



ACT Government Gazette

Gazetted Notices for the week beginning 01 March 2018

VACANCIES

Calvary Health Care ACT (Public)

Various

Health Service Assistant -Wardsperson (16844)

HSO 4 \$49,958-51,869, Canberra (PN: Several)

Gazetted: 07 March 2018

Closing Date: 18 March 2018

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

Reference Number 16844

Contact Officer: Evelyn Sheppard (02) 6201 6982 HR@calvary-act.com.au Applications can be forwarded to:

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

Various

Registered Nurse

RN Level 3 \$101,175- \$105 339, Canberra (PN: Several)

Gazetted: 07 March 2018

Closing Date: 9 March 2018

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

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

Reference Number 16867

Contact Officer: Evelyn Sheppard (02) 6201 6982 HR@calvary-act.com.au Applications can be forwarded to:

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

Various

Health Service Assistant -Wardsperson (16843)

HSO 4 \$49,958-51,869, Canberra (PN: Several)

Gazetted: 07 March 2018

Closing Date: 18 March 2018

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

Reference Number 16843

Contact Officer: Evelyn Sheppard (02) 6201 6982 HR@calvary-act.com.au

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

Various

Registered Nurse

RN Level 3 \$101,175- \$105 339, Canberra (PN: Several)

Gazetted: 07 March 2018

Closing Date: 18 March 2018

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

Reference Number 16823

Contact Officer: Evelyn Sheppard (02) 6201 6982 HR@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**

Health Community and Science

Health Sciences

Specialist Teacher

Teacher Level 2 \$100,508, Canberra (PN: 37797)

Gazetted: 01 March 2018

Closing Date: 9 March 2018

Details: Canberra Institute of Technology (CIT) Health Sciences Department is seeking an experienced person with professional knowledge and practical experience who can, provide quality vocational leadership and project management of education and related activities within the various programs within the department, as well as contribute to the achievement of departmental goals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). '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, & Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Note: This is a temporary position available for a period of one year with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Emily Stewart-Reed (02) 6207 3471 emily.stewart-reed@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**

Shared Services

Shared Services ICT

Technical Services Delivery

Technical Support Administrator

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14495)

Gazetted: 06 March 2018

Closing Date: 13 March 2018

Details: This position works with the Senior Backup and Storage Administrators to develop, implement and administer the centralised ACT Government Data storage systems. It will also provide technical support and advice on various backup technologies specifically Commvault and data storage to Shared Services Information Communications Technology (ICT) management. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Bruce Bull (02) 6207 3575 bruce.bull@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Manager, Business Support and Training

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20042)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

Details: At Access Canberra we encourage our team to think outside the square to find better ways to do business so that we can make life easier for our valued customers. The Business Support and Training team are at the centre of this process. Having continuous interaction with frontline service staff and customers makes this team ideally positioned to consider and recommend business improvements. So if you have the experience to lead and inspire a team in a fast paced environment, have the ability to see how we can do things a bit differently and have a flare for implementing change this may be the job for you. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Training Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55701, several)

Gazetted: 06 March 2018

Closing Date: 13 March 2018

Details: The Training Officer is primarily responsible, under limited direction, for training a team of Customer Service Officers (CSOs) responsible for providing outstanding customer service and giving high priority to customer satisfaction. The duties of this position include but are not limited to: Administer a training program that includes liaising with providers and participants and developing and maintaining a training calendar and database; identify, design, deliver, evaluate and continuously improve on-the-job training programs in a diverse environment, including refresher training and internal business systems and procedures training; work together with ACT Government business units and others to identify and deliver training needs specific to the Contact Centre; work with the Quality Coordinator to assist in maintaining up-to-date information in the Customer Relationship Management (CRM) system and training modules are consistent; adapt and reschedule training to suit daily operational requirements, and provide support to the Contact Centre management and team leaders as required; compile training manuals and develop training resources, including preparing notes and visual displays from researched information; obtain information on work-related external courses, prepare reports on their suitability and make recommendations on staff attendance to training courses; evaluate the effectiveness of training programs through the use of surveys, questionnaires, interview and by observation, in order to amend existing courses and plan for future programs; mentor and nurture new staff to the contact centre; work in a team to produce programs that are satisfactory to all relevant parties within the Access Canberra and ACT Government. Eligibility/ Other Requirements: Minimum of 12 months experience in call or contact centre environment, good understanding of and ability to use the rego.act system, well-developed keyboard skills and computer literacy including Internet access and general knowledge of the MS Office suite of applications are desirable.

Note: There are several temporary positions available for a period of six months with the possibility of extension and/or permanency. This position requires that applicants are available to assist with training on after hours' shifts and to be available outside business hours during emergency events.

Contact Officer: Janice Seymour (02) 6205 3900 janice.seymour@act.gov.au

Revenue Management Division

Support

Policy and Objections

Objections officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 56035)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation administration, as well as the management of the Territory's taxation base including the development of revenue and taxation legislation. The Objections Team is seeking an officer to undertake routine objections in relation to revenue related legislation, especially for objections to unimproved value for rates and land tax purposes. The successful applicant will have demonstrated knowledge in ACT tax legislation and have excellent customer service skills.

Note: Selection may be based on written applications and references only. Applicants are advised the response to the Selection Criteria should not exceed one page per criteria. Contact details of at least two referees are to be provided along with a current curriculum vitae.

Contact Officer: Russell Stroud (02) 6207 5875 russell.stroud@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 35813, several)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: We are seeking for a highly motivated Finance Officer to assist in the preparation of budget statements, financial reports and provide support in accounting and financial administration. The successful applicant will have the capacity in working with large data, good attention to details and the ability to manage and complete multiple tasks in a timely manner in collaboration with various stakeholders including members of CMTEDD Strategic Finance team.

Eligibility/other requirements: Accounting qualifications or study towards accounting qualifications is required. Previous experience working with finance systems, in particular TM1, would be an advantage.

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

Contact Officer: Yuliani Tan (02) 6207 0964 yuliani.tan@act.gov.au

Enterprise Canberra

Active Canberra

ACT Academy of Sport

Administration Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 34746)

Gazetted: 01 March 2018

Closing Date: 15 March 2018

Details: Active Canberra is seeking an enthusiastic and motivated person to join our ACT Academy of Sport (ACTAS) team as an Administration Officer. The role provides administrative support to the ACT Academy of Sport team and undertakes the management of appointments and the provision of reception duties. The successful applicant will be required to provide strong customer service and maintain a welcoming environment. The Administrative Officer is a member of the Active Canberra Executive Team and is responsible for assisting the ACTAS Business Support Officer.

Eligibility/Other Requirements: Current driver's licence. This position requires a pre-employment medical. This position requires up to date First Aid qualifications or the ability to obtain this qualification if successful. 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 permanent part-time position at 22.05 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Lauren Christie (02) 6207 4402 lauren.christie@act.gov.au

Shared Services

Business Services

Strategic HR and Corporate

Senior Advisor Diversity and Inclusion

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32174)

Gazetted: 06 March 2018

Closing Date: 22 March 2018

Details: Do you have what it takes to help shape an open and inclusive workplace culture for an organisation of more than 900 service professionals? Are you passionate about customer service and able to help our people deliver outstanding customer experiences to more than 20,000 ACT public servants? Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced HR professional to join Shared Services Strategic HR and Corporate team as a Senior Advisor, Diversity and Inclusion. The successful applicant will have extensive practical experience in the design and implementation of capability and workplace culture programs with a particular emphasis on diversity and inclusion and mentoring programs. You will employ excellent communication and stakeholder engagement skills to provide expert advice and high quality, contemporary solutions and services to colleagues across Shared Services. Being part of a results driven and service focused team you will enjoy working with members of the Shared Services Executive and other HR professionals from across CMTEDD in a collaborative and collegiate manner. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please submit your application by writing a two page pitch that provides examples from your recent career demonstrating your suitability against the technical, behavioural and qualification requirements for this position.

Note: A merit list may be established to fill similar positions at level, which may arise over the next 12 months.

Contact Officer: Peter Jones (02) 6207 7399 peterh.jones@act.gov.au

Procurement, Property and Venues

Venues Canberra

Senior Land Management Officer

Senior Officer (Technical) Grade C \$100,462 - \$108,140, Canberra (PN: 40116)

Gazetted: 02 March 2018

Closing Date: 9 March 2018

Details: Venues Canberra is seeking a highly organised individual for the newly created role of Senior Land Management Officer. The position will focus on Stromlo Forest Park and developing and implementing its land management programs along with track development and maintenance at Stromlo and the National Arboretum Canberra. Duties will also cover turf management at GIO Stadium and Manuka Oval and engaging with internal and external stakeholders. Effective performance in the job will require excellent interpersonal and contract management skills, highly developed project management and time management skills, high quality oral and written communication skills and flexibility in responding to changing priorities.

Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@act.gov.au

Procurement Property and Venues

ACT Property Group

Portfolio Management Team

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43437)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: The ACT Property Group is in an exciting time of development and change and as such, we are looking for two Asset Managers to join our team. The Asset Manager is responsible for implementing and managing asset management strategies, plans and processes for the ACT Governments property and real estate assets. This role is also involved in new letting strategies, developing, managing and monitoring the capital works program and liaison with the tenancy officers with regard to the renewal of Government office and community accommodation and administration requirements. To be considered for this role you will have skills and experience in Property Asset Management and Capital Works Management. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 31 March 2019.

Contact Officer: David Doherty (02) 6205 8340 david.doherty@act.gov.au

Community Services

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

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

Housing and Community Services

Office of the Executive Director

Executive Director, Housing and Community Services

Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements, Canberra (PN: E270)

Gazetted: 02 March 2018

Closing Date: 9 March 2018

Details: An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. The role of the Executive Director is to lead the delivery of housing services in the ACT and is responsible for the strategic leadership of Housing ACT, including the development of policy, planning, research and management of service delivery agreements, funding of specialist homelessness services and prevention and intervention services that will assist in reducing the likelihood of clients experiencing homelessness. The Executive Director is also responsible for providing leadership in the capital works portfolio, such as construction, procurement, business systems management that will deliver community needs and is expected to lead all functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours.

The Executive Director is a member of the Community Services Directorate's Strategic Board of Management.

To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government and portfolio Ministers. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must.

Remuneration: The position attracts a remuneration package ranging from \$313,260 to \$327,383 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$256,796.

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

Contact Officer: Further information about the position is available from Bernadette Mitcherson, bernadette.mitcherson@act.gov.au (02) 6207 1514

Corporate Services

Finance and Budget

Systems Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55613)

Gazetted: 05 March 2018

Closing Date: 19 March 2018

Details: The Finance and Budget branch is seeking a driven technically focused accountant. You will be required to lead, implement and train staff in the use of accounting systems and records as well as drive a culture of informative, useful and easy to understand accounting dashboards and reports.

Contact Officer: Kate Chambers (02) 6205 0874 kate.chambers@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23229)

Gazetted: 05 March 2018

Closing Date: 19 March 2018

Details: Housing ACT are seeking a Regional Manager to join Tenancy Operations. The Regional Manager will be responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues related to providing support to public housing tenants. The duties of this position include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicant will need to demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills.

Eligibility /other requirements : A current driver's licence, Experience in using a range of IT business and office applications, Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Alexandra Groves (02) 6207 6297 alexandra.groves@act.gov.au

Children, Youth and Families

Child and Youth Protection Services - Operations

Bimberi Youth Justice Centre

Youth Worker

Youth Worker 1/2 \$60,039 - \$72,175, Canberra (PN: 03331, several)

Gazetted: 05 March 2018

Closing Date: 11 March 2018

Details: On behalf of the ACT Government, Community Services Directorate (CSD), face2face Recruitment is recruiting for permanent and casual youth workers, levels 1 and 2, for the Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility. A range of varied and interesting roles are available, with flexible working arrangements and paid training tailored to career goals. Staff will need to demonstrate quality customer service, problem solving and teamwork skills. You must be willing to continuously improve, adapt to change, be outcome focused and be accountable for your actions. The Children, Youth and Families (CYF), a division of CSD, provides early intervention and prevention services to ACT children and young people and their families. It also provides services to children with developmental delays. CYF works with key stakeholders in government and the community sector, providing child protection and youth justice services to children, young people, their families and their carers. It also supports vulnerable children and young people and their families to be safe, strong and connected. Bimberi Residential Services, a business unit of CYF, delivers child-centred, evidence-based and developmentally appropriate human rights compliant interventions to young people and their families.

Eligibility/Other Requirements: Mandatory: You will need to be either an Australian Citizen or a Permanent Resident of Australia to apply. Must hold a current driver's licence; current Senior First Aid Certificate (or evidence of obtaining one, for example: registration receipt). 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 (or evidence of obtaining one, for example: registration receipt).

Note: There are several permanent and casual Youth Worker positions, both levels 1 and 2 available for filling. Applicants must be prepared to undergo a series of assessments throughout this recruitment process, including a psychometric and health assessment, interview and reference check process and a police check.

How to Apply: For more information and to register/apply for these positions go to: www.f2frecruitment.com.au.

Closing Date: 11:30pm (AEDT), Sunday 11th March 2018.

Contact Officer: Carolyn Andreae (02) 6163 7500 carolyn@f2frecruitment.com.au

Cultural Facilities Corporation

Canberra Museum and Gallery

Senior Curator (Visual Arts)

Professional Officer Level 2 \$79,825-\$91,356, Canberra (PN: 8514)

Gazetted: 07 March 2018

Closing Date: 21 March 2018

Expected Vacancy. Canberra Museum and Gallery (CMAG) is seeking an experienced senior curator to fill an expected vacancy in our exhibitions and collections team. We're looking for an enthusiastic museum professional who possesses formal qualifications in visual arts, art history or curatorial studies. The right person for this full-time role will be highly experienced in the planning and delivery of exhibitions; possess outstanding knowledge of contemporary curatorial practices and collection management. An understanding of the visual art of the Canberra region in the wider context of Australian art, including Aboriginal and Torres Strait Islander art, is desirable. A current driver's licence and the capacity to undertake limited manual handling with an awareness for Workplace Health and Safety requirements are required to work successfully in this role. Eligibility/Other Requirements: A degree or diploma in visual arts, art history or curatorial studies. Contact Officer: Mark Bayly (02) 6207 5885 mark.bayly@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@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

Business Services

Strategic Finance

Financial Services

Senior Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33666)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: The Education Directorate is seeking applications from self-motivated accounting professionals with experience in preparation of financial and management accounting reports for internal and external stakeholders, capital works reporting and external budget development. The successful applicant will also be required to analyse trends in financial operations and provide advice to management as well as undertake ad hoc and special projects as required.

Eligibility/Other requirements: Accounting qualifications are highly desirable. Please include a current Curriculum Vitae (CV) and details of two referees.

Note: This is a temporary position available from 11 April 2018 until 8 February 2019.

Contact Officer: Tassany Price (02) 6205 9961 tassany.price@act.gov.au

Office for Schools

North/Gungahlin

Dickson College

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31057)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: Dickson College is seeking a highly motivated Finance Officer. The successful applicant will maintain the College's financial systems using the MAZE package, providing financial advice where required. The successful applicant will also assist in the preparation of budgets, prepare estimates, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will also have a supervisory role of the front office staff and will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. Eligibility/other requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Note: This is a temporary position available from 7 May 2018 until 18 January 2019. Selection may be based on application and referee reports only. Applicants are encouraged to speak with the Contact Officer.
Contact Officer: John Clink (02) 6142 0140 john.clink@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Black Mountain School

Building Service Officer 3 (BSO3)

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 01548)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: Black Mountain School is seeking an enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: 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, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training. Desirable: An industry recognised trade qualification or equivalent work experience. A good understanding of computer systems or a willingness to undertake additional training if required. Microsoft Office suite IT skills; Certificate IV in an appropriate field eg Security, Training and Assessment. A current First Aid Certificate.

Note: This is a temporary position available for up to six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Bronwyn Motion (02) 6142 1401 bronwyn.motion@ed.act.edu.au

North/Gungahlin

Amaroo School

Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 02044 (expected))

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: Amaroo School is a Primary to Year 10 (P-10) school located in the North/Gungahlin network. We are seeking a dynamic Classroom Teacher to join our Year 4 team. The successful applicant will be able to work in a large collaborative educational team to deliver an engaging, differentiated learning program. They will demonstrate the ability to meet the needs of students with diverse learning requirements and a willingness to employ future focused technology.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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: Applicants are encouraged to visit the school website for detailed information and make contact with the contact officer directly.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@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

Tuggeranong Network

Fadden Primary School

Primary - Health and Physical Education Specialist Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06726)

Gazetted: 05 March 2018

Closing Date: 19 March 2018

Details: At Fadden Primary School we focus on the academic, physical, social and emotional development of students from Preschool to Year 6. We maintain high expectations for student's learning and interactions with others. We are seeking a Health and Physical Education specialist teacher to work with students preschool to year 6 and to also take on the Sport Coordinator role to provide students with a range of sporting opportunities. Our ideal candidate is a passionate K-6 educator who is focused on building positive and engaging learning relationships with students and able to work collaboratively with colleagues.

Eligibility/Other Requirements: A minimum of four year's full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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 30 April 2018 until 26 January 2019.

Contact Officer: Julie Dixon (02) 620 56011 julie.dixon@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

Charles Weston School Coombs

Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 35791)

Gazetted: 07 March 2018

Closing Date: 21 March 2018

Details: Charles Weston School Coombs is looking for an enthusiastic and experienced teacher to join our student achievement team. The student achievement team use a response to intervention model with students who require additional support primarily in English. The successful applicant would ideally have knowledge and experience using Minilit and Letters and Sounds programs. We are looking for teachers who are able to work collaboratively in team environments and are flexible and prepared to work across the P-6 school. The successful applicant will also have demonstrated abilities in working in an inclusive environment with students who have a diverse range of needs and a teacher who is willing to learn and grow in a dynamic new school community.

Eligibility/other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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 from 20 April 2018 until 21 December 2018.

Contact Officer: Nicole Nicholson (02) 6142 0404 nicole.nicholson@ed.act.edu.au

Belconnen

Evatt Primary School

Part-time Pre-school Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 09867)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: This is a full pre-school session Classroom Teacher position at Evatt Primary School. The pre-school has a play based approach and received an exceeding rating on the National Quality Standards. Evatt School is a Trauma sensitive school and is seeking a dynamic and enthusiastic member to join the team. It is expected that the successful applicant will continue the implementation of Science, Technology, Engineering and Mathematics (STEM) within the pre-school setting.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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 part-time position commencing 2 April 2018 until 26 January 2019. Part-time hours are 23.03 hours per week working Monday to Wednesday (five day fortnight 60%). The full-time salary noted above will be paid pro rata.

Contact Officer: Susan Skinner (02) 6142 1640 susan.skinner@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

Administrative Assistant - Business Systems

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 40195)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: Charles Weston School Coombs is seeking a highly experienced and organised administrative assistant to join our collaborative administration team. Under the direction of the Business Manager, the successful applicant will liaise with students, families, staff and the wider community to co-ordinate the hire of school facilities, operate the school uniform shop, process student school banking, assist with fundraising activities and other general administration tasks as required. The successful applicant will have exceptional customer service skills, be proficient in the use of a variety of computer applications and an understanding of working in a school environment.

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

Note: This is a temporary position available until the 21 January 2019.

Contact Officer: Suzanne Vincent (02) 6142 0408 suzanne.vincent@ed.act.edu.au

Office for Schools

North/Gungahlin

Dickson College

School Administrative Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00814)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: Dickson College requires a flexible, experienced school administrative assistant/receptionist with a high level of understanding of the school environment. The successful applicant will have proven excellence in customer service and have demonstrated a high level of competence in managing and prioritising administrative tasks. Under the direction of the Business Manager, the successful applicant will undertake a variety of tasks including, but not limited to, receipting of monies, mail, word processing and general administrative tasks.

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

Contact Officer: John Clink (02) 6142 0140 john.clink@ed.act.edu.au

School Operations

North Gungahlin

Campbell Primary School

Defence School Transition Aide

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 35840)

Gazetted: 07 March 2018

Closing Date: 14 March 2018

Details: The Defence School Transition Aide (DSTA) will provide support and assistance to Defence students and their families, and raise awareness of unique needs of these families due to the military lifestyle. The DSTA provides a positive role model for students and families, and helps them engage and interact in various aspects of school life. The DSTA will transition Defence students to and from the school by actively assisting with welcoming, integrating and farewelling, to ease the impact of mobility and service related parental absence. The DSTA will assist to develop programs and activities that specifically address the resilience of Defence students. The DSTA will actively network in order to source, facilitate and support Defence students and families, and will provide support for problem resolutions, such as school adjustment issues, deployment and parent/child communication. The DSTA is a Department of Education employee and is responsible to the Principal or nominated staff member for everyday activities. The DSTA is not a teacher or counsellor nor is it intended that the DSTA work with one student on a long term basis.

Eligibility/Other Requirements: Possession of a current driver's licence. All applicants for school based positions are required to disclose information regarding criminal convictions for certain offences. Criminal history of any potential employee will be checked under the relevant State/Territory legislation. 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 part-time position available until 31 January 2019. Weekly hours are 18.5 per week, the full-time salary noted above will be paid pro rata. Selection may be based on written application and referee reports alone. Your application for this position should specifically address each of the Selection Criteria and the work profile attached.

Contact Officer: Paula Kinsman (02) 6142 3579 paula.kinsman@ed.act.edu.au

Office for Schools

North/Gungahlin

Gungahlin College

Youth Support Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 31929)

Gazetted: 02 March 2018

Closing Date: 9 March 2018

Details: Gungahlin College is seeking a Youth Support Assistant. The successful applicant will become an integral part of one of our student support programs. This program supports students who have previously been disengaged from education (the student may have faced serious personal adversity, family crisis, mental health or behavioural issues).

Eligibility/ other requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. First Aid qualification, or willingness to undertake appropriate training is highly desirable.

Note: This is a temporary position available until the 21 December 2018. This position is part-time at (20:00) hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Office for Schools

South Weston Network

Mount Stromlo High School

Deputy Principal

School Leader B \$134,806, Canberra (PN: 39707)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: Mount Stromlo High School is looking for a suitably qualified candidate to fill the position of Deputy Principal. This position will be required to support the Principal to achieve the Strategic Plan goals and lead the school as a Professional Learning Community (PLC) with a focus on equity of educational outcomes; assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students; support the principal to lead and develop the multidisciplinary teams in Student Service and Learning Support; support the principal to build sustainable community partnerships which will improve the behaviour, social and academic outcomes of students; lead the development of a school-wide approach to evidence based decision making to improve student wellbeing and mental health.

Eligibility/other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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. Experience developing and leading projects that improve adolescent mental health would be highly desirable.

How to apply: The application process for this vacancy is outlined in the attached application package. Applicants need to submit an expression of interest comprising a current CV, supporting statement (two pages) and coversheet. The supporting statement should address the capabilities listed below and be written with a focus on the job description specified for the position.

Contact Officer: Kate Marshall (02) 6142 3444 kate.marshall@ed.act.edu.au

Office for Schools

South/Weston Network

Curtin Primary School

Deputy Principal

School Leader B \$134,806, Canberra (PN: 04008)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: Curtin Primary School is a dynamic school environment implementing a variety of evidence based approaches from 2018. The successful candidate will be a flexible and positive leader who believes in collaborative leadership and is committed to fully implementing school goals. The deputy principal will support the expanding 'Bring your own Device' program and emphasis on embedding Science, Technology, Engineering and Mathematics (STEM) within the curriculum. Working with the executive and teaching teams, the deputy will support the implementation of our conceptual curriculum with an emphasis on differentiation and making connections to the preschool team. In working with the community, the deputy will promote the school vision for the learning and wellbeing of all stakeholders.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI)

and 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: Merryn O'Dea (02) 6205 5622 merryn.o'dea@ed.act.edu.au

School Performance and Improvement

Belconnen Network

UC SSC Lake Ginninderra

Network VET Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39722)

Gazetted: 05 March 2018

Closing Date: 19 March 2018

Details: Working under the direction of the Principal Chief Executive Officer (CEO) of the Registered Training Organisation (RTO), a vacancy exists for a qualified, experienced and enthusiastic manager with a deep understanding of ACT educational process, Vocational Education and Training (VET) perspectives, national Standards for RTO's and Australian Skills Quality Authority (ASQA) rules and requirements. The Network VET Manager will advise and support the CEO, providing strategic and day to day leadership in all matters associated with the operations of the RTO. Management of all aspects of compliance in collaboration with key staff in the Belconnen Network of Schools is an essential element of this position.

Eligibility/Other Requirements: Demonstrated knowledge of compliance with ACT Board of Senior Secondary Studies (BSSS), Australian Qualifications Framework (AQF), ASQA and Standards for RTOs 2015 rules and requirements is integral to the role including a thorough operational knowledge of ACT Public Education pedagogical processes related to the delivery and assessment of qualifications under the National Training Scheme. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804; deep understanding of VET in Schools including the interrelationship of school processes, VET teaching practice in ACT Schools, BSSS policies and procedures with NVR Standards and ASQA requirements; Certificate IV in Workplace Training and Assessment (TAE40110 or subsequent iterations) and qualification and currency in at least one Nationally Recognised Training (NRT) Trade Qualification (Cert III or above) is highly desirable.

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

Contact Officer: Martin Watson (02) 6142 0222 martin.watson@ed.act.edu.au

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Executive Teacher - Junior Campus

School Leader C \$115,778, Canberra (PN: 33587)

Gazetted: 02 March 2018

Closing Date: 9 March 2018

Details: As a member of the junior campus executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage resources to achieve optimal social and educational outcomes and ongoing support for all students. Lead the implementation of Annual Action Plan key improvement strategies with a focus on differentiation. Lead a junior campus team to meet whole school priorities, particularly focussing on writing and the use of data to inform learning progression. Desirable to have accreditation at the lead or highly accomplished level.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing 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: Kris Willis (02) 6142 3550 kris.willis@ed.act.edu.au

Business Services

Infrastructure Capital Works

Major Projects

Senior Project Officer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 09428)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: The Infrastructure Capital Works Branch is seeking a experienced Senior Project Officer to manage the design and contraction process of a variety of New school and large school expansion works.

Eligibility/Other Requirements: The successful applicant must have a current driver's licence; White Card (or the ability to obtain) Asbestos Awareness Training (or the ability to obtain).

Note: This is a temporary position available for a period of three years with possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jurgen Lebang (02) 6205 9133 jurgen.lebang@act.gov.au

School Performance and Improvement

Digital Strategy, Services & Transformation

Digital Transformation

ICT Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39754)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: An opportunity exists for a highly motivated and suitably experienced person to join the Digital Transformation Team to provide specialist advice regarding ACT Government School operations (in particular Finance, Human Resourcing and Faculty Management) to aid in the configuration, implementation and testing of the new School Administration System. The successful candidate will have experience in current ACT school administration systems and tools; highly developed research and communication skills; the capacity to develop and implement policies and procedures to support the successful implementation of Information and Communication Technology (ICT) projects and the ability to successfully work in a team to deliver in a complex and dynamic environment.

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

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

Contact Officer: Ian French (02) 6205 9103 ian.french@act.gov.au

Environment, Planning and Sustainable Development

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

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

Planning Policy

Executive

Executive Director, Planning, Land and Building Policy

Executive Level 2.5 \$273,021 - \$285,142 depending on current superannuation arrangements, Canberra (PN: E706)

Gazetted: 02 March 2018

Closing Date: 20 March 2018

Details: The Environment, Planning and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design.

The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Housing Renewal Taskforce.

EPSDD is seeking to fill the role of Executive Director, Planning, Land and Building Policy.

The Executive Director, Planning, Land and Building Policy, provides leadership and direction in delivering high quality and value services across government and to the community in the areas of:

Strategic Planning (including spatial planning and detailed planning);

Land Economics and Land Strategy and Policy;

Housing Policy;

Civil Infrastructure Planning;

Territory Planning;

Major Projects (including Urban Design); and

Building Policy.

This position is also responsible for leading a positive culture, innovation and collaboration across areas (within EPSDD and government) to inclusively operationalise sound governance and risk management behaviours across the Environment, Planning and Sustainable Development Directorate.

Remuneration: The position attracts a remuneration package ranging from \$273,021 to \$285,142 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$220,381.

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

Contact Officer: Further information about the position is available from Dr Erin Brady, Deputy Director-General, EPSDD, erin.brady@act.gov.au (02) 6205 4522

Climate Change and Sustainability

Carbon Neutral Government Program

Senior Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36735)

Gazetted: 02 March 2018

Closing Date: 9 March 2018

Details: A great opportunity exists for a motivated and experienced Senior Manager. The Executive Director of the Climate Change and Sustainability Division is looking for a flexible, responsive, collaborative and self-directed person who is motivated to work within a fast paced environment. The successful applicant will lead a team responsible for delivering carbon neutrality in government operations in a cost effective manner by 2020. They will coordinate whole of government action under the Carbon Neutral Government (CNG) Framework, the CNG Fund and the Enterprise Sustainability Platform.

Eligibility/ Other Requirements: This position requires demonstrated leadership, experience delivering multifaceted whole of government programs, strong communications skills and a focus on partnering with other ACT Government agencies. The successful applicant will need to have experience using Information Technology (IT) and web applications for managing data and program governance. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Geoffrey Rutledge (02) 6207 5001 geoffrey.rutledge@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Merit Assessment and Deed Management

Senior Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21496)

Gazetted: 05 March 2018

Closing Date: 20 March 2018

Details: The Planning Delivery Division is seeking a motivated and enthusiastic person to manage, assess and determine development applications of varying complexity. The successful applicant may manage all aspects of the development application process, exercise delegations under relevant legislation, and will be expected to

provide expert evidence in the ACT Civil and Administrative Tribunal or other courts in relation to development applications. The successful applicant may also oversee, or be responsible for, processes relevant to the management of deeds of agreement for development activities in the ACT. This position requires, experience or the ability to undertake complex development assessments, strong analytical skills, high level communication skills and a strong focus on working with development industry, the community, agencies and other ACT Government directorates. The successful applicant will also have demonstrated leadership skills, be an advocate for change, for improving processes; and be able to manage, motivate and inspire staff.

Eligibility/Other Requirements: Experience and qualifications in Architecture, Urban Planning, Landscape Architecture, Urban Design, Planning/Environmental Law, Environmental Science/Policy, Engineering or similar is highly desirable

Note: An order of merit may be established from this recruitment process to fill future (permanent or temporary) vacancies at level which may arise over the next 12 months. Please limit your response to the selection criteria to two pages in total.

Contact Officer: George Cilliers (02) 6207 6804 george.cilliers@act.gov.au

Planning Delivery

Assessment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 15364)

Gazetted: 06 March 2018

Closing Date: 22 March 2018

Details: Planning Delivery is seeking a highly motivated officer to work in an exciting and fast paced environment. As an officer within the division, you will often be the first point of contact between the Directorate, the community and industry and must have excellent communication skills and the ability to provide consistently high levels of customer service. As an officer in the division you may work across the development assessment, environmental impact assessment or leasehold administration teams undertaking a wide range of assessments. You must be a team player, with the ability to work independently, identify solutions to problems and contribute to a culture of constant improvement and innovation.

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

Contact Officer: Tegan Liston (02) 6205 9649 tegan.liston@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Office of the Surveyor-General and Land Information

Technical Survey Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 36453)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

Details: The Office of the Surveyor-General and Land Information is seeking a Technical Survey Officer to undertake survey fieldwork for the maintenance and extension of the ACT survey control mark network. The successful candidate will need to demonstrate technical and self-management skills with an emphasis on being innovative with a strong customer focus outlook.

Eligibility/ other requirements: A Certificate IV in Surveying and/or Spatial Information is a minimum requirement. Demonstrated experience in survey field operations and office computations is highly desirable. Knowledge of Geographic Information System (GIS) and Computer-Aided Design and Drafting (CAD) systems would be an advantage and knowledge of land administration systems in the ACT would be an advantage.

Note: This is a temporary position until 30 June 2018. This position is part-time at (14:70) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only. This position is available to ACT Public Service employees only.

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

Contact Officer: Gavin Evans (02) 6207 1639 gavin.evans@act.gov.au

Health

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

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

Corporate

Health Infrastructure Service

Health Infrastructure Service Recurrent

Project Delivery Director

Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 39691)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Project Delivery Director reports to the Executive Director, Health Infrastructure Services and is responsible for capital project delivery across the portfolio of ACT Health Directorate's properties. The role will ensure that capital project delivery of Major Works, Better Infrastructure Fund Program and Plant and Equipment funded projects are aligned to ACT Health's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the Health Infrastructure Services Project Delivery section.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in a relevant technical field and demonstrated relevant experience, and/or trade certification with at least ten years significant Building and Infrastructure and/or Project Management experience. Desirable: Experience in the delivery of infrastructure projects within an operating health environment and experience working within a public sector and/or demanding client project environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for two years with possibility of extension and/or permanency.

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

Contact Officer: Colm Mooney (02) 6207 9186 colm.mooney@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

Specialist Youth Mental Health Outreach Team

Nurse Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 13423)

Gazetted: 08 March 2018

Closing Date: 15 March 2018

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

operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS).

Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Specialist Youth Mental Health Outreach Nurse position works collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. The Specialist Youth Mental Health Outreach Nurse is expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise. The Registered Nurse for Specialist Youth Mental Health Services will be required to work rotating shifts including weekends, after-hours and public holidays.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct and a current driver's licence. Desirable: Tertiary qualifications (or equivalent) in Nursing; registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); previous experience working with young people and ideally five years previous experience in mental health post qualifying. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Laura Dawel (02) 6205 1469 laura.dawel@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Speech Pathologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37040)

Gazetted: 08 March 2018

Closing Date: 15 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders. Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra hospital and health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric

caseload. The position will be actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with the speech pathology and wider multidisciplinary teams. Eligibility/Other Requirements: Mandatory: A Degree or Diploma in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia and 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*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Note: This is a temporary part-time position available for a period of six months with the possibility of extension, working 22.05 hours per week. The full-time salary noted above will be paid pro rata. Increased hours may become available during the contract and if so, may be offered to the successful applicant. Reduced working hours may be considered during the contract if requested by the preferred applicant. Job share may be considered.

Contact Officer: Tim Tooke (02) 6244 2230 tim.tooke@act.gov.au

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

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40178)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position. The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage clients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, falls prevention in the community, home based rehabilitation, transitional therapy and rehabilitation units. Successful applicants will be required to work at any of these locations. An expected vacancy at Health Professional Level 3 (HP3) will open an opportunity to join the rehabilitation physiotherapy team. This is a growing team of physiotherapists and allied health assistants delivering rehabilitation and aged care services across the acute, sub-acute and community sectors. This is an exceptional team of highly motivated physiotherapists and allied health assistants providing evidence based care to patients with neurological disorders, amputees and elderly clients with multiple co-morbidities. This team delivers services at multiple locations including The Canberra Hospital, various community health centres around the ACT, patient's homes and will soon add a purpose built rehabilitation hospital to this list of locations. With support, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist include: Delivering positive patient outcomes through the provision of high quality patient centred care; delivering individual and group treatment sessions and applying knowledge, skills, professional judgement, and initiative in the delivery of services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); a current driver's licence and a degree in Physiotherapy or equivalent qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

ACT Government Analytical Laboratory

Forensic Chemist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16372)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division (PHD) has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is comprised of two branches and two offices - the Health Protection Service (HPS), Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. The HPS is headed by an Executive Director reporting to the CHO with responsibilities ranging from tobacco policy, environmental health issues, communicable disease control and analytical testing capability through the ACT Government Analytical Laboratory (ACTGAL). Overview of the work area and position: The ACT Government Analytical Laboratory seeks an appropriately qualified and experienced forensic chemist in the Toxicology and Forensic Chemistry Unit. Duties are as per the included duty statement. ACTGAL, a section within the HPS provides high level scientific analysis capability for the ACT government. Fields of analysis include Microbiological Testing, Environmental Chemistry Testing and Forensic and Toxicological Testing. This position principally involves analytical investigations of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give expert evidence.

Eligibility/Other Requirements: Mandatory: Bachelor degree in Science (major in chemistry is highly desirable). Please note prior to commencement successful candidates will be required to undergo a pre-employment police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available until December 2018 with the possibility of extension and/or permanency. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process. Applicants should address their responses to the selection criteria in no more than five pages.

Contact Officer: Amy Sutton (02) 6205 8737 amy.m.sutton@act.gov.au

Canberra Hospital and Health Services

Health Improvement Branch

Epidemiology

Project Research Assistant/Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 29488)

Gazetted: 08 March 2018

Closing Date: 15 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Population, Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director

General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Improvement Branch is responsible for improving the health and wellbeing of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Promotion, the Health Promotion Grants Program, and Population Health Research and Evaluation. The Epidemiology Section contributes to the improvement of the health of the ACT population by providing timely and accurate population health statistics and information that is used to inform health policy and programs. The Project Research Assistant is responsible for the provision of high level administrative support for the Epidemiology Section, providing advice and support in designing, conducting, analysing and reporting of population health data, with a specific emphasis on the Year 7 Health Check. The role also performs tasks that contribute to the broader duties of the Health Surveys team and the wider Epidemiology branch, including facilitating the dissemination of population health information, liaising with stakeholders, preparing minutes and briefing papers and interpreting and presenting population health statistics.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Warren Holroyd (02) 6207 1052 warren.holroyd@act.gov.au

Performance, Reporting and Data

Business Intelligence Corporate

Personal Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 12710)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Performance, Reporting and Data division is responsible for the national data submissions, operational reporting and performance information for ACT Health. Overview of the work area and position: The Deputy Director-General is supported by an Executive Officer and Personal Assistant. This position will involve you using your knowledge and skills to provide administrative support in a high pressure working environment. It is expected in this position you will provide high level support to three Directors, through the management and monitoring of the diary, inbox and incoming phone calls. The Personal Assistant will work together with the Executive Officer to manage the day to day operations and workflow of the greater Executive office.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Highly Desirable: Previous experience with HP Records Manager 8 (HP RM 8, aka. TRIM) or similar records management/workflow systems. Previous experience providing high level administrative assistance.

Contact Officer: Danielle Rutter (02) 6207 6772 danielle.rutter@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

ACT Government Analytical Laboratory

Forensic Chemist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 31755)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division (PHD) has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is

comprised of two branches and two offices - the Health Protection Service (HPS), Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. The HPS is headed by an Executive Director reporting to the CHO with responsibilities ranging from tobacco policy, environmental health issues, communicable disease control and analytical testing capability through the ACT Government Analytical Laboratory (ACTGAL). Overview of the work area and position: The ACT Government Analytical Laboratory seeks appropriately qualified and experienced forensic chemists in the Toxicology and Forensic Chemistry Unit. Duties are as per the included duty statement. ACTGAL, a section within the HPS provides high level scientific analysis capability for the ACT government. Fields of analysis include Microbiological Testing, Environmental Chemistry Testing and Forensic and Toxicological Testing. This position principally involves analytical investigations of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give expert evidence.

Eligibility/Other Requirements: Mandatory: Bachelor degree in Science (major in chemistry is highly desirable). Please note prior to commencement successful candidates will be required to undergo a pre-employment police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is temporary position available until December 2018 with the possibility of extension and/or permanency. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process. Applicants should address their responses to the selection criteria in no more than five pages. Selection may be based on application and referee reports only.

Contact Officer: Amy Sutton (02) 6205 8737 amy.m.sutton@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

Mental health Clinician

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 38606)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); and ce Health Services (JHS). review of the work area and position: child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. he CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. his role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 (HP1) require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and must hold a current driver's licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualifications and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of ten months with the possibility of extension. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise; be available for weekend and on call work when necessary. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Acute Mental Health Services

Creative Arts Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23020)

Gazetted: 08 March 2018

Closing Date: 22 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services, and Rehabilitation and Specialty Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department (ED) and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency six bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that the Health Professional Level 2 (HP2) Creative Arts Therapist will be an integral member of the AMHU team and will provide, under routine supervision, high quality art therapy services that will achieve sound outcomes for people within a therapeutic secure environment. The Creative Arts Therapist will contribute significantly to the therapeutic outcomes of people receiving care at the AMHU. All staff of the AMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: A Master's degree in Art Therapy (eg Art Therapy/ Music Therapy/ Creative Arts Therapy/ Dramatherapy); eligibility for membership of the Australian and New Zealand Arts Therapy Association (ANZATA); applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking)*

Act 2011; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 18:37 hours per week and the full-time salary noted above will be paid pro-rata. Creative Arts Therapist with a relevant undergraduate degree working towards completing a Masters degree in Arts Therapy are encouraged to apply and could be considered for temporary employment under the Professional Officer classification.

Contact Officer: Roz Fitzgerald (02) 6174 5401 roz.fitzgerald@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Stream Administration

Allied Health Assistant Physiotherapy/Occupational Therapy

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 21110)

Gazetted: 08 March 2018

Closing Date: 15 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 4A at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: The Allied Health Assistant will contribute to the cross disciplinary care of patients by implementing the "Move It" Program in an acute care setting under the supervision of an allied health professional. The Program will contribute to patient care by providing tasks that support mobility and functional independence and will require daily interaction with members of the multidisciplinary team including nursing, physiotherapy, exercise physiology, and occupational therapy.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (or equivalent) or a relevant Diploma level qualification. Be registered with under the *Working for Vulnerable People Act*. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing requirements for allied health professionals. Desirable: Previous experience in an acute health setting.

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

Contact Officer: Leanne Pagett (02) 6207 2081 leanne.pagett@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Improvement Project

Manager, Healthy and Active Living

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 31333)

Gazetted: 08 March 2018

Closing Date: 15 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Population Health Protection and Prevention has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. Population Health Protection and Prevention is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of

the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Improvement Branch is responsible for improving the health and wellbeing of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Improvement Projects, Health Promotion and the Health Promotion Grants Program. Overview of the work area and position: The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the division and undertaking high-level project and policy work and responding to emerging and novel policy issues on behalf of the Chief Health Officer. In addition, the Section collaborates and advises on population health policy and program-level evaluations, and provides strategic policy input and technical advice to support healthy eating at the population level. Other key policy priority areas include chronic disease and injury prevention and reduction; organ and tissue donation; gene technology; alcohol and other drugs; and the health effects of climate change. The Manager of Health and Active Living is responsible for contributing to the development and implementation of a new strategy to promote healthy and active living in Canberra. This involves providing expert policy input and advice on preventive health priorities and risk factors; working with stakeholders to maximise the impact of preventive health activities; identifying opportunities to build and utilise the evidence-base to inform preventive health practice and guide industry innovation; and capitalising on Canberra's commitment to healthy and active living as a drawcard for tourists and people wanting to live and work in the ACT. This role will be based at Enterprise Canberra within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and report to the Senior Manager, Healthy and Active Living, Enterprise Canberra.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Tertiary qualifications (or equivalent) in Population Health, or other relevant field. Experience in population health policy development and implementation.

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

Contact Officer: Emily Harper (02) 6205 2245 emily.harper@act.gov.au

Independent Competition and Regulatory Commission

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

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

Economic Regulation

Quantitative Analyst

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 33306)

Gazetted: 07 March 2018

Closing Date: 30 March 2018

Details: The Independent Competition and Regulatory Commission (Commission) regulates pricing, access and other matters in relation to declared regulated industries for the Australia Capital Territory. We are currently seeking a talented Quantitative Analyst to provide quantitative and financial analysis support to a small economic regulation team. The main focus of the team's work is on the regulation of prices for water and sewerage services, and retail electricity prices. There may also be reviews of other competition and economic regulation issues. The successful candidate will have a passion for using data to communicate complex ideas to a wide audience. They will have well developed skills in excel macros, programming expertise and specialist training in statistics or econometrics. They will also have the opportunity to help develop cutting-edge cloud-based data analytics platforms. The Quantitative Analyst will have a professional work ethic and the ability to work with minimal supervision while working in a small collaborative team environment. The successful applicant will be rewarded with a positive team environment and flexible work arrangements, reporting to a Senior Economist.

Note: This position will be filled at either the Administrative Officer Level 6 or Senior Officer Grade C, dependant on the skills and experience of the successful applicant.

Contact Officer: Luke Meehan (02) 6205 8773 luke.meehan@act.gov.au

Justice and Community Safety

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

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

ACT Supreme Court

Chambers

Executive Assistant to the Chief Justice

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35346)

Gazetted: 06 March 2018

Closing Date: 13 March 2018

Details: The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Executive Assistant to the Chief Justice of the ACT Supreme Court. The duties of the position include the provision of high level administrative, secretarial and other support to the Chief Justice, supporting other chambers staff, maintaining effective liaison with the judiciary, court staff, officers of the ACT Government, high-level dignitaries, external organisations and the legal profession and provision of secretariat support to committees. In addition, the Chief Justice's Executive Assistant acts as Chambers Manager, managing administrative functions effecting Chambers staff such as employment, leave and training. The successful applicant will have demonstrated skills in providing secretarial assistance at a senior level, high level written and oral communication, organisational and administrative abilities and an understanding of the legal system. This is a varied and dynamic role and is ideally suited to a highly proactive and adaptable individual with previous experience as an Executive/Personal Assistant who possesses outstanding communication skills, has an eye for detail and be adept at meeting tight deadlines in a busy working environment, under limited direction. The role requires highly developed interpersonal skills and the ability to maintain confidentiality and discretion. For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au.

Note: This is a temporary position available from 31 March 2018 for up to 12 months.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees (preferably including your current supervisor) and a current curriculum vitae. Selection may be based on written application and referee reports only.

Contact Officer: Angela Josan (02) 6205 3670 angela.josan@courts.act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Civil and Residential Tenancies

Senior Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34716)

Gazetted: 07 March 2018

Closing Date: 21 March 2018

Details: The ACT Courts and Tribunal Administration is seeking an experienced Manager to undertake the role of Senior Team Leader of the Civil and Residential Tenancies work area within the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will have effective people management skills, and be able to work with a range of stakeholders, including tribunal users, staff and members, to achieve quality outcomes for the ACAT. Responsibilities include: Managing and training staff to ensure that the work of the team is effective, consistent and accurate, responding to complex enquires, processing documentation, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the ACAT in the ACT Community and of ACAT practices, procedures and related legislation would be an advantage.

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

Contact Officer: Alyssa Dimarhos (02) 6207 1438 alyssa.dimarhos@act.gov.au

Corporate

Strategic Finance

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38015)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: Justice and Community Safety Directorate (JACSD) are currently seeking an enthusiastic and organised person for the role of Executive Assistant to the Chief Finance Officer. The role is required to exercise a considerable degree of independence and consistently exercise sound judgment. The successful candidate will deliver administrative and secretarial support to the Chief Finance Officer including correspondence management, screening calls, the drafting of reports, statistics and correspondence, diary management and Ministerial/brief responses. They will also provide administrative assistance/support to the Strategic Finance team and undertake minor research and project roles. It will be necessary to liaise across the ACT Government with various stakeholders with an emphasis on customer service to build strong rapport, responding quickly to business needs and adhering to tight timeframes. The suitable applicant must have the ability to prioritise workload, problem solve and work as an organised, positive and proactive member of the team. Secretariat and other support is essential, including preparation of agendas and the transcribing of minutes.

Eligibility/ other requirements: Well developed Microsoft Office suite and keyboard skills are desirable

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

Contact Officer: Dragana Cvetkovski (02) 6205 4389 dragana.cvetkovski@act.gov.au

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Energy and Water

Complaints and Investigations Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34715)

Gazetted: 07 March 2018

Closing Date: 21 March 2018

Details: The ACT Courts and Tribunal Administration is seeking to recruit a member of staff for the role of Complaints and Investigations Officer in the Energy and Water Complaints Team of the ACT Civil and Administrative Tribunal (ACAT). The position is the first point of contact for members of the ACT community wishing to make a complaint about a utility company to ACAT. The successful applicant will have well developed communications skills and be able to work with a range of stakeholders to achieve quality outcomes. Responsibilities include providing accurate and timely advice and information to tribunal users, assisting in the resolution of complaints that require investigation and providing registry services for unresolved complaints that proceed through formal tribunal processes.

Eligibility/ other requirements: Sound knowledge of Microsoft Excel desirable. Qualifications in Investigations or Dispute Resolution, or an interest in gaining these qualifications desirable. A basic understanding of the utility industry and complaints management would be an advantage. Basic understanding of Part 12 of the *Utilities Act 2000* and related codes and regulations, including the Consumer Protection Code as well as the National Energy Customer Framework, including the National Energy Retail Rules, or the ability to quickly assimilate this knowledge would be an advantage.

Contact Officer: Allison Smith (02) 6207 7738 allison.smith@act.gov.au

ACT Courts and Tribunal

Magistrates Court Registrar

Legal Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 42388)

Gazetted: 01 March 2018

Closing Date: 8 March 2018

Details: The ACT Law Courts and Tribunal is seeking experienced lawyers for the role of Legal Officer within the Magistrates Court Registrar's office of the ACT Magistrates Court. The successful applicants will have effective legal management and analytical skills to undertake the judicial functions and the provision of legal services, including but not limited to alternative dispute resolution. The successful applicants will also provide legal and policy advice

as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters and is expected to be able to build sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings.

Eligibility/Other Requirements: Applicants for this role must have at least three years post admission experience practicing as a Legal Practitioner.

Note: This is a temporary position available from 9 March 2018 for approximately 13 months.

How to Apply: Interested applicants should provide a supporting statement of no more than two page outlining relevant experience and examples, current resume and names and contact details of two referees (preferably including your current supervisor). Selection may be based off application and referee reports only. For information on the ACT Law Courts and Tribunal please visit: www.courts.act.gov.au.

Contact Officer: Amanda Nuttall (02) 6207 1054 amanda.nuttall@courts.act.gov.au

Human Rights Commission

Victim Support ACT

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19570)

Gazetted: 06 March 2018

Closing Date: 22 March 2018

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

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program.

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

ACT Corrective Services

Corporate Services

Information & Business Solutions Unit

CSIMS Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41762)

Gazetted: 05 March 2018

Closing Date: 19 March 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Corporate Services Information & Business Solutions (CSIMS) Project Manager, in the Information and Business Solutions Unit. The successful applicant will be responsible for managing, coordinating and completing various project activities to ensure the successful implementation of Corrective Services Information Management System (CSIMS) project in accordance with agreed contract with Abilis Solutions Pty Ltd. You will also be required to manage internal and external stakeholder engagement to complete various project activities and milestones and manage the project team. In addition, you will be required to track and report on overall project progress, business process mapping/changes, project artefacts and various deliverables, identify and report various project risks and mitigation strategies and define and develop changes to existing business processes and workflows to enable process automation through the new system. To be successful, will demonstrate experience and understanding in managing the implementation of Commercial-Off-

The-Shelf (COTS) system, stakeholder engagement (particularly overseas based vendors) and organisational change management.

Eligibility/Other requirements: A current driver's licence is required. Relevant tertiary qualifications in Project Management, certification in PRINCE2 and/or PMBOK or equivalent experience would be desirable. Experience in Corrective Services is desirable. The successful candidate may be required to undergo a criminal record check.

Note: This is a temporary vacancy available until 31 December 2018, with the possibility of extension.

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

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

ACT Corrective Services

Corporate Services

Business Services

Team Leader- Budget and Reporting

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

Gazetted: 02 March 2018

Closing Date: 22 March 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Team Leader, Budget and Reporting (SOGC), in the Business Services Unit (BSU). The successful applicant will be responsible for leading, supporting and assisting the BSU in the preparation of internal and external budgets, transactional processing, timely and analytical insight in the preparation of monthly management and financial reporting and business cases. Further to this, you will be responsible for providing accurate reporting of notifiable invoices, quarterly performance reporting and undertaking transactional process and investigation activities. The successful applicant will assist with the development and maintenance of ACTCS financial planning policies and systems and monitor and manage fixed assets, portable attractive assets and annual insurance return. In addition, you will assist with the development and implementation of reports against performance measures, contribute to teamwork and a culture of collaboration, prepare materials for audit purposes and supervise the accounts payable and receivables process. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to strong leadership and management skills.

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

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

Contact Officer: Megan Vincent (02) 6205 1754 megan.vincent@act.gov.au

Corporate

People and Workplace Strategy

Strategic HR

Senior Advisor Injury Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38092)

Gazetted: 05 March 2018

Closing Date: 19 March 2018

Details: The People and Workplace Strategy (PWS) team are seeking an enthusiastic person to fill the position of Senior Injury Management Coordinator. The successful applicant will undertake a range of both complex and strategic Human Resources (HR) activities relating to improving employee wellbeing and the ongoing management of ill and injured employees of the Directorate. This role, in partnership with HR advisors in PWS and Justice and Community Safety (JACS) Managers, will provide specialist early intervention and rehabilitation case management across the diverse range of Directorate workplaces and contribute expertise to resolving casework, in particular long term claims, through effective communication and coordination with Comcare, business units, Shared Services injury managers and HR advisors in PWS. Other duties include the preparation of submissions, reports,

recommendations and correspondence in relation to casework. This position is suitable for someone who can to build effective relationships with managers to develop their skills to manage health related people issues and minimise the cost of injury claims, absences from work and aggravation of injuries.
Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@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

City Presentation

Better Suburbs

Program Coordinator, Better Suburbs Program

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27169)

Gazetted: 01 March 2018

Closing Date: 16 March 2018

Details: City Services are seeking the services of a motivated, experienced administrative officer to support the Better Suburbs team during the community engagement and reform phases of their Program. The role will expose you to being part of a small dynamic team, focused on developing a Better Suburbs Statement for Canberra with direct input from the Canberra community and facilitating the reform program that follows. Its responsibility, amongst other things, includes co-ordinating the community engagement activities for the team and external facilitators, drafting social media and other communications for the Program, contributing to Program reporting and managing the Program records. The successful candidate will have quality communication skills, an interest in community engagement activities, and the appropriate skills and knowledge to contribute to the outputs of the team immediately. 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 a disability, to apply.

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

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

City Services

ACT NOWaste

Service Delivery Team

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39243)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: ACT No Waste is seeking a Customer Service professional who will provide first class customer service on a daily basis and has the ability to respond promptly to customer enquiries, handle, resolve and or escalate complaints in a timely manner. The Customer Service Officer performs a range of customer service, client interface and administrative tasks that directly support ACT No Waste in the delivery of core municipal services for the Canberra community. The position reports to the Manager, Service Delivery and works in close partnership with contract managers and the contracts inspector.

Note: This is a Temporary non-ongoing position until October 2023. How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@act.gov.au

City Services

Roads ACT

Road Maintenance

Investigation Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 14745)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: Roads ACT is seeking a highly motivated candidate who, under limited direction from the Manager Program Development, will undertake condition and use assessment of infrastructure assets and assist with the identification of road associated assets. With accountability for administration, productivity and efficiency, quality standards and WHS and environmental requirements. 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: Current driver's licence, relevant industry induction certificate and Asbestos Awareness certificate.

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

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

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

City Services

Libraries ACT

Library Assistant

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: C07400, several)

Gazetted: 06 March 2018

Closing Date: 20 March 2018

Details: Libraries ACT is looking for enthusiastic, customer focused people who relish working in a dynamic, busy environment. Willingness to learn new skills and promote library services as well as being a resilient and flexible team member are essential. Someone with great communication skills and an innovative way of thinking is vital. A casual pool will be established for a twelve month period with a possibility of extension depending on operational needs. 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/requirements: Good physical fitness and stamina, and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending, and being on your feet for long periods. Libraries ACT is a 7 day service and applicants will be required to work weekends. Candidates selected for interview are required to undertake a short survey prior to interview that provides feedback to the panel on the candidate's judgement. Contact Officer: Holly Hart (02) 6207 5107 holly.hart@act.gov.au

City Services

Yarralumla Nursery

Yarralumla Nursery

Horticultural Sales Officer

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 17127)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: Yarralumla Nursery is the largest wholesale production plant nursery in the Capital Region. We are currently seeking innovative, motivated and suitably experienced people to fill two positions for horticulturists in our sales and production teams. The successful applicants must display a sound knowledge of horticultural practices and procedures and display high quality customer service practices. The successful applicants must also be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required. The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. They are core components of a positive culture and inclusive working environment.

Eligibility/ Other Requirements: It is highly desirable that the successful applicant hold a current manual driver's licence.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Farley Hayward (02) 6207 2447 farley.hayward@act.gov.au

City Services

Yarralumla Nursery

Yarralumla Nursery

Nursery Assistant

General Service Officer Level 3 \$47,087 - \$48,840, Canberra (PN: 41572)

Gazetted: 02 March 2018

Closing Date: 16 March 2018

Details: Yarralumla Nursery is the largest wholesale production plant nursery in the Capital Region. We are currently seeking an innovative, motivated and suitably experienced person to fill a position for a nursery assistant in our sales teams. The successful applicant must have experience in the plant nursery or landscape industry and display high quality customer service practices. The successful applicants must also be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required. The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. They are core components of a positive culture and inclusive working environment.

Eligibility/Other Requirements: It is highly desirable that the successful applicant hold a current manual driver's licence.

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Farley Hayward (02) 6207 2447 farley.hayward@act.gov.au

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

City Services

City Places and Infrastructure

Capital Works and Development Support

Senior Project Manager

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 40187)

Gazetted: 02 March 2018

Closing Date: 9 March 2018

Details: The Transport Canberra and City Services Directorate (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths and cycle paths, operating our public transport system (ACTION), and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NoWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority (which includes Woden, Gungahlin and Hall cemeteries). TCCS employs close to 2000 staff working in locations across the ACT. Capital Works are responsible for the management and delivery of a capital works program on behalf of the various business units within the Transport Canberra and City Services directorate including Roads ACT, City Presentation, ACT NoWaste, ACTION, Libraries ACT and others. Types of projects include (but are not limited to) public realm improvements, footpaths, roads, parks, bridges, cycle-lanes, shared paths, street lighting, public transport infrastructure, stormwater infrastructure, minor shopping centre upgrades, urban renewal, landfill cells, minor upgrades to Resource Recovery Centre, car park improvements and playgrounds. In this role you will be required to develop and effectively project-manage a number of capital works projects through the engagement of ACT Government delivery agencies, consultancies and/or contractors. Successful applicants will be required to maintain communications with stakeholders, both internal to TCCS and other ACT

Government directorates and importantly with community and relevant stakeholder groups. The position requires well developed skills in project management to meet sometimes demanding schedules as well as provide professional advice and assistance to other officers and managers within the business unit.

Eligibility/ Other requirements: A Civil Engineering University Degree/Diploma or relevant Technical and Project Management qualifications will be required.

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

Contact Officer: Ben McHugh (02) 6207 2738 ben.mchugh@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

John Hull 853-78191, Section 68(1), 5 March 2018

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

Kieran Steele 853-56902, Section 68(1), 26 February 2018

Education

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

Brenda Coles 848-75233, Section 68(1), 6 March 2018

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

Tamara Louise Mico 851-91263, Section 68(1), 19 March 2018

Health

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

Ella Caltcheon 853-78028, Section 68(1), 5 February 2018

Allied Health Assistant 2 \$50,040 - \$57,369

Zoia Rusanov 853-79004, Section 68(1), 8 March 2018

Administrative Services Officer Class 2 \$52,991 - \$58,513

Allan Sritharan 856-74062, Section 68(1), 28 February 2018

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

Allison Vasquez 853-77818, Section 68(1), 5 March 2018

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

Adrian Whittaker 847-00230, Section 68(1), 1 March 2018

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

Aaron Wighton 847-03378, Section 68(1), 1 March 2018

Justice and Community Safety

Prosecutor Grade 1 \$72,389 - \$82,104

Alice Lynch 853-47854, Section 68(1), 6 March 2018

Prosecutor Grade 1 \$72,389 - \$82,104

Natasha Purvis 853-48347, Section 68(1), 6 March 2018

Transport Canberra and City Services

Bus Operator - Training \$66,212

Jeffrey Bauer 853-77551, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Stephanie Cockburn 853-77463, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Jackson Cooke 853-77447, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Jennifer Craven-Sands 853-77455, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

John Fowler 853-77471, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Derek Gallas 853-77543, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Jeet Gill 853-77527, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

David Gray 853-32505, Section 68(1), 23 February 2018

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

Hannah Lauren Keys 853-78538, Section 68(1), 5 March 2018

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

NANTHIGESAN KUMARASAMY 853-72734, Section 68(1), 6 March 2018

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

Paul Matterson 853-47272, Section 68(1), 5 March 2018

Bus Operator - Training \$66,212

Todd McMenemy 853-77500, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Oksana Melnyk 853-77439, Section 68(1), 23 February 2018

Bus Operator - Training \$66,212

Ravinder Singh 853-77535, Section 68(1), 23 February 2018

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

Gary Spencer 853-78589, Section 68(1), 5 March 2018

Bus Operator - Training \$66,212

Andrew Tully 853-77498, Section 68(1), 23 February 2018

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

Zrinka Veljaca 853-78554, Section 68(1), 5 March 2018

TRANSFERS

Health

Katherine Davison: 771-99580

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

Health

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

Health, Canberra (PN. 38083) (Gazetted 30 November 2017)

Christopher Harris: 842-90032

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

Health

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

Health, Canberra (PN. 22373) (Gazetted 21 December 2017)

Office of the Legislative Assembly

Tanya Irvine: 827-19026

From: Administrative Services Officer Class 4 (\$66,656 - \$72,175) Chief Minister, Treasury and Economic Development Directorate

To: Administrative Services Officer Class 4 (\$66,656 - \$72,175) Office of the Legislative Assembly, Canberra (PN334) (Gazette 23 November 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workforce Learning and Development Unit

Public Sector Management Group

Workforce Capability and Governance

Andrew Madden: 853-52029

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

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 2 \$52,991 - \$58,513

Chief Minister, Treasury and Economic Development, Canberra (PN. 34523) (Effective 8 March 2018)

“This promotion to a non-advertised position has been made under section C6 (e) of the Administrative and Related Classifications Enterprise Agreement 2013-2017.”

Community Services

Housing and Community Services

Housing ACT

Gateway Services

Selladurai Selvayogan: 547-22228

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

Community Services

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

Community Services, Canberra (PN. 28917) (Gazetted 28 March 2017)

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.

Education

Business Services Division

Finance and Corporate Support

Financial Services

Peter Podnar: 772-19270

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

Education

To: †Senior Professional Officer Grade A \$137,415

Education, Canberra (PN. 39692) (Gazetted 7 December 2017)

Environment, Planning and Sustainable Development

Business, Governance and Capability Division

People and Capability

People Services

Myfanwy Greenwood: 736-44317

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 38505) (Gazetted 12 January 2018)

Health

Canberra Hospital and Health Services

Women, Youth and Children

Leanne Bowen: 771-93007

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

Health

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

Health, Canberra (PN. 31405) (Gazetted 23 November 2018)

Population Health

Health Protection Service

Tory Christensen: 843-98975

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

Health

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

Health, Canberra (PN. 20399) (Gazetted 21 December 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Louise Griffiths: 845-21304

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

Health

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

Health, Canberra (PN. 24448) (Gazetted 23 November 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Pedzisai Murape: 845-01952

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

Health

To: Registered Midwife Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22500) (Gazetted 23 November 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Nayla Noffke: 842-89576

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

To: Registered Midwife Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 26686) (Gazetted 23 November 2018)

Canberra Hospital and Health Services

Stephen Priddin: 850-42698

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Health

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 17240) (Gazetted 30 November 2017)

Canberra Hospital and Health Services

E-Health and Clinical Records

Dianne Ramadan: 853-60370

From: Clinical Coder \$63,045 - \$78,150
Health

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 25179) (Gazetted 7 December 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Monica Ryan: 842-87239

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

To: Registered Midwife Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 26686) (Gazetted 23 November 2017)

Justice and Community Safety

Emergency Services

Fire Brigade

Operations

Todd Bourne: 540-50441

From: FB5 (Senior Fire Fighter) \$89,841
Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 45932) (Effective 8 March 2018)

Emergency Services

Fire Brigade

Operations

Glenn Brewer: 754-05387

From: FB6 (Station Officer) \$102,025
Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 47500) (Effective 8 March 2018)

**Public Trustee and Guardian
Finance**

Stefan Dzwonnik: 835-69330

From: Trust Officer Level 1 \$66,025 - \$75,600

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 39314) (Gazetted 26 October 2017)

Emergency Services

Fire Brigade

Operations

Stuart Gallop: 503-19618

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 45951) (Effective 8 March 2018)

Corporate

People and Workplace Strategy

Business Support

Kayla Irene Hamilton: 835-83271

From: Administrative Services Officer Class 2 \$52,991 - \$58,513

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 05798) (Gazetted 29 November 2017)

Emergency Services

Fire Brigade

Operations

Jason Jones: 754-05758

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 45967) (Effective 8 March 2018)

Emergency Services

Fire Brigade

Operations

Matthew Mavity: 748-35668

From: FB6 (Station Officer) \$102,025

Justice and Community Safety

To: †FB7 (Commander) \$121,534

Justice and Community Safety, Canberra (PN. 45960) (Effective 8 March 2018)

Transport Canberra and City Services

City Presentation

Licensing and Compliance

Investigations Unit

Michelle Corlett: 853-60979

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39670) (Gazetted 24 November 2017)

City Presentation

Licensing and Compliance

Domestic Animal Services

Anthony Fordham: 827-49305

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

Environment, Planning and Sustainable Development

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

Transport Canberra and City Services, Canberra (PN. 39666) (Gazetted 24 November 2017)

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.