvary Health Care ACT (Public)

Emergency Department

Senior Resident Medical Officer

Senior Resident Medical Officer 1 - Senior Registered Medical Officer 3 \$86,118 - \$105,377, Canberra (PN: TBA)

Gazetted: 16 November 2016

Closing Date: 25 November 2016

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

<https://calvary.mercury.com.au> Reference Number 14079

Contact Officer: Cheryl Wood cheryl.wood@calvary-act.com.au

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

Social Work and Psychology

Psychologist

Health Professional Level 3 \$85,967-\$90,583, Canberra (PN: TBA)

Gazetted: 14 November 2016

Closing Date: 25 November 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Reference Number 14056

Contact Officer: Michelle Greene (02) 6201 6314 michelle.greene@calvary-act.com.au Applications can be

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

Occupational Therapy

Senior Occupational Therapist

Health Professional Level 3.1 - Health Professional Level 3.3 \$85,967-\$90,583, Canberra (PN: TBA)

Gazetted: 14 November 2016

Closing Date: 7 December 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Reference Number 14054

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

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

Occupational Therapy

Occupational Therapist

Health Professional Level 2.5 \$74,791, Canberra (PN: TBA)

Gazetted: 14 November 2016

Closing Date: 7 December 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Reference Number 14052

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@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 Business, Tourism and Accounting

CIT Accounting and Law

Accounting Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51167, several)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally. CIT is a leading provider of VET, holding the title of ACT Large Registered Training Organisation (RTO) of the Year for the last eight consecutive years. The Accounting, Bookkeeping and Legal Services Department are seeking to fill numerous Teacher Level 1 positions within the CIT Business, Tourism and Accounting College. Key knowledge skills and attributes of the position include: Relevant industry experience in the financial services industry (minimum experience five years). Passionate about sharing their industry knowledge with students studying in the financial services industry and possess digital literacy in Microsoft Office suite. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Appropriate industry competencies demonstrated by the following qualifications: Bachelor Degree or in Commerce, Arts (Accounting), Economics, or similar Post graduate qualification in Finance, Accounting or related area. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Membership of the Institute of Public Accountants, CPA Australia or Chartered Accountants Australia and New Zealand.

Note: One position will be for permanent filling and the other will be for temporary filling for a period of 12 months with the possibility of extension up to five years. 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: Vanessa Whelan (02) 6207 4984 vanessa.whelan@cit.edu.au

CIT Trade Skills and Vocational College

TSVL Management

Work Health and Safety Project Administrator

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 54301)

Gazetted: 11 November 2016

Closing Date: 18 November 2016

Details: Under general direction, assist and support the achievement of outcomes from the Australian Apprenticeship – Quality Improvement and Sustainability Project. This includes provision of high level quality client service to support the development and creation of a customised Workplace Health and Safety (WHS) Manual for implantation and trialling across CIT Australian Apprenticeship areas. Other responsibilities include the preparation of template, project documentation and reports. Maintaining open and frequent communication with the Project Manager and Project Team Leader to ensure priorities are set and expectations are clear and keep all informed of project status and issues that may impact client relations or project outcomes. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Certificate IV in Business Administration or equivalent previous experience in Project Administration is highly desirable. Understanding of the Australian Apprenticeship training environment and WHS requirements would be an advantage.

Note: This is a temporary position available until 29 December 2017.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionaM.mitchell@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

Policy and Cabinet

Cabinet and Coordination

Senior Coordination Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 33991)

Gazetted: 10 November 2016

Closing Date: 17 November 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for an outstanding individual to perform the role of Senior Coordination Officer in the Cabinet Office. Cabinet and Coordination provides whole of government coordination and secretariat services to the Head of Service and the Chief Minister to support Cabinet operation. The team also facilitates the passage of Government business in the Legislative Assembly. The successful candidate will provide quality strategic direction and advice on a broad array of issues and have well developed leadership and management skills to manage tight deadlines and effectively work in a high-pressure environment.

Note: This is a temporary position available as soon as possible until November 2017.

Contact Officer: Mark Kalleske (02) 6207 5989 mark.kalleske@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Senior Case Manager

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 17098, several)

Gazetted: 15 November 2016

Closing Date: 1 December 2016

Details: Various exciting opportunities exist in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for enthusiastic and motivated individuals who are keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and Allied Health professionals. Essential to the role is proactively communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicants will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Business Application Management

Business Systems Support Officer

Information Technology Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 19880)

Gazetted: 11 November 2016

Closing Date: 25 November 2016

Details: This role provides technical support and testing for the Clinical Portal application and associated systems. The successful applicant will work in a highly motivated team of support officers working to provide technical support for ACT Health clinical applications accessed through the Clinical Portal. This support includes application configuration work as well as basic SQL database maintenance and integration tasks.

Eligibility/Other Requirements: The possession of, or the ability to attain a baseline security clearance is a requirement. This position will be required to participate in an out-of-hours on-call roster. Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of the ACT Government Health ICT environment would be an advantage but not essential. Knowledge of the Clinical Portal product set and tool set used by ACT Health would be an advantage but is not essential. Knowledge of ACT Health applications such as the patient administration system (ACTPAS), the Clinical Records Information System (CRIS), the Medical Imaging information system and PACS (RIS-PACS) and the Emergency Department information system (EDIS) and their databases would be an advantage but is not essential. Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential.

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

Contact Officer: Kate Barber (02) 6207 7666 kate.barber@act.gov.au

Access Canberra

Licensing and Registrations Branch

Construction and Workplace Licensing

Team leader, Licensing

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 18924)

Gazetted: 10 November 2016

Closing Date: 17 November 2016

Details: Access Canberra is a new ACT Government service that brings together shopfronts and regulatory services, including Canberra Connect. Access Canberra has been set up to make it easier for business, community organisations and individuals to work with ACT Government and deliver a more seamless experience. The Construction and Workplace Licensing Team of Access Canberra is looking for a motivated individual to lead a team of licensing officers who make decisions on behalf of the Construction Occupations Registrar, the Regulator of Work Health and Safety and Registrar of the ACT Architects Board. The individual needs to possess excellent interpersonal skills with the ability to lead the team in delivering functions in accordance with Access Canberra's principles.

Note: This is a temporary position available for two years with the possibility of extension.

Contact Officer: Megan Corrigan (02) 6207 7665 megan.corrigan@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.

Shared Services

Partnership Services

Publishing Services

Project Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 03211)

Gazetted: 14 November 2016

Closing Date: 28 November 2016

Details: The Publication Services Project Officer will be an enthusiastic and experienced Administration Officer with a good grasp of the local publishing industry and possess excellent client management skills with a high attention to detail. The Publications Team provides support and guidance to the ACT Government in the processes and coordination of publishing services.

Eligibility/Other Requirements: Knowledge of publishing software and the local publishing industry would be an advantage. Knowledge of design as well as print processes is highly desirable.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension and/or permanency from this process. Selection may be based upon applications and referee reports only.

Contact Officer: Brien Dunbar (02) 6207 6934 brien.dunbar@act.gov.au

Sales Marketing and Property Management

Venues Canberra

Exhibition Park in Canberra – EPIC

Events and Venue Assistant – Exhibition Park in Canberra

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 35650)

Gazetted: 16 November 2016

Closing Date: 30 November 2016

Details: Venues Canberra is looking for a customer focused person to undertake the role of the Events and Venue Assistant at Exhibition Park in Canberra (EPIC). The Events and Venue Assistant reports to the Event Operations Coordinator. The position assists in the operational, administrative and compliance requirements of events/conferences/functions hosted at EPIC. This role will include manual handling tasks.

Eligibility/Other Requirements: Driver's licence is essential. Fork Lift licence is desirable. First Aid certificate is desirable.

Note: The successful applicant will be required to work weekends and after hours, including an on-call roster.

Contact Officer: Amal Davis (02) 6205 4948 amal.davis@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

Child and Youth Protection Services

Child and Youth Protection Services

Practice and Performance Relationship Management

Relationships Coordinator

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 33653)

Gazetted: 15 November 2016

Closing Date: 22 November 2016

Details: The Relationships Coordinator role is focussed on strategies to ensure Child Youth and Protection Services has the capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients. The Relationship Coordinator has a significant role in managing community relationships through contract management and promoting continuous improvement of service delivery.

Eligibility/Other Requirements: Essential qualifications and experience: At least five years practice experience working with children, young people and their carers or families. Current driver's licence. Desirable: Relevant tertiary qualifications e.g. in Social Work, Psychology, Education or an allied health position (speech therapist, occupational therapist).

Notes: This is a temporary position available for six months, with the possibility of extension and/or permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Adele Gillespie (02) 6207 1058 CYPSRecruitment@act.gov.au

Child and Youth Protection Services

Child and Youth Protection Services

Operations North/South

Senior Practitioner

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 33998)

Gazetted: 10 November 2016

Closing Date: 29 November 2016

Details: The Senior Practitioner position is responsible for providing expert case practice advice and leadership, supporting and developing Case Workers in the integration of theory and practice while demonstrating expertise through case management.

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

Notes: This is a temporary position available for six months with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Vicki Anderson (02) 6207 7308 cypsrecruitment@act.gov.au

Child and Youth Protection Services

Child and Youth Protection Services

Practice

Therapeutic Assessor

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 43999)

Gazetted: 14 November 2016

Closing Date: 30 November 2016

Details: The Health Professional Level 3 (HP3) Therapeutic Assessor role is focused on undertaking appropriate developmental and therapeutic assessments. Therapeutic Assessors will contribute to the work of the Out of Home Care Taskforce by: actively participating in developing and refining the service model; participating in an evaluation of the new framework; supporting the Team Leader in the collection of data or research pertaining to the project; and generally contributing to the program development.

Eligibility/Other Requirements: Relevant tertiary qualifications, for example: Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in human service delivery. A Current driver's licence. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

Contact Officer: Stephane Breton (02) 6205 5332 stephane.breton@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

Tuggeranong Network

Richardson Primary School

Principal

School Leader A \$143,712 - \$172,560, Canberra (PN: 01758)

Gazetted: 16 November 2016

Closing Date: 30 November 2016

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

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

Contact Officer: Stephen Gwilliam (02) 6205 3313 stephen.gwilliam@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.

Office for Schools

North/Gungahlin Network

Cranleigh School

Principal

School Leader A \$143,712 - \$172,560, Canberra (PN: 02175)

Gazetted: 16 November 2016

Closing Date: 30 November 2016

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

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

Contact Officer: Judy Hamilton (02) 6205 3313 judith.hamilton@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.

Organisational Integrity and Infrastructure

Infrastructure and Capital Works

Asset Strategies

Senior Manager

Senior Officer Grade A/Infrastructure Officer 5 135,384 - \$140,651, Canberra (PN: 33443)

Gazetted: 10 November 2016

Closing Date: 1 December 2016

Details: The Infrastructure and Capital Works Branch in the Education Directorate is responsible for high quality, safe and accessible school facilities to support the work of students, teachers and the community. The Asset Strategies section is responsible for the delivery of environmental sustainability and external learning strategies in schools, the effective management of corporate environments and a wide range of strategic projects relating to school and corporate environments. The Senior Manager, Asset Strategies is part of the branch Senior Management team, supporting the Director to achieve strategic and operational branch objectives. The Senior Manager leads a diverse workforce over two corporate sites and undertakes complex strategic projects, requiring excellent engagement and collaboration across the Directorate and the ACT Government. Strong organisational and communication skills are required in this role.

Note: This is a re-advertised position and previous applicants will need to re-apply. This position will be filled at either the Senior Officer Grade A or Infrastructure Officer 5 classification depending on the skills, qualifications and experience of the successful applicant. The eligibility criteria for employment in the Infrastructure Officer 5 classification can be found in the Technical and Other Professional Enterprise Agreement 2013-2017 Section T3.1.

http://www.jobs.act.gov.au/_data/assets/pdf_file/0003/691311/Technical-Professional-Agreement.pdf

Contact Officer: John Wynants (02) 6207 6541 john.wynants@act.gov.au

Office for Schools

South/Weston Network

Farrer Primary School

Deputy Principal

School Leader B \$130,851, Canberra (PN: 04009)

Gazetted: 11 November 2016

Closing Date: 25 November 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Linda Heath (02) 6205 7911 linda.heath@ed.act.edu.au

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

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Deputy Principal

School Leader B \$130,851, Canberra (PN: 36359)

Gazetted: 14 November 2016

Closing Date: 28 November 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Lana Read (02) 6205 5811 lana.read@ed.act.edu.au

Education Strategy

Learning and Teaching

Early Childhood Education

Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 36640)

Gazetted: 16 November 2016

Closing Date: 23 November 2016

Details: Applications are sought from a dynamic, high performing leader to join the Education Strategy Division as Manager of the Early Years Learning Section. As a key support to the Director, Learning, Teaching and Early Childhood and the Senior Manager, Teaching Policy and Practice, the successful applicant will help lead staff to successfully engage with, and implement the vision and purpose of the Division. The Manager will focus on implementation of the National Partnership Agreement on Universal Access to Early Childhood Education, the recommendations arising from the Early Childhood Schools and Koori Preschool Program Evaluation, the Directorate's Strategic Plan, and 2017 Operational Plan, particularly those aspects that support high quality early childhood outcomes.

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

Contact Officer: Renee Berry (02) 6205 7088 renee.berry@act.gov.au

Office for Schools

North/Gungahlin Network

Ngunnawal Primary School

Executive Teacher

School Leader C \$112,381, Canberra (PN: 36775)

Gazetted: 14 November 2016

Closing Date: 28 November 2016

Details: As a member of the Executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: Kristine Stewart (02) 6205 8182 kristine.stewart@ed.act.edu.au

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

School Performance and Operations

Governance

Audit and Assurance

Assistant Manager Security and Emergency Management

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 09400)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: The Education Directorate is seeking a highly motivated individual to manage the Directorate's security, emergency management and business continuity functions. The successful applicant will be required to provide advice and assistance to Directorate staff on Security, Emergency Management and business continuity matters; assist in the development of programs and projects to implement the Protective Security Policy Framework; enhance emergency management planning programs; develop high level briefs, correspondence and reports; coordinate the Security and Emergency Management Committee and undertake the development and management of emergency management and disaster recovery related exercises.

Eligibility/Other Requirements: Tertiary qualifications in Security and/or Emergency Management; and experience in the ACT Government Protective Security Policy Framework environment is highly regarded. This is a full-time, Designated Security Assessed Position and as such, the occupant must hold or be able to obtain a security clearance at the NegVet 1 Level.

Contact Officer: Megan Young (02) 6205 9102 megan.young@act.gov.au

Organisational Integrity and Infrastructure

Infrastructure and Capital Works

Major Projects

Infrastructure Project Officer

Infrastructure Officer 2 \$78,738 - \$90,588, Canberra (PN: 35531)

Gazetted: 10 November 2016

Closing Date: 24 November 2016

Details: The ACT Education Directorate is seeking a Project Officer to coordinate the delivery of infrastructure projects within Canberra public schools. The position will be involved in the delivery of Major Projects as well as Capital Upgrades programs for the Infrastructure and Capital Works branch. The successful applicant will require a high-level of stakeholder engagement, including excellent written and verbal communication skills, be able to balance multiple tasks, including monitoring and reporting, and have a clear understanding of the practices and skills required to achieve successful outcomes.

Eligibility/Other Requirements: The successful applicant will need to be in possession of a White Card and Asbestos awareness certification, or be willing to undertake the required training. Building or infrastructure knowledge and/or project management experience is desirable.

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

Contact Officer: Lee Barker (02) 6205 1874 lee.barker@act.gov.au

Organisational Integrity and Infrastructure

Infrastructure and Capital Works

Asset Strategies

Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 02421, expected vacancy)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: The Infrastructure and Capital Works branch is seeking an enthusiastic and motivated person who is well organised and possesses good communication skills to provide administrative support to the branch. The successful applicant will be required to perform a wide variety of administrative tasks including processing of invoices, monitoring of accounts, journals, financial reports, maintain the sections filing system, prepare and distribute meeting agenda and minutes and much more.

Eligibility/Other Requirements: A sound working knowledge of Microsoft Office application including word processing, spreadsheet and data base entry is highly desirable. Experience in Oracle and an understanding of the financial framework in the ACT Government would be an advantage. 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 an expected permanent vacancy.

Contact Officer: Beth Mitchell (02) 6207 8364 bethl.mitchell@act.gov.au

Office for Schools

Tuggeranong Network

Lanyon High School

Classroom Teacher-Maths and Science

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06310)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: Lanyon High School is seeking a Teacher of Maths and Science. Applicants must be committed to collaborative and reflective practice and be able to work effectively in a team to deliver the Australian Curriculum.

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

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

Note: This is a temporary position available from 27 January 2017 to 26 January 2018.

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@ed.act.edu.au

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

Office for Schools

North / Gungahlin Network

Dickson College

Classroom Teacher Science - Specialising in Physics

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 35160)

Gazetted: 11 November 2016

Closing Date: 25 November 2016

Details: Our College is seeking a Science Teacher with a passion for Physics to join our teaching team. This person will need to teach Physics to a high level and work as a productive member of our STEM team. The ability to teach mathematics may be required.

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

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

Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@ed.act.edu.au

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

Office for Schools

South/Weston Network

Charles Weston School Coombs

Japanese Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 35804)

Gazetted: 14 November 2016

Closing Date: 28 November 2016

Details: Charles Weston School Coombs is a newly established school with a growing student population. We have a vacancy for a Japanese Teacher to work across the school. This position has a part-time Japanese teaching load but we will consider applications either full or part time. Full-time applications will need to have an additional specialisation or work with our RTI team providing learning support to students with a range of additional learning needs.

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

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

Note: This is a temporary position available 27 January 2017 until 26 January 2018. Both full-time and part-time hours will be considered.

Contact Officer: Kate McMahon (02) 6142 0404 kate.mcmahon@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Majura Primary School

Classroom Teacher - French

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 08399)

Gazetted: 11 November 2016

Closing Date: 25 November 2016

Details: Majura Primary School is seeking a French language Teacher to join our collaborative and committed team. Majura Primary has strong links with the local community and aims to provide strong academic and social learning in an environment that supports individual students to reach their potential.

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

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

Note: This is a temporary position available 27 January 2017 until 26 January 2018.

Contact Officer: Daniel Zobel (02) 6142 3140 daniel.zobel@ed.act.edu.au

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

Environment and Planning

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

Environment

ACT Parks and Conservation Service

Urban Reserves

Ecologist – Environmental Offsets

Professional Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 37608)

Gazetted: 11 November 2016

Closing Date: 18 November 2016

Details: The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. An opportunity exists for an Ecologist who will be responsible for developing a plan and processes to improve how the ACT Government deliver monitoring and research programs that focus on matters of national environmental significance. The position is also responsible for delivering or procuring the services of contractors to deliver the environmental offset monitoring and research commitments, compile and analyse data and provide advice to Planners and Rangers on reserve management requirements in response to monitoring and research results and as part of an adaptive management strategy.

Eligibility/Other Requirements: A tertiary qualification is required in a field of Environmental Management or Biological Science, preferably including studies in Ecology and Conservation of Terrestrial Fauna and Ecosystems. Other experience is outlined in the selection criteria.

Note: This is a temporary position available until 30 June 2017, with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcinnis@act.gov.au

Environment

ACT Parks and Conservation Service

Community and Visitor Programs

ParkCare Support Officer

Technical Officer Level 3 \$68,126 - \$76,990, Canberra (PN: 09898)

Gazetted: 10 November 2016

Closing Date: 24 November 2016

Details: The Community and Visitor Programs section of ACT Parks and Conservation Services (PCS) is recruiting a ParkCare Support Officer to support the existing and growing network of community volunteers working in ACT reserves. The successful applicant will be passionate about engaging people in conservation programs and experienced in supervising volunteers undertaking land management activities. The role is responsible for providing on-ground operational support to an existing network of PCS ParkCare and volunteer groups and works collaboratively with District ranger staff to provide opportunities for community engagement in land management projects. The main duties of the position include the development of annual work plans for volunteer groups and supervising and enriching on-ground volunteer activities. This includes conducting induction sessions and skills training with volunteers, addressing volunteer needs and inquiries and ensuring volunteer activities are consistent with the *Volunteer Policy 2009*. The ParkCare Support Officer is expected to work with minimal supervision as part of a small team, exercise independent judgement and autonomy as necessary, and display a high degree of self motivation, drive and enthusiasm. This position is also required to work a roster working on weekends and outside

core business hours, and participate in bush fire fighting activities when necessary as a member of the Parks Brigade.

Eligibility/Other Requirements: Applicants must be prepared to work a roster including during school holidays, weekends or public holidays at any site within a region. Be prepared to wear a uniform; and possess a manual driver's licence.

Note: This is a temporary position available from 9 January 2017 for up to three years.

Contact Officer: Craig Wainwright (02) 6207 2924 craig.wainwright@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.

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

Division of Medicine

Clinical Forensic Medical Services

Career Medical Officer 2.4 - Clinical Forensic Medical Services

Career Medical Officer 2.4 \$180,439, Canberra (PN: 18670)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

The Position: The Clinical Forensic Medical Services seeks to employ a medical practitioner with post graduate forensic medical qualifications. Experience working on an afterhour's service roster providing general and sexual assault forensic medical services or sexual health would be an advantage. Applicants must demonstrate a high level of medical experience. There are two main components to this position that revolve around provision of medical and forensic care: Forensic and Medical Sexual Assault Care provides services to those affected by sexual assault. Clinical Forensics ACT provides services as requested by the Australian Federal Police. Applicants will be assessed on the written application and referee reports only. Applicants must include a covering letter and curriculum vitae detailing relevant experience and qualifications addressing the selection criteria together with the names and telephone numbers of two referees.

Eligibility/Other Requirements: Current unconditional registration with the Australian Health Care Professionals Registration Authority. Current driver's licence. Must be eligible to pass an AFP security clearance or the ability to maintain such (i.e. no previous criminal history). Able to cope with the demands of an on call roster and responding to callouts within stipulated time frame. Experience in providing forensic medical services and expert opinions are highly desirable.

Note: This is a temporary part-time position for a period of 3 years at two hours per week and on call recall with an expectation of a minimum of 3 shifts per month on an afterhours roster (including weekends and public holidays).

Contact Officer: Anna Brkic (02) 6244 2185 anna.brkic@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health

General Practitioner

Staff Specialist Band 1-5 \$162,039 - \$199,961, Canberra (PN: 37795)

Gazetted: 17 November 2016

Closing Date: 1 December 2016

The Position: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Correctional Centre (SCC) and young people at Bimberi Youth

Justice Centre (BYJC). You will be required to work at various JHS sites and provide care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. This is a permanent part time position. The hours will be between 8 to 16 per week. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$265,033 - \$322,687.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian College of General Practitioners. A current ACT driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part time position. The hours will be between 8 to 16 per week.

Contact Officer: Dr Peter Norrie, Chief Psychiatrist (02) 6205 0687 peter.norrie@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Nursing**

Haematology/Oncology Inpatient Ward

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 23435, several)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity for a Registered Nurse Level 2 (RN2) who is competent in chemotherapy administration, education and holds a current ADAC certificate is available for a compassionate, dedicated person to join our busy inpatient 44 bed ward 14B/11C. The applicant needs to be confident in team leading, professional development in both self and others plus have the ability to cope in a highly acute setting. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: 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 Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: These positions are required to participate in a rotating roster and cover all three shifts. Both full-time and part-time hours will be considered.

Contact Officer: Susan Langdon (02) 6422 3396 susan.langdon@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Health Program

Clinical Development Nurse

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22654, several)

Gazetted: 17 November 2016

Closing Date: 1 December 2016

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

based services, as many of the operational divisions deliver services across the continuum of care. 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. Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multi-disciplinary team. Overview of the work area and position: Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. MACH Clinical Development Nurses (CDNs) provide one on one clinical support, ongoing evaluation and feedback for Registered Nurses, MACH Nurses and Midwives across a diversity of clinical areas within MACH. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced Child and Family Health Nursing practice, and to provide guidance to less experienced nursing staff and nursing students. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds post graduate qualifications in Child and Family Health Nursing. Holds a current driver's licence. Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training are desirable. Relevant tertiary qualifications are highly desirable, including Midwifery, Paediatrics and Education. 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*.

Contact Officer: Cathy O'Neill (02) 6205 2141 cathy.o'neill@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22532, several)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us. Expressions of interest are being sought from dynamic Registered Nurses with demonstrated knowledge in Oncology/Haematology and highly developed interpersonal skills to undertake the role of Clinical Development Nurse (CDN) 14B/11C. This role requires excellent communication skills, a passion for education and the ability to provide active support to the nursing staff and CNC. Applicants will be required to demonstrate experience in the clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Successful applicants must have current competency in ADAC modules 1-8, CVAD and syringe driver management and PCA and BSL assessment. Holds or working towards cert IV in Training and Assessment is desirable. 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*.

Notes: There are two temporary positions available from 16 March 2017 to 17 October 2018.

Contact Officer: Susan Langdon (02) 6244 3396 susan.langdon@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Podiatrist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 35171)

Gazetted: 17 November 2016

Closing Date: 01 December 2016

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: There is an exciting expected temporary vacancy for a suitably qualified Senior Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team. 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.

Eligibility/Other Requirements: Degree in Podiatry, or recognized equivalent; and Registration with the Podiatry Board of Australia (AHPRA). Desirable: Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check.

Note: This is a full time position for 12 months commencing in February 2017 with the possibility of extension. This recruitment round may be used to fill other identical full and part-time positions over the following 12 months.

Contact Officer: Kerryn Maher (02) 6205 1496 kerryn.maher@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Diabetes Podiatrist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 29119)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The ACT Health Diabetes Service Podiatry team provide individual podiatry appointments for people with or at high risk of acute foot complications. The Podiatry team are an integral part of the High Risk Foot Multidisciplinary Group collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions. The type of services offered include: Wound/Foot ulcer assessment and debridement, Footwear/Offloading assessment, Diabetes foot assessment and education, General high risk foot care. The Health Professional Level 3 Diabetes Podiatrist will be responsible to the Senior Diabetes Podiatrist of the ACT Health Diabetes Service. Under the direction of the Senior Podiatrist, you will be required to provide clinical assessment, treatment, supervision and evaluation of podiatry care to in an outpatient with diabetes and other chronic conditions.

Eligibility/Other Requirements: Be registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Podiatrist. Tertiary qualifications or equivalent in Podiatry and eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Prior to commencement successful candidates will

be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of eight months with the possibility of extension of up to two to three years. The successful applicant may be selected from written application and referee reports only.

Contact Officer: Kate Storer (02) 6244 3794 kate.storer@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Senior Physiotherapist**

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36099)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: 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 Falls and Falls Injury Prevention Service provides specialist evidence based assessment and intervention for older Canberrans to reduce their falls and risk of harm from falls. The multidisciplinary service, comprising Physiotherapists, Occupational Therapists, Registered Nurses and an Allied Health Assistant, provides assessments of individual falls risk factors, and interventions to address these. Assessments are completed in local community health centres and intervention is conducted in groups in community health centres, or individually in clients' home environments. The service also regularly undertakes a variety of health promotion activities aimed at reducing the incidence of falls or harm from falls within the older ACT population. As a Senior Physiotherapist within the team, you will be expected to provide physiotherapy service provision that contributes to positive client outcomes and the successful operation of the Falls and Falls Injury Prevention Service including the opportunity to engage in service evaluation and development. The Falls and Falls injury prevention service is supported by its Team Leader. Professional support and supervision will be provided via a close association with the Rehabilitation and Aged Care Physiotherapy team. This is a large team of Physiotherapists providing evidence based intervention to an elderly or rehabilitation population across a number of inpatient and community based services. Future opportunities may exist to work as part of these other rehabilitation and aged care services to facilitate the development and maintenance of broad physiotherapy knowledge and skill.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification; be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check.

Contact Officer: Michelle Bennett 0403 127 056 michelle.bennett@act.gov.au

**Canberra Hospital and Health Services
Executive Director of Medical Services
Medical Rostering Administration Officer
Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 29194)**

Gazetted: 17 November 2016

Closing Date: 1 December 2016

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: Under general direction from the Senior Manager Medical Rostering Team, this role is to provide efficient, reliable and high quality rostering and support services to the Junior Medical workforce of Canberra Hospital.

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

Contact Officer: Janelle Corey (02) 6244 2507 janelle.corey@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Nursing

Administration Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 02973)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services. Overview of the work area and position: Reporting to the Manager for Service Development the position will also work closely with the workforce to achieve organisational goals across the MHJHADS Division. Under supervision, it is expected that the Administration Assistant will develop competencies and skills to provide appropriate consultation and liaison to our workforce and community agencies whilst working within a small administration team. This is a great opportunity to develop your skills in a diverse service environment. Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels. The Service Development Unit aims to provide a diverse range of learning, development and promotional activities to support staff in which to build competency and capacity within the Mental Health, Justice Health, Alcohol and Drug Services workforce.

Eligibility/Other Requirements: Current driver's licence. Certificate or qualification (or working towards) in Office/Business Administration is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary full-time position available for a period of 12 months. This position involves day work only.

Contact Officer: Jodie Bowden (02) 6207 6279 jodie.bowden@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Medical Staff

Assistant to the Chair of Surgery

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 37729)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health 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 Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical

imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: ACT Health has a strong partnership with the Australian National University (ANU) through the ANU Medical School, located on the Canberra Hospital campus. The Chair of Surgery holds a joint appointment at the Canberra Hospital Academic Unit of Surgery and the ANU, with a considerable focus on research activities. The Assistant to the Chair of Surgery will support the teaching and research activities of the Chair, and provide administrative support for his clinical practice to ensure smooth operations of the unit, as well as providing service support for inpatient administration, theatre lists, audit, and outpatient clinics.

Eligibility/Other Requirements: Working towards or holds a certificate in management, customer service, medical terminology or another relevant field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Melanie Applebee (02) 6244 3207 melanie.applebee@act.gov.au

Population Health

Health Protection Service

Healthcare Performance Improvement Program Safety

Personal Assistant to Executive Director, Health Protection Services

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 29468)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The role of the Business Support Services (BSS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of to HPS stakeholders visiting the site or contacting the Service by phone. The position is responsible for providing day to day personal assistance support to the Executive Director, Health Protection Service. You will organise and maintain appointments, draft and prepare minor correspondence as necessary, arrange and provide secretariat for meetings. Other duties include maintaining liaison with internal and external agencies to ensure the efficient co-ordination of the sectional activities, assist with minor research and project tasks as required. Ability to work under limited supervision in a fast passed environment and adapt to change is highly desirable.

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

Note: This is a temporary position available for a period of 14 months.

Contact Officer: Cathie Smith (02) 6205 1714 cathie.smith@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Haematology/Oncology/Radiation and Palliative care

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 32897, several)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

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: 14B/11C

Haematology/Oncology/Radiation and Palliative care is a 44 bed ward who are looking for compassionate, caring and patient focused Level 1 Registered nurses to join our team with an interest in this area. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: Registered or is eligible for registration as a registered Nurse with the Australian Health Practitioner regulation Agency (AHPRA). Chemotherapy training is an advantage but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: These are temporary positions available for a period of six to twelve months with the possibility of permanency from this process. Both full-time and part-time hours will be considered. Successful applicants will be required to work a seven day rotating roster.

Contact Officer: Susan Langdon (02) 6244 3396 susan.langdon@act.gov.au

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

Registered Nurse - Rehabilitation

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 13619, several)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Rehabilitation, 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. 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 Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Ward 12B is a 20 bed Acute Rehabilitation inpatient unit at Canberra Hospital. The successful applicant will have well developed interpersonal skills, an ability to work collaboratively within a multidisciplinary team framework, and a demonstrated commitment to providing excellence in patient-centred care.

Eligibility/Other Requirements: Registered or is eligible for registration as a registered Nurse with the Australian Health Practitioner regulation Agency (AHPRA); Experience in a rehabilitation setting is desirable but not essential; Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These positions are permanent, full-time and require working a 24/7 rotating roster which will include both weekends and night duty.

Contact Officer: Rowena King (02) 6244 2082 rowena.king@act.gov.au

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

Podiatrist

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 33249)

Gazetted: 17 November 2016

Closing Date: 1 December 2016

Details: 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. There is an exciting opportunity for a suitably qualified Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team. 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 inter professional 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.

Eligibility/Other Requirements: Degree in Podiatry, or recognised equivalent; Registration with the Podiatry Board of Australia (AHPRA). Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a full-time temporary position for a period of 12 months with the possibility of extension. Part-time applications may be considered. This recruitment round may be used to fill other full and part-time positions over the following 12 months. Selection may be based on application only.

Contact Officer: Kerryn Maher (02) 6205 1496 kerryn.maher@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Dietitian - ACT Health Diabetes Service

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 28311)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health 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 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 ACT Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The diabetes nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of diabetes. The Health Professional Level 2 (HP02) Diabetes Dietitian will be responsible to the Senior Diabetes Dietitian of the ACT Health Diabetes Service. Under the direction of the senior dietitian, you will be required to provide clinical assessment, treatment, supervision and evaluation of nutrition care to inpatients and outpatients at risk of or who have diabetes.

Eligibility/Other Requirements: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status. A minimum of two years post-graduate experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of three months with the possibility of extension. A merit list will be established which may be used to fill future full-time and part-time temporary positions which may arise over the next 12 months.

Contact Officer: Alison Lancaster (02) 6174 7024 alison.lancaster@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Client Support Service**

Administrative Support Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 16498)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: About us. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

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

Note: This position is part-time at 11 hours per week. The salary noted above will be paid pro rata.

Contact Officer: Belinda Carrington (02) 6244 2767 belinda.carrington@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children
Children, Youth and Women's Health Program
Graduate Social Workers**

Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 19207)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

Details: 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: ACT Health is seeking dynamic new Graduates (graduating in 2016) to fill several positions within Mental Health, Acute Hospital, Oncology and Women's Youth and Children-(Women's Health and Community Health rotation). ACT Health offers a twelve-month, structured program that provides orientation, supervision and support for social work graduates to further develop their knowledge for social work practice in health. Under professional supervision you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas by: 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; Providing individual or group service delivery; and applying knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check.

Note: These are temporary positions for 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

Contact Officer: Alison McDonald (02) 6174 7023 alisonk.mcdonald@act.gov.au

**Canberra Hospital and Health Services
Medicine
Resources**

Graduate Respiratory Scientist

Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 21962)

Gazetted: 17 November 2016

Closing Date: 24 November 2016

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 Respiratory Physiology Laboratory which is part of the Department of Respiratory and Sleep Medicine based in the Division of Medicine provides clinical laboratory services in respiratory physiological measurement. The role under direct supervision will be part of an interprofessional team that provides high quality service in keeping with national accreditation standards conducting various test procedures directly to patients. Formal training will be provided. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Health Science/Human Physiology and eligibility for membership of the appropriate professional organisation, and must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Derek Figurski (02) 6244 2066 Derek.Figurski@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**

Corporate

Governance

Communications Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 19259)

Gazetted: 15 November 2016

Closing Date: 28 November 2016

Details: Governance, Corporate are seeking a suitable applicant for the position of Communications Manager. Under the limited direction of the Executive Director, this role will be responsible for: Proactive media; Reactive media; Development of appropriate communication strategies to support ministerial portfolios and policy development/implementation; Organising and promoting events at the Ministerial and Directorate level; Representing the Directorate on the Coordinated Communications Network (CCN); Developing, negotiating and clearing media releases, media alerts and media questions through appropriate channels; Ensuring there are no surprises and that the Minister and the Directorate are well briefed on upcoming issues. This successful applicant will need to establish and maintain solid relationships with all stakeholders including the Ministers and their teams, business units within the Directorate, media outlets and other organisations. The position is also responsible for the coordination and production of the Directorates annual report that meets the requirements of the Annual Report Directions as published on the Legislation Register.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

ACT Emergency Services Agency

Support Services

ESA Training

Deputy Manager, Training (Business and Quality)

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 10969)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: Emergency Services Agency (ESA) Training, within the People and Culture business unit of the ESA, is responsible for the day to day management of the ESA Registered Training Organisation (RTO), and supports the delivery of training programs to staff and volunteers of the ESA. The Deputy Manager, Training, works with internal and external stakeholders to ensure delivery of learning and development products and programs to meet business objectives and vocational education and training (VET) quality standards. The ideal candidate for this role possesses strong leadership and communication skills (including the ability to draft policy and high level correspondence) and a track record of building and maintaining relationships with stakeholders.

Eligibility/Other Requirements: A solid understanding of VET Governance, including the Standards for RTOs; and relevant vocational qualifications is desirable. Certificate IV in Training and Assessment (TAE40110) or higher level vocational education and training; or related qualification is desirable. Some out of hours work may be required.

Note: This is a readvertised position. Previous applicants will need to reapply.

Contact Officer: Julie Nolan (02) 620 70790 julie.nolan@act.gov.au

Community Safety

Security and Emergency Management

Grants Program Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 14873)

Gazetted: 10 November 2016

Closing Date: 17 November 2016

Details: The Security and Emergency Management Branch (SEMB) is seeking a person with proven program or grant management skills to perform the role of Grants Program Officer. The Grants Program Officer performs a variety of administrative duties to ensure the timely and accurate administration of grant programs managed by SEMB. The successful applicant will require proven experience in the management of grant programs within the Government sector, well developed administrative and record keeping skills and a focus on customer liaison.

Eligibility/Other Requirements: The possession of or the ability to acquire a Negative Vetting 1 (NV1) national security clearance is desirable.

Note: This is a temporary position available from 4 January 2017 to 30 June 2017 with the possibility of extension and/or permanency. Selection may be based on application and referees reports only.

Contact Officer: Dougal Wilson (02) 6205 8196 dougal.wilson@act.gov.au

Corporate

Capital Works and Infrastructure

Infrastructure Team

Operations Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 43784)

Gazetted: 14 November 2016

Closing Date: 21 November 2016

Details: Capital Works and Infrastructure (Infrastructure Team) is seeking a highly motivated, well organised person who possesses good communication and interpersonal skills to provide high level customer service across the Justice and Community Safety Directorate. The Infrastructure Team is responsible for the coordination of property and facilities management services for the Directorate owned and leased facilities to ensure that staff and the community can work in a safe and compliant workplace. The team works in partnership with all business units of the Directorate, and other areas of Government, to ensure that the delivery of these services are secure, timely, cost-effective and delivered in accordance with relevant legislation and guidelines.

Eligibility/Other Requirements: Experience in Facilities Management, Property and Accommodation, including the development and implementation of policies and procedures desirable. Certificate IV or Diploma in Project Management desirable. ACT driver's licence essential.

Note: This is a temporary position available for up to 12 months. Your responses to the selection criteria should not exceed two pages and should outline your practical experience relating to the role. Please include a current CV and the name and contact details of two referees.

Contact Officer: Luigina Corich (02) 6205 0284 luigina.corich@act.gov.au

ACT Law Courts and Tribunal

Registry Operations

Criminal Unit

Senior Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 43613, several)

Gazetted: 16 November 2016

Closing Date: 30 November 2016

Details: The ACT Law Courts and Tribunal Administration is seeking persons with a mature approach, well developed communication skills, the ability to work well within a changing environment and the capacity to work

with people from diverse backgrounds to undertake the role of Senior Support Officer in the Criminal Unit of Registry Operations. The successful applicants will assist Senior Team Leaders in training of staff and in controlling workflow of the unit, performing administrative registry duties, providing procedural advice to clients and relevant agencies, processing court documents when received, maintaining the internal registry computer system and undertaking research and reporting on less complex issues as required.

Note: Two temporary positions are available for a period of one and two years respectively with the possibility of extension. Officers are required to rotate through similar positions at level undertaking business process in various functional areas of the Unit. Applicants are required to submit a curriculum vitae and a covering letter (maximum two pages) outlining relevant skills and experience in relation to the selection criteria. An order of merit will be established from this process may be used to fill identical positions.

Contact Officer: Daniela Mojsoska (02) 6207 1292 daniela.mojsoska@courts.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

City Services

Libraries ACT

Workforce Coordinator

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 14335, expected vacancy)

Gazetted: 10 November 2016

Closing Date: 24 November 2016

Details: The occupant of this position will be responsible for the workforce planning, management of HR processes, staffing policy and procedure development, and training and development of staff. They will also provide high level confidential administrative and coordinator services to the business unit. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply. Eligibility/Other Requirements: Highly developed proficiency in the Microsoft Office Suite. Applicants for this position will undertake a process assessing their resilience and judgement.

Contact Officer: Vanessa Little (02) 6207 6695 vanessa.little@act.gov.au

Chief Operating Officer Group

Governance and Business Solutions

Assembly and Government

Ministerial Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 10617)

Gazetted: 14 November 2016

Closing Date: 21 November 2016

Details: The successful applicant will be well organised, demonstrate initiative, have strong written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services.

Contact Officer: Laura Marcantonio (02) 6207 8263 laura.marcantonio@act.gov.au

Transport Canberra

Light Rail

Contract Management Office

Project Controls Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 34472)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: The position is a support role within the Light Rail Project team and is part of the Contract Management Office (CMO) team. The CMO is a functional area of the Light Rail Branch and is responsible for ensuring effective

project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The Project Controls Officer will report directly to the Senior Project Controls Officer, though will also be expected to liaise closely with the Contract Management Office team, and other staff and advisors across all areas of the project team. Within the Light Rail project the definition of Project Controls is the integration of risk, issues, schedule and change management activities. The key focus of the role is around gathering information from the Project team on activities related to risk mitigation and issue management, and ensuring that the Project Controls Database is kept updated and accurate.

Contact Officer: Duncan Stuart (02) 6205 7191 duncan.stuart@act.gov.au

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

Transport Canberra

Public Transport Operations

ACTION Workshops

Heavy Vehicle Mechanic

TGSO5/TGSO6/TGSO7 Workshop Staff \$71,012 - \$80,011, Canberra (PN: NWM021, several)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: Transport Canberra/ACTION is seeking suitably qualified and experienced individuals to fill Heavy Vehicle Mechanic positions within the Operational Fleet section. The positions, working as part of a Workshop team, will be responsible for undertaking repair and maintenance tasks on all models of ACTION's Bus Fleet. The successful applicant/s will have demonstrated qualifications and experience in a heavy vehicle maintenance industry, the ability to work in a time pressured environment and a focus on safety and producing quality outcomes. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Relevant trade qualifications and/or certificates are mandatory and the occupant of this position must possess a Heavy Rigid driver's licence. This position is required to work rostered shifts across various designated ACTION work locations.

Contact Officer: John Rolls (02) 6207 7641 john.rolls@act.gov.au

Note: These positions will be filled at the TGSO5, TGSO6 or TGSO7 level, dependant on the skills, experience and qualifications of the successful applicant/s.

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

Transport Canberra

Public Transport Operations

ACTION Workshops

Vehicle Cleaner Fueller

EGSO4.2 - Workshop Staff \$61,049, Canberra (PN: NCP007, several)

Gazetted: 15 November 2016

Closing Date: 29 November 2016

Details: Transport Canberra is seeking an experienced person to work as a Cleaner Fueller supporting the operations of ACTION's Bus Fleet. Undertaking daily checks on vehicles the position will be responsible for the cleaning and fuelling of all vehicles upon return to the depot and undertake more intensive cleaning (detailing) of the fleet on a cyclic basis. You will be required to provide general assistance with Fleet and depot maintenance activities. The successful applicant is required to work under time pressure and is exposed to temperature and weather changes throughout the year. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Possession of a current motor vehicle licence and the ability to obtain and hold an ACTION yard licence. The ability to work rostered shifts, from early morning to late at night including regular weekend rostered overtime.

Note: These positions are permanent part-time at 30 hours per week. The salary noted above will be paid pro rata.

Contact Officer: John Rolls (02) 6207 7641 john.rolls@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.

Infrastructure, Roads and Public Transport

Roads ACT

Road Maintenance

Road Worker

General Service Officer Level 5/6 \$51,427 - \$56,596, Canberra (PN: 01893)

Gazetted: 15 November 2016

Closing Date: 30 November 2016

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

Eligibility/Other Requirements: Construction Induction (White card), Asbestos Awareness training, Current Vehicle Licence (Medium Rigid desirable), Traffic Control Certificate is desirable.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency from this process. Selection may be based on written application and referee reports only. This position may include a compulsory component of shift work on average two weeks a month.

Contact Officer: Ross Schofield 0417 434 977 ross.schofield@act.gov.au

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

Transport Canberra

Light Rail

Contract Management Office

Senior Manager Project Controls

Senior Officer Grade A \$135,384, Canberra (PN: 32510)

Gazetted: 15 November 2016

Closing Date: 1 December 2016

Details: The position is a key role within the Light Rail Project team and is part of the Contract Management Office (CMO) team. The CMO is a functional area of the Light Rail Branch and is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The Senior Manager Project Controls will report directly to the Director Contract Management Office, though will also be expected to liaise closely with staff and project advisors across the Project team and within the ACT Government as necessary, as well as manage and develop the Project Controls team reporting to them. Within the Light Rail project the definition of Project Controls is the integration of risk, issues, schedule and change management activities. The key focus of the role is around the effective management and reporting of these Project Controls activities across all phases and stages of the project.

Contact Officer: Brendan McAvoy (02) 6205 9799 brendan.mcavoy@act.gov.au

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

APPOINTMENTS

ACT Audit Office

Audit Band 1 - Senior Auditor \$79,423 - \$96,720

Claudia Shepherd 848-65983, Section 68(1), 14 November 2016

Canberra Institute of Technology

Teacher Level 1 \$69,477 - \$92,704

Brian Miller 763-47406, Section 68(1), 10 November 2016

This appointment is to a non-advertised position and is made in accordance with The Public Sector Management Standards, Division 2.4. An appointment under this section is not appealable.

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$98,977 - \$106,542

Nirajan Adhikari 836-55589, Section 68(1), 17 November 2016

Administrative Services Officer Class 4 \$65,671 - \$71,108

Lisa Maree Croker 853-42295, Section 68(1), 7 November 2016

Infrastructure Officer 3 \$99,206 - \$108,902

Nicky Elizabeth Foote 853-42770, Section 68(1), 17 November 2016

Infrastructure Officer 3 \$99,206 - \$108,902

Phillip Kuczma 844-83694, Section 68(1), 10 November 2016

Senior Officer Grade C \$98,977 - \$106,542

Gary Spencer 853-42754, Section 68(1), 2 December 2016

Community Services

Senior Officer Grade C \$98,977 - \$106,542

Vernalyn Cubarrubia 835-83589, Section 68(1), 11 November 2016

Administrative Services Officer Class 6 \$78,644 - \$90,006

Emma Higgisson 836-13143, Section 68(1), 11 November 2016

Senior Officer Grade B \$116,570 - \$131,229

Hamish Palfreyman 757-48558, Section 68(1), 1 December 2016

Environment and Planning

Administrative Services Officer Class 4 \$65,671 - \$71,108

Rebecca Bamford 848-78995, Section 68(1), 11 November 2016

Senior Officer Grade C \$98,977 - \$106,542

Bryony Elizabeth Dyer 848-83364, Section 68(1), 31 October 2016

Health

Registered Nurse Level 1 \$62,609 - \$83,634

Boban Baby 853-45170, Section 68(1), 21 November 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Patricia Cotter 844-34382, Section 68(1), 17 November 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Liya Cyriac 848-20590, Section 68(1), 17 November 2016

Health Professional Level 2 \$60,871 - \$83,563

Louisa Dal Molin 847-02746, Section 68(1), 13 January 2017

Administrative Services Officer Class 5 \$72,986 - \$77,256

Jamie Gale 834-50006, Section 68(1), 18 November 2016

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Arietta Kaleyias 853-42594, Section 68(1), 14 November 2016

Senior Officer Grade B \$116,570 - \$131,229

John Kilday 840-49513, Section 68(1), 9 November 2016

Health Professional Level 2 \$60,871 - \$83,563

Mary Lee 847-000038, Section 68(1), 11 November 2016

Administrative Services Officer Class 3 \$59,152 - \$63,661

Priyanka Logachandran 848-20048, Section 68(1), 17 November 2016

Allied Health Assistant 2 \$49,301 - \$56,521

Andrew Richardson 848-20953, Section 68(1), 17 November 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Sushil Subedi 846-99209, Section 68(1), 21 November 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Kathryn Williams 853-42463, Section 68(1), 17 November 2016

Justice and Community Safety

Senior Officer Grade C \$98,977 - \$106,542

Lee-Anne Kay Rogers 853-42316, Section 68(1), 14 November 2016

Administrative Services Officer Class 6 \$78,644 - \$90,006

Richard Verkuylen 853-45031, Section 68(1), 16 January 2017

Transport Canberra and City Services

Senior Officer Grade B \$116,570 - \$131,229

Christopher Aquilina 846-93552, Section 68(1), 17 November 2016

General Service Officer Level 3/4 \$46,391 - \$50,660

Harley Bird 847-05461, Section 68(1), 7 November 2016

Administrative Services Officer Class 5 \$72,986 - \$77,256

Catherine Higgins 853-42420, Section 68(1), 21 November 2016

Administrative Services Officer Class 6 \$78,644 - \$90,006

Roberta Ladbrook 824-55323, Section 68(1), 21 November 2016

TRANSFERS

Chief Minister, Treasury and Economic Development

Magdalena Drejer-White: 835-63393

From: Senior Officer Grade A \$135,384

Transport Canberra and City Services

To: Senior Officer Grade A \$135,384

Chief Minister, Treasury and Economic Development, Canberra (PN. 31951) (Gazetted 27 September 2016)

Ann Wilson Walker: 785-53991

From: \$61,597 - \$97,374

Education

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 31632) (Gazetted 22 July 2016)

Health

Leigh Thompson: 847-02068

From: Registered Nurse Level 2 \$86,944 - \$92,151

Calvary Health Care ACT (Public)

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 37272) (Gazetted 8 September 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Economic Development

ACT Property Group

Maintenance and Project Section

Joleen Dal-Maso: 835-82893

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 33523) (Gazetted 14 December 2015)

Shared Services

Technology Services

Service Assurance

Brett Darmody: 836-01150

From: Information Technology Officer Class 1 \$63,661 - \$72,467

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 16474) (Gazetted 27 September 2016)

Community Services

Housing and Community Services

Housing ACT

Housing Initiatives

Katrina Saals: 846-95689

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Community Services

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Community Services, Canberra (PN. 09072) (Gazetted 1 January 2000)

Note: This promotion to a non-advertised position has been made in accordance with Section Q3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

Housing and Community Services

Housing ACT

Housing Initiatives

John Sant: 846-95646

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Community Services

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Community Services, Canberra (PN. 09058) (Gazetted 1 January 2000)

Note: This promotion to non-advertised position is made under Section Q3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

Education

Office for Schools

Belconnen Network

Hawker Primary School

Delys Lloyd: 817-52465

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Education

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Education, Canberra (PN. 36255) (Gazetted 22 September 2016)

Office for Schools

South/Weston Network

Mount Stromlo High School

Katherine Marshall: 772-11826

From: School Leader B \$130,851

Education

To: †School Leader A \$143,712 - \$172,560

Education, Canberra (PN. 01672) (Gazetted 11 August 2016)

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

Office for Schools

South/Weston Network

Malkara Specialist School

Janelle Munson: 824-61563

From: Classroom Teacher \$61,597 - \$97,374

Education

To: †School Leader C \$112,381

Education, Canberra (PN. 03675) (Gazetted 9 September 2016)

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

Deputy Director-General

Office for Schools

Kate Smith: 033-28642

From: School Leader A \$143,712 - \$172,560

Education

To: †School Network Leader \$180,194

Education, Canberra (PN. 19166) (Gazetted 30 September 2016)

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

Health

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Wards

Jenna Cooke: 827-51843

From: Registered Nurse Level 1 \$62,609 - \$83,634

Health

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 22253) (Gazetted 4 August 2016)

Health Planning and Infrastructure

Health Infrastructure Program

Nicholas Dawson: 846-93376

From: Building Trade \$65,580 - \$69,360

Health

To: Health Service Officer Level 10 \$78,644 - \$90,006

Health, Canberra (PN. 33544) (Gazetted 6 October 2016)

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Wards

Pooja Prabhakaran: 825-49899

From: Registered Nurse Level 1 \$62,609 - \$83,634

Health

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 29939) (Gazetted 4 August 2016)

Justice and Community Safety

Corporate Services

Governance

Governance, Coordination and Reporting

Elizabeth Lolohea: 836-0 1302

From: Administrative Services Officer Class 4 \$65,671 - \$71,108
Justice and Community Safety
To: Administrative Services Officer Class 6 \$78,644 - \$90,006
Justice and Community Safety, Canberra (PN. 05224) (Gazetted 20 September 2016)

RETIREMENTS AND DISMISSALS

Chief Minister, Treasury and Economic Development

Section 123 of the Public Sector Management Act 1994, Deborah Anne Marychurch, AGS 827-19798, 7 October 2016

Justice and Community Safety

Section 123 of the Public Sector Management Act 1994, Gerald Kennedy, AGS 747-85357, 9 November 2016