



ACT Government Gazette

Gazetted Notices for the week beginning 26 February 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Contract Cessation

Michael Chisnall – Executive Director, Government Information Office (E663) – 27.02.2015

Education and Training

Contract Cessation

Michael Bateman – Director, Human Resources (E222) – 13.02.2015

VACANCIES

Calvary Health Care ACT (Public)

Nursing

Ambulatory Care

Ambulatory Care - Registered Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 7943)

Gazetted: 26 February 2015

Closing Date: 25 February 2015

Details: Calvary is a Catholic not-for-profit organisation with more than 12,000 staff and volunteers, 15 Public and Private Hospitals, 14 Retirement and Ageing Facilities, and 28 Community Service providers. We operate across six States and Territories within Australia. Established in Sydney in 1885 by the Sisters of the Little Company of Mary, our mission is to provide health care to the most vulnerable, including those reaching the end of their life. We provide aged and community care, acute and subacute health care, Specialist Palliative Care and comprehensive care for people in the final year of their life. The Ambulatory Care Department is seeking a highly motivated team orientated person with exceptional interpersonal skills, who is comfortable working in an environment committed to continuous improvement, to lead a vibrant and dynamic multidisciplinary team, with skills and vision to promote the growth of services provided by the Ambulatory Care Service. The service will provide evidence based, best practice clinical services to the Canberra and regional community through the Ambulatory Care Service. The position offers a unique opportunity to significantly contribute to the growth and development of Specialist Ambulatory Care Clinics for clients within the Canberra Region. The successful candidate must: Be registered or eligible to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA). It is highly desirable that the successful candidate will bring to this role: Demonstrated extensive competence in advance nursing practice, utilising the nursing process, and incorporating a risk assessment approach; with a minimum of three years recent experience in a relevant clinical unit or area. Demonstrated proficient clinical assessment skills, sound judgement and problem solving abilities, a proven ability to work autonomously, and in collaboration with a multidisciplinary team. Demonstrated excellence in communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team. Demonstrated clinical leadership skills including; ability to lead change in clinical practice, ability in clinical teaching and performing competency based assessment kills utilising adult learning principles, ability to provide effective mentorship to other staff, and within a multidisciplinary team.

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).

2. Current resume along with contact details for minimum two professional referees (At least one of them must be your current or recent supervisor). 3. Cover letter (Must highlight why you believe you are suitable for the advertised role-maximum 1 page).

Note: To be considered for this role you must address the selection criteria and have appropriate work rights.

Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply. The preferred candidate may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo pre-employment screening. If you do not receive an automatic reply after lodging your application please contact the Human Resources Department on (02) 6201 6122 or via email - applications@calvary-act.com.au to confirm receipt of your application. Alternatively, you can email your application to applications@calvary-act.com.au

Contact Officer: Vicki Kelly (02) 6201 6676 vicki.kelly@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

Finance

Business Manager

Administrative Services Officer level 6 \$74,098 - \$84,803, Canberra (PN: 9629)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: Calvary is a Catholic not-for-profit organisation with more than 12,000 staff and volunteers, 15 public and private hospitals, 14 Retirement and Ageing facilities, and 28 Community Service providers. We operate across six states and territories within Australia. Established in Sydney in 1885 by the Sisters of the Little Company of Mary, our mission is to provide health care to the most vulnerable, including those reaching the end of their life. We provide aged and community care, acute and subacute health care, specialist palliative care and comprehensive care for people in the final year of their life. Calvary Health Care ACT - Finance & Business Information Team is seeking a highly skilled individual to fill the position of Business Manager (ASO6). This permanent full-time position is an exciting and challenging role that involves providing expert advice relating to financial and clinical activity and performance to Clinician leaders.

The successful candidate will possess:

Excellent business analysis skills;

Highly developed oral and written communication skills;

Sound financial management abilities.

For further details please contact: Ken Bissett Senior Business Manager (02) 6201 6819 ken.bissett@calvary-act.com.au

Eligibility/Other Requirements: Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria);
2. Current resume along with contact details for minimum 2 professional referees (At least one of them must be your current or recent supervisor);
3. Cover letter (Must highlight why you believe you are suitable for the advertised role-maximum 1 page).

Notes: To be considered for this role you must address the selection criteria and have appropriate work rights.

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Applications can be forwarded to: applications@calvary-act.com.au

Contact Officer: Ken Bissett (02) 6201 6819 ken.bissett@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Health Community and Science

CIT Community Work

Senior Educator

Teacher Level 2 \$93,298, Canberra (PN: 35019)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: Canberra Institute of Technology (CIT) requires an experienced Vocational Education Training Teacher to work as a Senior Educator in the Department of Community Work. This role supports CIT's commitment to quality education through contextual and innovative approaches to competency-based learning and assessment. It involves the provision of advice and guidance to teaching staff in building capability in contemporary Vocational Education and Training (VET) sector practice. This includes leadership in course design, facilitating skill development, compliance, quality assurance, continuous improvement and evaluation and research.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: 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 equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry

Experience: In accordance with sub-Clause 40.10 of the *ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017*. All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvwv.

Contact Officer: Veronique Gouneau (02) 6205 4724 veronique.gouneau@cit.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.

CIT Brand and Business Development

International and Business Support

Project Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 18968)

Gazetted: 03 March 2015

Closing Date: 24 March 2015

Details: CIT is looking for an enthusiastic person to join Brand and Business Development in a business development role. The successful applicant will proactively seek business opportunities and acquire new business clients for CIT teaching areas. In this position you will work closely with industry and CIT College Directors. You will provide support and advice to the Colleges on the identification and development of contestable funding opportunities, grant applications and tender analysis and responses.

Eligibility/Other Requirements: A tertiary qualification in Business or Marketing is desirable. Experience in the education sector preferable.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices.

Contact Officer: Ivonne Buckley Mendez (02) 6205 9983 ivonne.buckleymendez@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

Access Canberra

Chief Operating Officer, Access Canberra

Executive Level 2.6 \$291,894 to \$307,470 depending on current superannuation arrangements, Canberra (PN: E784)

Gazetted: 27 February 2015

Closing Date: 13 March 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking to recruit an outstanding executive to the position of Chief Operating Officer, Access Canberra.

Access Canberra is a newly formed agency within CMTEDD responsible for administering the shopfronts and a range of regulatory arms from across the public service, which forms a 'one-stop-shop' to make it easier for business, community organisations and individuals to work with the ACT Government.

This Senior Executive position is responsible for managing the day-to-day operations of Access Canberra and the core relationships with business and the community and leading staff in the organisation to successfully achieve the vision of Access Canberra. This includes oversight of the delivery of the adoption of a client-centric approach, the digital transformation of services and the maintenance of customer service accountability levels and other obligations.

Eligibility/Other Requirements: The position requires a person with exceptional leadership, relationship management and people development capability. A proven record in risk and quality management practices, commitment to public service integrity and people management is essential.

Applications should address the selection criteria for the position which are based on the ACTPS Executive Capabilities.

Remuneration: The position attracts a remuneration package ranging from \$291,894 - \$307,470, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$239,629.

Contract: The successful applicant will be engaged under a performance based contract for up to one year.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Brett Phillips (02) 6205 5074 brett.phillips@act.gov.au

Economic Development

Office of the Director-General/Chief Executive Officer

Director, Office of the Director-General/Chief Executive Officer

Executive Level 1.2 \$197,350 - \$207,343 depending on current superannuation arrangements, Canberra (PN: E788)

Gazetted: 03 March 2015

Closing Date: 17 March 2015

Details: The Director will manage the Office of the Director-General/Chief Executive Officer and will lead the Office in working collaboratively and maintaining productive relationships with the Minister, Deputy Directors-General and other Executives, and key government and non-government stakeholders.

Eligibility/Other Requirements: Candidates for this position should be able to demonstrate leadership, highly developed strategic capability, policy development and inter-governmental relations. They should also have experience in dealing with policy, financial and people management issues. Experience in government, the wider community and business would be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$197,350 - \$207,343, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,744.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: David Dawes (via Yuka Pirani) (02) 6205 3143 yuka.pirani@act.gov.au

Policy and Cabinet Division

Cabinet Office

Senior Manager, Cabinet Office

Senior Officer Grade A \$127,557, Canberra (PN: 04828)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: The successful candidate will have outstanding leadership skills and a demonstrated capacity to improve business processes. An understanding of the ACT Cabinet process will be highly regarded.

Notes: This is a temporary vacancy available asap until 30 June 2015. 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.

Applications should be sent to the contact officer.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@ACT.gov.au

**Policy and Cabinet Division
Strategic Policy and Cabinet
Senior Policy Officer**

Senior Officer Grade C/Senior Officer Grade B \$93,254 - \$123,642, Canberra (PN: 22933, several)

Gazetted: 03 March 2015

Closing Date: 17 March 2015

Details: The position in the Intergovernmental Relations team involves working in a fast-paced environment, on multiple concurrent activities, spanning a wide cross section of topics. There are often last minute papers arriving for meetings and inter-government fora and for agreement negotiations that require quick analysis and advice, as well as flexible working hours. The successful candidate will be highly organised and have a great attention to detail; as well as highly effective consultation and communication skills.

Eligibility/Other Requirements: Please refer to the attached Position Description and Selection Criteria.

Notes: This temporary position is available from 30 March 2015 until 30 June 2015 with the possibility of extension up to 12 months. This position may be filled at either Senior Officer Grade B (SOGB) or Senior Officer Grade C (SOGC) level depending on the Selection Committee's assessment of the demonstrated skills and experience of the candidates, including their availability and capacity to perform with varying degrees of training or supervision in the temporary role. The position may be filled without interview. A merit list may be created for SOGB and SOGC officers which may be used to fill similar positions in the Division in the next 12 months. Expressions of interest are sought and should include a supporting statement of no more than two pages outlining abilities and experience against criteria and in areas outlined in the position description. Please include contact details of at least two referees and a current curriculum vitae.

Contact Officer: Catriona Vigor (02) 6205 3187 catriona.vigor@act.gov.au

Revenue Management

Policy, Legislation and Objections

Assistant Manager, Objections and Appeals

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 13569)

Gazetted: 03 March 2015

Closing Date: 17 March 2015

Details: As the successful applicant, you will, with minimal supervision, deal with more complex objections under revenue-related legislation and consequent appeals to tribunals and courts. Preferably you have experience in legal processes; the ability to analyse the law and complex fact scenarios; and the ability to make decisions on complex tax disputes. Good communication skills, both written and oral, are essential. You will also assist with the supervision and training of staff, and provide high level advice and reports to senior staff and the government.

Eligibility/Other Requirements: Legal qualifications and/or experience are an advantage.

Contact Officer: Peter Cain (02) 6207 0008 peter.cain@act.gov.au

Land Development and Corporate

Policy, Projects and Legislation

Legislation, Racing and Gaming Policy

Senior Policy Officer

Senior Officer Grade C/Senior Officer Grade B \$93,254 - \$123,642, Canberra (PN: 35234)

Gazetted: 02 March 2015

Closing Date: 9 March 2015

Details: The Policy, Projects and Legislation Branch is looking for a person with significant policy and/or legislative development skills to join our dynamic team. The position involves working in a team to support policy development, which may also include the development of legislation, in a range of areas that are the key focus of Economic Development. These areas will typically include land release, land development, economic development

and racing and gaming activities. The successful applicant will: have strong research and analysis capacity to provide well reasoned advice to government; have the skills to develop legislation, including liaising with the Parliamentary Counsel's Office, or have the capacity to acquire these skills in a timely way; have a sound understanding of the operation of the ACT Legislative Assembly and Cabinet; have the capacity to liaise effectively with a range of stakeholders including other ACT Government agencies; excel at writing complex briefs and correspondence on a range of subject areas; and excel at working in a challenging and dynamic environment.

Eligibility/Other Requirements: Policy experience in the areas of land release, land development, economic development or racing and gaming would be advantageous but not mandatory.

Notes: This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B classification dependent on the qualifications, skills and experience of the successful applicant. This is a temporary position available for an initial six month period with the possibility of permanency from this process. An order of merit will be established from this process to fill any further vacancies at level as they arise in the next 12 months.

Contact Officer: Mark Kalleske (02) 6207 1763 mark.kalleske@act.gov.au

Shared Services ICT

Operations

Platform Systems

Citrix Support Officer

Information Technology Officer Class 2 \$74,098 - \$84,803, Canberra (PN: 17670)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: The successful candidate for this position will be expected to provide support to the Platform Systems Citrix Support Team for operational management and troubleshooting of the Citrix environment within the ACT Government.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge and understanding of the role of information technology in ACT government is desirable.

Possession of or the ability to rapidly attain a Protected security clearance as well as ability to obtain a Schools Police check is mandatory.

Contact Officer: Phill Barry (02) 6205 9114 phill.barry@act.gov.au

Shared Services ICT

Operations

Platform Systems

Windows Server Technician

Information Technology Officer Class 2 \$74,098 - \$84,803, Canberra (PN: 17398)

Gazetted: 27 February 2015

Closing Date: 6 March 2015

Details: The successful candidate for this position will be required to provide high technical support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Knowledge and understanding of the role of information technology in ACT Government is desirable.

Possession of or the ability to rapidly attain a Protected Security Clearance as well as ability to obtain a Schools Police check is mandatory.

Contact Officer: Tom Papazoglou (02) 6207 9858 tom.papazoglou@act.gov.au

Land Development and Corporate

ACT Property Group

Tenancies Section

Tenancy Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 26181)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: The ACT Property Group is seeking an experienced and enthusiastic person to fill the role of Tenancy Officer. We are looking for a team player with strong communication and organisational skills, who will be responsible for supporting the Tenancy Team as well as working independently. The successful applicant will have experience in property related management.

Notes: This is a temporary vacancy from 3 March 2015 until 27 August 2015. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Carmen Ryan (02) 6207 0692 carmen.ryan@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**

Disability ACT

Therapy ACT

Physiotherapy

Physiotherapist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 04324)

Gazetted: 04 March 2015

Closing Date: 16 March 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. Therapy ACT has temporary full or part-time positions available for Physiotherapists. These positions will be responsible for physiotherapy services within a multidisciplinary team. Services are provided through age-based teams in a range of community settings. Physiotherapists will be required for assessment, plan, implement and evaluate individual and group programs for this client group. Individuals will have the opportunity to participate in the continual improvement of Therapy ACT's service delivery through participation in a range of projects, including professional clinical pathways and standards of practice.

Eligibility/Other Requirements: Essential: Tertiary qualification in Physiotherapy. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Notes: This is a temporary position available until the end of December 2015. Applications for these positions should address the selection criteria and include a current Curriculum Vitae. Written referee reports will be required at interview. Please see the ACT Government jobs website for the required referee report proforma.

Contact Officer: Melinda Connor (02) 6205 9009 melinda.connor@act.gov.au

Disability ACT

Therapy ACT

Physiotherapy

Physiotherapist

Health Professional Level 1/2 \$53,784 - \$78,731, Canberra (PN: 25824, several)

Gazetted: 03 March 2015

Closing Date: 17 March 2015

Details: Therapy ACT provides a range of multidisciplinary therapy and support services for children, adolescents and adults with delays in development and developmental disabilities. Services are provided through age based and specialist teams in a range of community settings. Therapy ACT has temporary full or part-time positions available for Physiotherapists. These positions will be responsible for physiotherapy services within a multidisciplinary team. Services are provided through age-based teams in a range of community settings. Under supervision, Physiotherapists will be required to assess, plan, implement and evaluate individual and group

programs for this client group. Individuals will have the opportunity to participate in the continual improvement of Therapy ACT's service delivery through participation in a range of projects, including professional clinical pathways and standards of practice.

Eligibility/Other Requirements: Essential: Tertiary qualification in Physiotherapy; a current registration with AHPRA; and have current driver's licence. New Graduates with less than 12 months professional work experience are eligible to be employed at the Health Professional Level 1, applicants with more than 12 months professional work experience may be employed at the Health Professional Level 2.

Notes: These are temporary positions until the end of December 2015 and are available at both full and part-time hours. Applications for these positions should address the selection criteria and include a current CV. Written referee reports will be required at interview. Please see the ACT Government jobs website for the required referee report proforma.

Contact Officer: Melinda Connor (02) 6205 9009 melinda.connor@act.gov.au

Education and Training

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

Organisational Integrity

Infrastructure and Capital Works

Director, Infrastructure and Capital Works

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E520)

Gazetted: 04 March 2015

Closing Date: 11 March 2015

Details: This position has responsibility for the Directorate's capital works, capital upgrades and repairs and maintenance programs. The Director is also responsible for the Directorate's corporate functions of asset management (maintenance, leasing and contracting), vehicle management and utilities contract negotiation and management. As a leader in the Organisational Integrity Division, the Director contributes to the design and delivery of significant initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2014 - 2017, Education Capital: Leading the Nation.

Remuneration: The position attracts a remuneration package ranging from \$213,051 - \$223,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract available until 31 August 2015 with the possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How To Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability against the ACTPS Executive Capabilities and Selection Criteria for the position, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

Office for Schools

Belconnen Network

Macquarie Primary School

Teaching Research Specialist

School Leader B \$121,164, Canberra (PN: 35281)

Gazetted: 04 March 2015

Closing Date: 18 March 2015

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Marc Warwick (02) 6205 6077 marc.warwick@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.

Organisational Integrity

People and Performance

Health, Safety and Wellbeing

Assistant Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 16695)

Gazetted: 27 February 2015

Closing Date: 13 March 2015

Details: The Health, Safety and Wellbeing Section is seeking an Assistant Manager to lead the Health, Safety and Wellbeing team. This position reports to the Manager of HR Strategy and requires a high level knowledge of Work, Health and Safety legislation, with the proven ability to provide legislative advice and assistance to clients and key stakeholders to assist them in understanding and complying with the requirements of the *Work Health and Safety Act 2011*. You will be required to lead a small team in the development and implementation of innovative health and safety policies, practices, and processes to coordinate and drive the implementation of the Directorate's Health, Safety and Wellbeing Improvement Action Plan and Work Health and Safety Management System.

Eligibility/Other Requirements: Completion of, or enrolment in Certificate IV or Diploma in Workplace Health and Safety is desirable.

Note: This is a temporary position available from 11 March 2015 until 19 January 2017 with the possibility of extension.

Contact Officer: Catriona Meere (02) 6205 3495 catriona.meere@act.gov.au

Office for Schools

Tuggeranong Network

Lanyon High School

Information Technology Officer 1

Information Technology Officer Class 1 \$59,980 - \$68,277, Canberra (PN: 03722)

Gazetted: 03 March 2015

Closing Date: 17 March 2015

Details: Lanyon High School is seeking a highly experienced officer to fill the position of Information Technology Officer. The successful applicant will possess excellent organisational, communication and customer service skills, and have the ability to work within a busy work environment that has competing priorities. The successful applicant will be required to liaise with the School IT Coordinator in relation to all aspects of the development, implementation and management of PC systems across the school. Duties will include and not limited to; rectifying hardware problems, managing user accounts, maintaining current, accurate and detailed records of IT assets as well as providing technical support and assistance (respecting IT security protocols). IT support may also be required to staff in the installation and management of specialised computer hardware and software used to support students with high support needs. It is anticipated this position will include providing IT support to Lanyon High School and three separate primary schools in the Tuggeranong district. The successful applicant will be located across these sites on nominated days per week.

Eligibility/Other Requirements: Completion or near completion of an Associate Diploma or higher qualification in Computing/Information Science or significant relevant work experience (2 or more years). Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Notes: This is a temporary position available until 2 June 2015 with the possibility of an extension and/or permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with

Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

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

Office for Schools

North Gungahlin Network

Gungahlin College

Building Services Officer

General Service Officer Level 8 \$59,582 - \$62,959, Canberra (PN: 34536)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: Gungahlin College is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: Desirable: An industry recognised trade qualification or equivalent work experience. A current first aid certificate. A class LR licence to drive the school bus. Mandatory Asbestos

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

www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during

employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to www.ors.act.au

Note: Your application should address the selection criteria outlining relevant skills and experience and include a current curriculum vitae and coversheet. Please nominate at least two referees. Selection may be based on application and referee reports only.

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

Office for Schools

South/Weston Network

Duffy Primary School

Special Education Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 23309)

Gazetted: 26 February 2015

Closing Date: 12 March 2015

Details: Duffy Primary School is committed to professional learning communities, collaboration, differentiation, inclusivity and working with the community. An opportunity exists for a Special Education teacher to join our supportive community and work closely with others to maximise student potential.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Cindie Deeker (02) 6205 6022 cindie.deeker@ed.act.edu.au

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

Environment and Planning

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

Planning Delivery Territory Plan Section Planning Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 15224)

Gazetted: 26 February 2015

Closing Date: 5 March 2015

Details: Opportunities exist in the Territory Plan Section for a Planning Officer who will be responsible for the ongoing review of development policies in the Territory Plan and management of variation processes that support critical urban development projects. The successful candidate will possess strong project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning system and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in urban and regional planning, architecture, social sciences, geography, other related discipline or significant work experience in urban planning are highly desirable.

Notes: This is a temporary position available until 30 June 2015, with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Environment

Executive

Executive Assistant

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 31441)

Gazetted: 03 March 2015

Closing Date: 17 March 2015

Details: An exciting opportunity exists within the Environment and Planning Directorate for an enthusiastic and motivated individual to fill the role of Executive Assistant. This officer will report to the Executive Director for Environment. This officer will support the Executive Director and will also provide support to Divisional teams, responsible for delivering a range of environmental programs.

Eligibility/Other Requirements: Previous EA experience would be highly desirable.

Contact Officer: Annie Lane (02) 6205 9027 annie.lane@act.gov.au

Planning Delivery Territory Plan Section Planning Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 20362)

Gazetted: 03 March 2015

Closing Date: 10 March 2015

Details: Opportunities exist in the Territory Plan Section for a Planning Officer who will be responsible for the ongoing review of development policies in the Territory Plan and assisting with the management of variation processes that support critical urban development projects. The successful candidate will possess sound project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning System and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in urban and regional planning, architecture, social sciences, geography, other related discipline or significant work experience in urban planning are highly desirable.

Notes: This is a temporary position available until 30 June 2015, with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Health

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

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

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Business Support Mental Health
Service Redesign Coordinator

Senior Officer Grade A \$127,557, Canberra (PN: 18078)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: The successful applicant will be responsible for providing strategic direction, leadership, planning, communication and evaluation of defined multidisciplinary projects within Mental Health, Justice Health and Alcohol and Drug Services.

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

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Jacinta George (02) 6205 1313

Strategy and Corporate

People Strategy and Services

Staff Development

Basic Life Support Educator

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 04282)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: ACT Health, Staff Development Unit, has an education position available for a Registered Nurse 3.1, with a clinical background in critical care. The successful applicant will lead the provision and coordination of basic adult life support programs for ACT Health staff. You will work with trainers across ACT Health and provide train the trainer programs and updates for trainers. In this role you will also work with the Advanced Life Support (ALS) Educator to provide the ALS programs. You will coordinate and provide a range of programs on critical care topics to staff who are not employed in critical care areas who require updating on specific skills and procedures, for example tracheotomy management. Duties will include working with other programs and/or projects requiring expertise in critical care education.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is working towards a master's degree is highly desirable. A postgraduate qualification in critical care is highly desirable.

Notes: This is a temporary full-time position for a period of two years, with the possibility of extension.

Appointment to this position may be made on application and referee reports only.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Elizabeth Renton (02) 6244 2437

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health

Cancer Nursing

Lung Cancer and Mesothelioma Nurse Care Coordinator

Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 03172)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: The Cancer Ambulatory and Community Health Service (CACHS) are seeking a Registered Nurse who has highly developed interpersonal skills and demonstrated Oncology/Radiation knowledge and practice to undertake the role of Lung Cancer and Mesothelioma Cancer Nurse Care Coordinator. Applicants will be required to demonstrate experience in Cancer Nursing including the ability to assist patients and their families understand their diagnosis and treatment plan, and to provide tailored support to patients throughout their trajectory. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: This is a full time position, working Monday- Friday.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Julie O'Rourke (02) 6244 3510

Director General Reports

Population Health

Office of the Chief Health Officer

Senior Policy Officer

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 29557)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: The Office of the Chief Health Officer is seeking a suitably qualified and experienced Senior Policy Officer to fill an expected vacancy from 1 June 2015 to 31 December 2016. The successful applicant will be required to support the Chief Health Officer in a variety of public health policy areas, including issues associated with the exposure to asbestos, obesity, gene technology and organ and tissue donation.

Eligibility/Other Requirements: Knowledge of and experience in dealing with major public health issues affecting the ACT population and public health approaches in the health sector is highly desirable.

Notes: This is a temporary position available from 1 June 2015 to 31 December 2016. Selection may be made on the basis of written application and references alone.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Emily Harper (02) 6205 2245

Strategy and Corporate

People Strategy and Services

Organisational Development

Senior Advisor

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17885)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: Be part of a talented and innovative Organisational Development Team. Opportunities like this are rare, and genuinely exciting. This might be the best Organisational Development job in Canberra! Our small team is making a real difference to the way people work - we are in demand.

As one of our highly-valued and sought-after senior advisors, you will:

Work in partnership with clients, including senior executives, managers and employees to analyse issues and develop solutions to promote positive workplace cultures. Facilitate meetings and workshops to clients on topics such as business planning, team development, change management, performance management and leadership/management development.

Work collaboratively with your HR colleagues to provide holistic and comprehensive HR services to meet our clients' needs. The successful applicant will be resourceful, intelligent, people-focused and able to manage multiple programs with diverse clients. We are a collaborative, positive Team; however as a Senior Advisor you will have a high degree of autonomy and wide-ranging scope.

Eligibility/Other Requirements: Experience in client consultancy work in an Organisational Development context is highly desirable. Experience in the facilitation of leadership/management programs, development of customized training programs to help drive positive workplace culture and understanding of change management, would be an advantage – a health care background is not essential.

Note: This is a temporary position available for a period of 12 months with the possibility of extension or permanency from this process. The position is full-time, however part-time hours will be considered. If you are an

experienced and talented professional looking for your next challenge, we look forward to receiving your application.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Ric Taylor (02) 6205 5320

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Quality Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 29396)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: Expressions of interest are sought for an experienced individual to fill the position of Quality Manager of Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. This position is based at Mitchell. The primary role of the position is to provide leadership in quality management system (QMS), accreditation process, initiate and implement continuous quality improvements and audits in accordance with relevant standards and policies in ACT Health Sterilising Services. As the successful applicant, you will possess achievement in a leadership and management role with a thorough knowledge and understanding of the ISO 9001:2008 QMS and national standards and their application in Sterilising Services.

Qualifications/Other Requirements: Relevant tertiary qualification in Science or Nursing. Certificate III in Sterilising are highly desirable.

Notes: This position is available for an immediate start for a six month period, with the possibility of extension.

Applicants are required to submit a two-page application addressing the Selection Criteria, a current CV and two recent referees.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Cheryl Godbee (02) 6205 2702

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

Discharge Liaison Nurse

Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 29190)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: This position is the central point of contact for the referral of identified patients to community nursing services on discharge from Haematology/Oncology in patients on 14B and 11C. Liaison with all multidisciplinary professionals at Canberra Hospital and community services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Notes: This is a permanent position with a full time rotating 7 days a week 8am – 4.30pm

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Sue Langdon (02) 6244 3396

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

Health Centre Service Coordinator

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 23044)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: Interest is sought from individuals to apply for a position as a Health Centre Service Coordinator under the Division of Cancer, Ambulatory and Community Health Support. The successful applicant would be able to effectively work across all Health Centre locations if required and would be efficient at building and maintaining professional relationships. This applicant would be able to work effectively both as a team member and as an individual, be enthusiastic and be able to demonstrate their ability to prioritise workloads and meet deadlines. Applicants are expected to be excellent communicators and understand the policies and procedures pertaining to Community Health Centres. The successful applicant will also have knowledge of human resource management, cash management and recruitment procedures. In this supervisory position you will provide leadership and high level customer service to consumers and staff. You will be required to supervise and oversee the daily functions of several administration officers and be part of a team of four other Health Centre Coordinators.

Notes: This is a full-time position and hours of work are Monday to Friday 8.30 am to 5.00pm. The position reports to one of two Senior Administration Managers. Applicants are requested to provide answers against the selection criteria and provide a current CV and names of two referees (including one from a current supervisor).

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Trudi Thompson (02) 6207 8912

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health

Cancer Ambulatory and Community Health Support Medical

Radiation Therapist

Radiation Therapist Grade 2 \$59,770 - \$82,613, Canberra (PN: 29033, several)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: The Radiation Oncology Department at The Canberra Hospital seeks enthusiastic, responsible and committed Radiation Therapists to join their team in Canberra. Successful applicants will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. The Department is currently equipped with the latest technology including four state of the art Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTPS, HDR brachytherapy and ARIA. Active participation in professional development is encouraged. Opportunities exist for inclusion on multidisciplinary teams involved in research and development within the department. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is two hours from the ski fields and the coast, and an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Tertiary qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes.

Notes: Selection may be made on application and referee reports only. Applicants will be shortlisted on the basis of written application, which must address the Selection Criteria in document form to be uploaded. Current Curriculum Vitae and written referee reports must accompany the application. Applicant's experience will be considered in the determination of the increment point of the salary range shown above. Salary packaging with a fringe benefits tax-free threshold is available. Payment of appropriate relocation expenses for successful interstate applicants may be considered.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Brett Fittler (02) 6244 2218

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Psychologist, Social Worker or Occupational Therapist

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 27067)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) are strongly focused on the provision of high quality, evidenced based mental health services that are guided by Recovery and Person Centered frameworks. Within MHJHADS, Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. Health Professional Officers work within a case/clinical management model. Clinical Managers provide collaborative assessment and review, collaborative recovery planning and support (including living well with their illness), care coordination, therapeutic interventions inclusive of psychological therapies and recognises and responds to carer needs. Clinical Managers work closely with people's families, support network, GPs and other specialists. The successful applicant will enjoy working as a member of a team that nurtures a positive workplace culture and will be supported by a highly cohesive team of nurses, allied health, psychogeriatricians and administrative support workers.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Kylie Hensen (02) 6205 1957

Strategy and Corporate

Deputy Director General Canberra Hospital and Health Services

Office Assistant

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 30469, several)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: ACT Health is looking for a high calibre and enthusiastic individual to provide administrative support within the office of the Deputy Director General, Strategy and Corporate (S&C). To be successful, the individual will have a demonstrated ability to undertake a wide range of administrative duties in a very busy environment. The successful individual will also have sound oral and written communication skills, will be adaptable to changing priorities and responsive.

Note: A joint recruitment process will take place for this position and a similar Administrative Service Officer Grade 3 position within the Office of the Director-General (Position Number 24325). Please note that if you are applying for both positions, you only need to submit one application. Please include in your cover letter which position you are applying for, or whether you wish to be considered for both positions.

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Contact Officer: Narelle Griffiths (02) 6205 0868

Director General Reports

Office of the Director General

Office Assistant

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 24325)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: ACT Health is looking for a high calibre and enthusiastic individual to provide administrative support within the Office of the Director-General. To be successful, the individual will have a demonstrated ability to undertake a wide range of administrative duties in a very busy environment. The successful individual will also have sound oral and written communication skills, will be adaptable to changing priorities and responsive.

Notes: A joint recruitment process will take place for this position and a similar Administrative Service Officer Grade 3 position within the Office of the Deputy Director-General, Strategy and Corporate (Position Number 30469). Please note that if you are applying for both positions, you only need to submit one application. Please include in your cover letter whether you wish to be considered for both positions.

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Contact Officer: Jennifer Elsey (02) 6205 0823

Director General Reports

Population Health

Health Protection Services

Vaccine Management

Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 22991)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: Communicable Disease Control is seeking a person to temporarily join our Vaccine Management Unit. The successful applicant will be required to work effectively on their own as well as within a close knit but diverse team. This position will assist in the receiving, storage, delivery and monitoring of vaccines for the entire ACT. The applicant must possess experience in data entry with an eye for detail and have well developed communication skills. This is particularly important as you will be required to liaise with both internal and external stakeholders and the public.

Eligibility/Other Requirements: Must hold a current manual driver's licence. Understanding of the National Immunisation Program would be an advantage.

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

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Contact Officer: Susan Vousden (02) 6207 0897

Territory and Municipal 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

Parks and City Services

City Services

Urban Treescapes

Manager, Policy, Planning and Contracts

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 17745)

Gazetted: 03 March 2015

Closing Date: 10 March 2015

Details: Urban Treescapes within City Services has a temporary position based at Macarthur House. The primary responsibilities of the Manager Policy, Planning and Contracts are to develop and maintain policies that contribute to urban tree management activities and to manage the procurement processes that contribute to the revitalisation of Canberra's urban forest. The occupant will need excellent procurement and contract management

skills and capacity to develop and maintain policy documents. These skills will be complemented by strong project management and time management skills, high quality oral and written communication skills and flexibility in responding to changing priorities.

Eligibility/Other Requirements: Degree in Forestry, Urban Forestry, Urban Park Management or equivalent in a related discipline and extensive experience in urban tree management; a current driver's licence.

Notes: This is a temporary position available for two years with the possibility of extension or permanency from this process. Selection maybe based on application and references only. It is anticipated that this position will begin in late March 2015.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@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.

Parks and City Services

City Services

Urban Treescapes

Coordinator of Tree Assets

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 18126)

Gazetted: 02 March 2015

Closing Date: 16 March 2015

Details: Urban Treescapes within City Services has a temporary vacancy based at Macarthur House. The Coordinator Tree Assets is responsible for planning, programming and overseeing services that contribute to the successful revitalisation of Canberra's urban forest. The services are generally delivered by contractors. 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.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform are essential. A Certificate IV in Contract Management and Procurement is highly desirable while qualifications appropriate to the scope of activities performed, e.g. forestry, arboriculture or horticulture are desirable.

Notes: This is a temporary vacancy available for two years. Engagement resulting from this recruitment process may lead to an extension or permanency. It is anticipated that this arrangement will begin in March 2015.

Contact Officer: Luke Bulkeley (02) 6207 7158 luke.bulkeley@act.gov.au

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

APPOINTMENTS

ACT Auditor General's Office

Audit Band 2 (Audit Manager) \$96,145 - \$103,666

Jacqueline Marie Jago 846-83872, Section 68(1), 23 February 2015

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$74,098 - \$84,803

Penelope Thomson 816-39542, Section 68(1), 2 March 2015

Senior Officer Grade C \$93,254 - \$100,382

Watumullage Wickramasinghe 836-08133, Section 68(1), 2 March 2015

Community Services

Health Professional Level 2 \$57,352 - \$78,731

Laiju Chempisseril Philip 844-83918, Section 68(1), 2 March 2015

Health

Registered Nurse Level 1 \$58,989 - \$78,799

Ariel Bayten 834-45469, Section 68(1), 26 February 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Jacqueline Gherardin 844-35246, Section 68(1), 5 March 2015

Health Professional Level 2 \$57,352 - \$78,731

Bridie Player 842-88899, Section 68(1), 23 February 2015

Health Professional Level 4 \$93,254 - \$100,382

Amy Sutton 844-85147, Section 68(1), 2 March 2015

Health Professional Level 2 \$57,352 - \$78,731

Elaine Wood 834-44589, Section 68(1), 1 March 2015

Staff Specialist 1-5 \$147,465 - \$181,976

Dayanethee Krishna, 829-57104 Section 68(1), 2 March 2015

Registered Nurse Level 1 \$58,989 - \$78,799

Sainu Varghese: 834-45928, Section 68 (1), 2 March 2015

Territory and Municipal Services

Bus Operator \$68,179

Daniel Hanford 140-893, Section 68(1), 27 February 2015

TRANSFERS

Health

Michelle Warnock: 771-98529

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22215) (Gazetted 22 January 2015)

PROMOTIONS

ACT Electoral Commission

ACT Electoral Commission

Nikki Randall: 771-11841

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

ACT Electoral Commission

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

ACT Electoral Commission, Canberra (PN. 01867) (Gazetted 5 March 2015)

Health

Strategy and Corporate

Business and Infrastructure

Logistics Support

Francis Carn: 762-88290

From: Stores Supervisor \$51,749 - \$54,313

Health

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Health, Canberra (PN. 32418) (Gazetted 29 January 2015)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Aged and Community Care Nursing

Sincy Chandy: 824-32682

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 22298) (Gazetted 11 December 2014)

Canberra Hospital and Health Services

Medicine

Cardiology

Megan Cooper: 827-81401

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Health

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Health, Canberra (PN. 30689) (Gazetted 15 January 2015)

Territory and Municipal Services

Parks and City Services

City Services

Place Management

Joel Kelly: 821-24938

From: General Service Officer Level 7 \$54,981 - \$58,062

Territory and Municipal Services

To: †Technical Officer Level 4 \$74,098 - \$84,803

Territory and Municipal Services, Canberra (PN. 00536) (Gazetted 23 October 2014)

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.

Roads and Public Transport

Public Transport

ACTION

John Murphy: 141-025

From: General Service Officer Level 5-7 \$48,453 - \$58,062

Territory and Municipal Services

To: †EGSO9.1 - EGSO9.7 \$77,148 - \$87,186

Territory and Municipal Services, Canberra (PN. NMW003) (Gazetted 14 November 2014)

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.