



ACT Government Gazette

Gazetted Notices for the week beginning 09 April 2015

VACANCIES

Calvary Health Care ACT (Public)

Human Resources Director

Senior Officer Grade A \$129,470, Canberra (PN: 6801)

Gazetted: 15 April 2015

Closing Date: 24 April 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Michelle Austin (02) 6201 6963 michelle.austin@calvary-act.com.au

Pre Admission Clinic Registered Nurse

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 8939)

Gazetted: 15 April 2015

Closing Date: 24 April 2014

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Anne Eade (02) 6201 6878 anne.eade@calvary-act.com.au

ASO3 - Specialist Outpatient Clinics

Administrative Services Officer Level 3 \$56,568 - \$60,880, Canberra (PN: 6846)

Gazetted: 13 April 2015

Closing Date: 22 April 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Therese Howe (02) 6201 6881 therese.howe@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

Health Community and Science

Sport and Fitness

Senior Educator

Teacher Level 2 \$94,697, Canberra (PN: 35382)

Gazetted: 15 April 2015

Closing Date: 22 April 2015

Details: CIT Sport and Fitness is seeking applications for a Teacher Level 2 to fill a short term temporary position across both the Fitness and Sports programs. Under general direction of the Head of Department, a Teacher Level 2 will, through quality leadership in and management of education related activities, contribute to the achievement of departmental/divisional goals.

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 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Relevant higher level qualifications and professional registration in a field/s of Sport or Fitness.

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 permanent appointment under the “Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices. 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_wvvp.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@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.

Student and Academic Services

Education Services

Accreditation and Systems Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 55776)

Gazetted: 13 April 2015

Closing Date: 27 April 2015

Details: You will have a detailed knowledge of and experience with VET, higher education and Year 12 accreditation, regulations and education compliance to meet national, local and CIT requirements. You will also have high-level IT skills including experience working with complex database systems such as Banner (CIT's Student Information Management System) as well as experience, knowledge and skills in maintaining, querying and enhancing SQL databases and web-based content management systems ensuring data accuracy and security as well as staff training. Additionally, the role requires high level research and communication skills including experience and skills writing reports, submissions, briefs, correspondence and formal meeting minutes including the ability to present complex information clearly and succinctly.

Eligibility/Other Requirements: Desirable - qualifications in Information Technology, Education, Business or Project Management. At least two years' experience in tertiary education administration.

Notes: This position is for temporary filling for a period of 1 June 2015 till 1 December 2015 with the possibility of extension. Please submit a concise application (max 500 words per selection criterion) together with a brief Curriculum Vitae (max two pages) with two referees (preferably including your current supervisor). Selection may be based on application and referee reports only. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

Health Community and Science

Health Community and Science Management

Administrative Project Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 19799)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: The College for Health Community and Science is seeking to employ an Administrative Officer to fill this position that will provide high level support for the College for Health Community and Science across business, procedures, guidelines and procurement activities including preparing correspondence, papers, agendas and minutes, human resource documents and liaise with media and marketing for College events. A high level of competence working with IT systems including Banner, eLearn and CRM is highly desirable. The successful applicant must be able to prepare complex information for the College for Health Community and Science management team including the College Director and liaise with internal senior executive and other College Directors, external stakeholders including the public sector to acquire information within short timeframes. The successful applicant will assist the College Director to comply with Corporate Services, Shared Services, Australian

Skills Quality Authority (ASQA), Australian Quality Training Framework (AQTF) guidelines, requirements and timelines.

Eligibility/Other Requirements: Experience working in a Tertiary Institution is highly desirable.

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

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Policy and Cabinet

Cabinet Office

Director, Cabinet Office

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E287)

Gazetted: 15 April 2015

Closing Date: 29 April 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking a suitably qualified individual for the role of Director for the Cabinet Office. The Cabinet Office is responsible for the provision of coordination and operational support to the Chief Minister, the ACT Executive, the Chief Minister, Treasury and Economic Development Directorate and the ACT Public Service in relation to Cabinet; including the facilitation of the passage of Government business in the Legislative Assembly; and provision of assistance in the effective administration of ACT laws relating to the machinery of government.

As a Branch head within the Policy and Cabinet Division, the successful candidate will be responsible for managing and developing Cabinet Office staff, including their professional development, and fostering positive and productive relationships with stakeholders inside and outside the Government and the ACTPS. The Director, Cabinet Office, is the minute taker at Cabinet and Cabinet sub-committee meetings.

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 for up to five years.

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

Eligibility/Other Requirements: A demonstrated aptitude to being responsive, managing a diverse workload with competing priorities and the ability to meet tight deadlines will be highly regarded. Potential candidates should include their experience and/or ability in the above areas when addressing the selection criteria based on the ACT Government Executive Capabilities.

Contact Officer: Karl Alderson (02) 6207 6136 karl.alderon@act.gov.au

Arts, Business, Events, Sport and Tourism Division

Innovation, Trade and Investment

Trade and Invest

Senior Manager, Trade and Investment

Senior Officer Grade A \$129,470, Canberra (PN: 30485)

Gazetted: 14 April 2015

Closing Date: 22 April 2015

Details: The Position is responsible for leadership and delivery of the ACT Government's Trade and Investment Facilitation Program. To excel in the role, you will need to have a high level understanding of Business Policy and issues, mostly likely gained from direct experience in industry and business development in a government delivery environment. An appreciation of the International Business Development context and the ability to work with

national agencies such as Austrade and Department Of Foreign Affairs And Trade is important. The position has a strong external focus (the ACT Business Community) and requires excellence in customer service. The position currently manages a team of seven full time staff so the successful candidate will have strong skills in staff supervision, strategic planning and the ability to achieve client outcomes.

Eligibility/Other Requirements: Qualifications in Business, International Business or Economics would be highly valued.

Note: This is a temporary position available for up to six months.

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.

Applications should be sent to the contact officer.

Contact Officer: Ellis Maher (02) 6205 7289 ellis.maher@act.gov.au

Land Development and Corporate

Office of the Deputy-Director General

Senior Manager, Office of the Deputy Director General

Senior Officer Grade A \$127,557, Canberra (PN: 33922)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: This role involves a motivated senior manager working in a dynamic and challenging environment to manage the Office of the Deputy Director-General, Land Development Agency and Land Development and Corporate. The position is a unique management role in an evolving and dynamic workplace, reporting to and supporting: the Deputy Chief Executive Officer/Deputy Director-General (DDG); and the Division to meet its strategic and operational obligations. The successful applicant will develop, lead and implement various projects as well as overseeing, coordinating and quality assuring the preparation of high level briefs, papers and reports.

Eligibility/Other Requirements: Highly developed policy and qualitative skills would be desirable.

Note: This is a temporary position available until 1 February 2016. The application should be a cover letter of not more than two pages highlighting relevant experience and incorporating claims against the Selection Criteria.

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

Contact Officer: Dan Stewart (02) 6205 7346 daniel.stewart@act.gov.au

Shared Services

Partnership Services

Service Desk Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 14249)

Gazetted: 14 April 2015

Closing Date: 28 April 2015

Details: We are looking for a customer focused Manager to lead the Service Desk in Shared Services which covers ICT, Finance and HR services. The ICT Team comprises on-site technical staff as well as teams managing calls and emails. The successful applicant will have responsibility for driving change and service improvements for the customers of Shared Services.

Contact Officer: Claire Harper (02) 6205 4254 claire.harper@act.gov.au

Shared Services

Finance and Human Resources

Senior Advisor, Employment Contract Management

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33491)

Gazetted: 14 April 2015

Closing Date: 21 April 2015

Details: Shared Services is seeking a Senior HR Advisor responsible for vetting legislative and policy compliance and tracking progress of ACTPS employment contracts including executive contracts and attraction and retention incentives. This is a leadership role that requires high level conceptual, strategic and communication skills to facilitate coordination and approval of requests.

Notes: This temporary position is available until 30 April 2016.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@act.gov.au

Policy and Cabinet

Government Reform Group

Regulatory Reform Team

Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33924)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: The successful applicant will possess demonstrated, strong analytical abilities. Under limited supervision, provide high quality advice and recommendations on a diverse range of significant and strategic policy matters. Contribute to a small team in the preparation of reports, briefings to Ministers, draft submissions to Cabinet, ministerial speeches, drafting instructions for legislation and replies to parliamentary questions and other correspondence. Represent the Directorate at meetings, interdepartmental committees, conferences and other forums.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field. Immediate knowledge or skills relating to areas of reform activity being undertaken by government, such as transportation, events, building and land planning and development.

Notes: This is a temporary position available until 13 May 2016. Selection may be based on application and referee reports only.

Contact Officer: Brett Wilesmith (02) 6205 0202 brett.wilesmith@act.gov.au

Finance and Budget Division

Social Policy Branch

Community Services and Education

Analyst

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11073)

Gazetted: 14 April 2015

Closing Date: 28 April 2015

Details: Is the delivery of Health, Education and Community Services important to you? Are you looking for an opportunity to influence Government policy? Do you want to work closely with the ACT Government to develop and manage the Territory's budget? The Finance and Budget Division is looking for highly motivated and experienced analysts with expertise in the analysis of policy and financial information to join energetic and enthusiastic teams. The successful applicant will have the demonstrated ability to exercise initiative, good judgement, well developed analytical skills, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues. The ability to communicate effectively, build effective working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or a similar field are highly desirable.

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

Contact Officer: Jacqui Bear (02) 6205 4088 jacqui.bear@act.gov.au

Shared Services

Partnership Services Group

Education and Training ICT

Software Officer, Education

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 31013)

Gazetted: 15 April 2015

Closing Date: 29 April 2015

Details: To maintain, support and develop software licencing processes, as well as contribute to the management of software agreements used by the ACT Government.

Note: This is a temporary position available until 30 June 2015.

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.

Applications should be sent to the contact officer.

Contact Officer: Christine McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Shared Services

Publishing Services

Graphic Designer

Public Affairs Officer 1 \$64,728 - \$73,881, Canberra (PN: 12492)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: Publishing Services are a fee-for-service unit providing communication services across the ACT Government. We require the services of an experienced graphic designer to work part-time on a wide range of print and web materials. The ability to work closely with other part-time designers will be an asset. The successful applicant will have extensive knowledge of and experience with the Adobe CC Creative Suite of software.

Eligibility/Other Requirements: Formal design qualifications and/or extensive experience in a graphic design position is required.

Note: This is a part-time temporary position of 17:30 hours per week available from 29 May 2015 until 25 May 2016.

Contact Officer: Leo Clarke (02) 6205 0552 leo.clarke@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.

Corporate

Corporate Management

Information Management and Ministerial Services

Ministerial Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 42085)

Gazetted: 15 April 2015

Closing Date: 24 April 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated and organised individual to fill the role of Ministerial Officer. The Ministerial Services team is responsible for the coordination, tracking and monitoring of incoming and outgoing correspondence and briefs. The successful applicant will have a demonstrated knowledge of Government policies and processes relating to ministerial correspondence, have excellent interpersonal skills and be able to work in a fast paced environment. Proficiency with correspondence tracking systems such as TRIM is also required.

Note: This is temporary position available for a period of 11 months with the possibility of extension and/or permanency from this process.

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@act.gov.au

Shared Services

Shared Services ICT

Education and Training ICT

ICT Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 05262)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: Provide purchasing and administrative support to the various Education and Training, Information and Communications Technology (ICT) sections.

Note:

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 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: Christine McGaghey (02) 6207 6885 chris.mcgaghey@act.gov.au

Access Canberra

Office of Regulatory Services

Transport Regulation

Review Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 11971)

Gazetted: 14 April 2015

Closing Date: 28 April 2015

Details: Under general direction of the Manager, Parking Review: receipt, investigate and respond to correspondence; answer phone and counter enquiries from clients regarding their rights and responsibilities concerning infringements; assess and process disputes of infringement notices in accordance with guidelines, legislation and discretionary powers; efficiently maintain, update and operate office systems; assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved; and maintain records in accordance with the *Territory Records Act 2002*.

Notes: This is a temporary position available until 2 February 2016 with the possibility of extension.

Contact Officer: Alicia Curtis-Cocks (02) 6207 7099 alicia.curtiscocks@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

Speech Pathology

Senior Speech Pathologist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 36371)

Gazetted: 14 April 2015

Closing Date: 30 April 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 a temporary position available for a Senior Speech Pathologist. A senior Health Professional demonstrates a high level of expertise in a specific area and is consulted for professional advice by other professionals from their work area and works in an area that requires high levels of specialist knowledge as recognised by their employer. They are expected to contribute to the development of expertise in their own workplace, and be actively contributing to the development of professional knowledge and skills in their field of work as demonstrated by positive impacts on service delivery.

Eligibility/Other Requirements: A current driver's licence is essential. Tertiary qualifications or equivalent in the relevant profession. Eligibility for membership or registration with the appropriate professional body. 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 - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Notes: This is a temporary position available until 30 April 2016.

Contact Officer: Elise Jordaan (02) 6205 1888 elise.jordaan@act.gov.au

Office for Children, Youth and Family Support

Business Support

Ministerial Liaison and Coordination Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 00060)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: The Office for Children, Youth and Family Support (OCYFS), is seeking to temporarily fill the Ministerial Liaison and Coordination Officer position in Business Support. The successful applicant will require excellent coordination, writing and time management skills and experience within a government context. Duties involve providing assistance with preparation and coordination of ministerial and executive correspondence, assembly business and coordinated responses. The Ministerial Liaison and Coordination Officer reports directly to the Executive Officer, Business Support.

Eligibility/Other Requirements: A sound understanding of Cabinet, Ministerial, Assembly and Directorate coordination processes or a demonstrated capacity to quickly understand these processes and the ability to competently use HP Records Manager. An understanding of the Office for Children, Youth and Family Support would be an advantage.

Note: This is a temporary position available from 25 May 2015 until 20 July 2015. 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_wvvp.

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 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: Alison Grace (02) 6205 9206 alison.grace@act.gov.au

Cultural Facilities Corporation

Corporate

Corporate Officer

Administrative Services Officer Class 5 \$69,797- \$73,881, Canberra (PN: 1108)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: The Cultural Facilities Corporation is seeking a highly motivated and reliable individual to fill the position of Corporate Officer. The successful applicant will work closely with the Chief Executive Officer and the Chief Financial Officer. The Corporate Officer is responsible for the preparation of the Corporation's Annual Report and other less complex reports. The successful applicant must have a demonstrated ability to use a variety of computer applications in the preparation of complex reports, such as Advanced Word skills, Adobe Acrobat, and web based applications and have an understanding of web content accessibility guidelines. Emphasis will be placed on a proven ability to plan, prioritise and organise workloads and work independently and effectively, to determine priorities and to meet deadlines in pressure situations.

Note: Applicants must submit a written statement addressing the selection criteria. This is a part time position working 20 hours per week. Salary will be pro rata part time.

Contact Officer: Ian Tidy (02) 6205 2195 ian.tidy@act.gov.au

Applications can be forwarded to: CFC.HR@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

Education Strategy

School Leadership

Assistant Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 09454)

Gazetted: 14 April 2015

Closing Date: 28 April 2015

Details: School Leadership is looking for a highly motivated and conscientious individual to take on the role of Assistant Manager. The role will involve leading the team in the development and delivery of Directorate professional learning systems, policy and procedures; providing high level advice and support on a range of workforce capability matters, monitoring financial operations and budgeting in the area; developing and maintaining a wide range of effective working relationships; preparing high-level briefs and reports; represent the Directorate at a range of government and non-government forums.

Contact Officer: Christine Lucas (02) 6205 8260 christine.lucas@act.gov.au

Deputy Director General

Governance and Assurance

Children's Policy and Regulation Unit

Education and Care Adviser

Professional Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 26075, several)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: The Children's Policy and Regulation Unit is seeking motivated professionals to fill two permanent and several temporary Education and Care Adviser positions. The role of successful applicants will be to undertake assessment and rating processes of services, compliance monitoring activities as well as providing professional support and information on all aspects of education and care services to providers, educators, families and other stakeholders.

Eligibility/Other Requirements: Qualifications and experience in Education and Care is required. Related qualifications and experience may be considered. The successful applicants will be required to complete (ACECQA) Authorised Officer and Assessor Training. A current driver's licence is essential. 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.gov.au.

Notes: Temporary positions have the possibility of extension and may lead to permanent appointment. A merit list will be generated from this recruitment process to fill any positions that become available within the next 12 months at level. Application may be made from selection criteria and referee reports only.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Deputy Director-General's Office

Governance and Assurance

Governance and Legal Liaison

Administrative Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 33857)

Gazetted: 14 April 2015

Closing Date: 28 April 2015

Details: The successful applicant will support the Directorate in meeting administrative law and other legislative obligations and assist in managing the Directorate's policy development and review framework. Duties include the provision of advice and the preparation of documents on a range of matters and undertaking planning and project work.

Eligibility/Other Requirements: Tertiary qualifications in relevant fields desirable.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.au

Deputy Director-General

Governance and Assurance

Media and Communications

Communications Officer

Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34724)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: An exciting opportunity exists to contribute to the media and communications responsibilities of the Education and Training Directorate. With strong communication and interpersonal skills you will undertake a range of media and public relations tasks including identifying education storylines indicative of school improvement. The successful applicant will contribute to the development of high quality media communications, events, marketing tools and media content.

Eligibility/Other Requirements: Tertiary qualifications in Communications, Marketing, Journalism or similar desirable.

Notes: This temporary position is available until 19 February 2016, with possibility of extension or permanency. 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: Gareth Williams (02) 6205 4196 gareth.williams@act.gov.au

Office for Schools

Tuggeranong Network

Gowrie Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 34697)

Gazetted: 09 April 2015

Closing Date: 08 May 2015

Details: An opportunity exists for a Classroom Teacher to work in an inclusive educational environment emphasising inquiry based learning, personalised learning, collaborative team planning and developing strong community partnerships.

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).

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_wwvp.

Contact Officer: Gareth Richards (02) 6205 7822 gareth.richards@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

Sustainability and Climate Change

Energy Efficiency Improvement Scheme

Energy Efficiency Senior Project Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 31089)

Gazetted: 14 April 2015

Closing Date: 28 April 2015

Details: The Environment and Planning Directorate requires an organised, experienced Senior Project Officer to assist with the Administration of the Energy Efficiency Improvement Scheme. The Senior Project Officer will develop and review activity specifications, codes of practice, risk assessments, product registers and reporting requirements under the *Energy Efficiency (Cost of Living) Improvement Act 2012*. The applicant should have experience in the development, implementation and evaluation of energy efficiency programs and legislation or of technical regulations of a similar nature to those covering the ACT building and construction industry.

Notes: This is a temporary position available until 30 June 2016 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background*

Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Antonia Harmer (02) 6207 0249 antonia.harmer@act.gov.au

Sustainability and Climate Change

Energy Markets and Renewables

Waste Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 17317)

Gazetted: 15 April 2015

Closing Date: 29 April 2015

Details: The Environment and Planning Directorate is seeking a motivated, self-starting individual for the position of Waste Policy Officer to support the Sustainability and Climate Change division in the development, delivery and coordination of waste policy, including the ACT Waste Management Strategy 2011-2025. The applicant will need to provide a range of policy advice on waste issues and strategies delivered to the Canberra community.

Note: This is a temporary position available until 15 April 2016 with the possibility of an extension and/or permanency from this process.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@act.gov.au

Sustainability and Climate Change

Climate Change

Community Engagement Officer Climate Change

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35500)

Gazetted: 10 April 2015

Closing Date: 24 April 2015

Details: The Sustainability and Climate Change Division is seeking a Community Engagement Officer to provide high level service in developing and maintaining relationships with the broader community in regard to: delivery of the Community Engagement Strategy on Climate Change; provision of Secretariat and community engagement support to the ACT's Climate Change Council; facilitating public awareness of Environment and Planning Directorate sustainability and climate change campaigns; developing, negotiating and clearing media releases, media alerts and media questions through appropriate channels; and ensuring the Minister and the Directorate are well briefed on upcoming issues.

Eligibility/Other Requirements: Relevant qualifications in Community Engagement Practice, Public Relations, Web Publishing or equivalent experience would be desirable.

Notes: This is a temporary position available asap until April 2017.

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

Environment

Environment Protection and Water Regulation

Environment Protection Officer

Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 26736)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: Environment Protection is responsible for a range of environmental protection issues including air and water quality, hazardous materials contaminated sites and environmental noise. Key roles of the position are to carry out inspections to ensure compliance with environment protection legislation, implement environmental education strategies to encourage the adoption of best environmental practice and provide technical advice on pollution mitigation measures.

Note: This temporary position is available for up to six months.

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.

Applications should be sent to the contact officer.

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@act.gov.au

Construction and Client Services

Customer Services

Mitchell Customer Service Centre

Customer Service Officer

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 27710, several)

Gazetted: 09 April 2015

Closing Date: 16 April 2015

Details: The Environment and Planning Directorate is seeking motivated and enthusiastic individuals for the position of Customer Service Officer. These positions are located within a small call centre environment in Mitchell.

Eligibility/Other Requirements: Demonstrated experience in a call/contact centre environment; well developed customer service, telephone and communication skills, including excellent spoken and written English.

Note: Successful applicants will be required to work part-time at 25:00 hours per week between 9:30am and 2:30pm Monday to Friday. Applicants must be able to vary these hours on an as needs basis if required.

Contact Officer: Luke Feain (02) 6205 9637 luke.feain@act.gov.au

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Clinical Nurse/Midwife Consultant

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 31201)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The Department of Neonatology provides specialist neonatal care for babies from the ACT and surrounding regions. The hospital has more than 3300 deliveries per year and is a principal referral centre for high risk pregnancies. As part of the only tertiary neonatal unit in the region, NICU and Special Care Nursery (SCN) have been built to provide a combined total of up to 34 beds. SCN currently has 12 funded beds. As an enthusiastic and innovative leader within Special Care Nursery you will be able to draw upon your extensive clinical and operational experience, providing expertise and guidance for staff. You will play a pivotal role in supporting service development, which includes the Newborn and Parent Support Service (NAPSS) and Growth and Development Clinic. You will drive and promote nursing led research, in conjunction with Neonatal Research and University partners, embedding a culture of evidence based clinical practice and improving quality and safety outcomes for patients. Furthermore, as the Special Care Nursery CNC you will guide and support families through their journey and encourage them to be active members of the team.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable post-graduate qualifications in Neonatal Nursing; Lactation Consultant.

Notes: 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

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Contact Officer: Kay Thomas (02) 6174 7395

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Reference Librarian

Senior Professional Officer Grade C \$94,653 - \$101,888, Canberra (PN: 26259)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: The ACT Health Library is seeking an experienced Reference Librarian Senior Professional Officer Grade C.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association. Extensive Health Library and Information Technology experience.

Notes: This is a temporary position available for a period of six months. Selection may be based 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*.

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: Saroj Bhatia (02) 6244 2588

Director General Reports

Population Health

Health Improvement Branch

Evaluation Coordinator

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 22138)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: ACT Health is seeking a highly motivated officer with demonstrated experience in evaluation of population health initiatives. The successful applicant will provide advice on all program evaluations undertaken in the Population Health Division ensuring that evaluations comply with best practice. They will also build capacity of staff in evaluation and oversee development and review of evaluation processes.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to Public/Population Health is desirable.

Notes: This is an anticipated vacancy for six months with the possibility of extension. It is available full-time although part-time applicants will be considered. Applications may be judged on written application alone and all applicants are asked to submit the names and contact details of two 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: Yvonne Poels (02) 6207 4439

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Registered Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 26528)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: The Community Care Program is seeking applications from Registered Nurses to fill a temporary part time Registered Nurse Level 2 vacancy. This is an exciting opportunity for dynamic, motivated Registered Nurses to work in the rewarding Community Care Program providing clinical nursing care to the residents of Canberra, in their homes and in Health Centre Clinics.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Community Nursing experience is preferred but not essential. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings. Demonstrated range of advanced clinical knowledge and skills relating to Community Nursing Practice and the ability to recognise the role of members of both allied health and health care agencies in the delivery of best practice health care.

Notes: This is a temporary part-time position of 28 hours per week available from 26 May 2015 until 17 February 2016. Orientation and training will be provided. Interested Nurses are encouraged to speak with the contact officer to discuss this position.

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: Deirdre Barter (02) 6205 1285

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Research Manager, Clinical Record Service

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 25555)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: Are you an enthusiastic career-minded person who enjoys challenges? Would you like to live and work within driving distance of the coast, snowfields and national parks? Would you also like to experience the lifestyle and access the cultural activities that only the nation's capital can offer? An exciting opportunity exists for an experienced person with a background in Health Information Management to be involved in the organisation and management of research projects, audits and quality assurance programs in a busy, tertiary hospital. The successful applicant will have recent clinical coding experience, preferably in a tertiary facility, excellent communication skills and the ability to interact with clinical staff in discussions regarding research projects. Canberra Hospital is a 670 bed teaching hospital and major trauma centre providing tertiary referral services for the ACT and southeast NSW and utilises an on-line electronic storage system for clinical records (CRIS). The successful applicant will be heavily involved in the Junior Medical Officer Orientation program and will also liaise closely with the Australian National University Medical School in the training of medical students in the use of CRIS (the on-line clinical record system) and research processes. This position also monitors the fax gateway which distributes the electronic discharge summaries and is involved in the testing of new templates from the clinical portal which feeds into this system.

Eligibility/Other Requirements: Tertiary qualifications in Health Information Management (or an equivalent qualification) with eligibility for full membership of the Health Information Management Association of Australia. Minimum of two years experience in a medium to large health organisation.

Note: This is a permanent part-time position working 29:24 hours per week during business hours. There is some flexibility with the week days worked by negotiation. Applicants must provide written responses to the selection criteria, provide a current Curriculum Vitae and contact details for two referees. Incomplete or late applications will not be accepted. Selection may be based on written application and referee reports only. 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.

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Contact Officer: Gloria Spyropoulos (02) 6244 3331

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Physiotherapist

Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 28776)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: Acute Support Physiotherapy is seeking a suitably experienced musculoskeletal Physiotherapist to fill a vacancy in Acute Support Physiotherapy Outpatient team.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy, or recognised equivalent qualification and eligibility for Australian Health Practitioner Regulation Agency (AHPRA) registration. Current driver's licence essential.

Notes: This is a temporary position available until 8 January 2016. This recruitment process may be used to fill any future temporary vacancies at level that may occur within 12 months. Recruitment may be based on application and written referee reports only.

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 provide written referee reports using the referee report template and upload this as part of your application.

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Contact Officer: Jane Hermolin (02) 6244 2154

Director General Reports

Population Health

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 24174, several)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The Health Improvement Branch (Health Promotion Section) initiates and manages programs and projects that aim to improve the health of the ACT population. These are delivered in partnership with other agencies and include whole of population health promotion and disease prevention initiatives. Initiatives target population groups, as well as activities that influence the social, environmental and economic conditions that impact on public and individual health. The positions will be responsible for researching, developing, implementing and evaluating preventive health activities in partnership with key internal and external stakeholders. There are two positions, suited to those who are interested in working in the health promotion sector. Applicants able to demonstrate skills in project management, in particular in delivering programs in children's settings, and those with excellent administration/organisational skills will be viewed favourably.

Eligibility/Other Requirements: Relevant tertiary qualification and/or strong demonstrable experience is highly desirable.

Notes: These are temporary positions available until the end of June 2015, with the possibility of extension and/or permanency from this process. The positions will be based in the Healthy Children's Team, working in partnership with schools and children's organisations; however suitable applicants may be placed on a merit list for future temporary positions at level in the Health Promotion section. Full-time is preferred however part-time hours will be considered. Selection may be based on written application and referee reports 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: Cal Chikwendu (02) 6205 3627

Canberra Hospital and Health Services

Pathology

Specimen Reception

Team Leader

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 24270)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: ACT Pathology is a department of Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. Pathology Specimen Reception is a sub-section of the Core Laboratory of ACT Pathology, operating 24 hours, 7 days a week. We are seeking an enthusiastic and energetic Team Leader who has experience in supervising and motivating staff, is committed to exceptional customer service, has a strong work ethic, is a team player and is committed to equity and diversity. The successful applicant will be involved in the development of policies and change management practices and will require analytical and organisational skills. The successful applicant will also be involved in the development of staff rosters to ensure that there is the appropriate skill mix required to operate a 24 hour 7 day a week laboratory.

Notes: The successful candidate will be required to participate in the out of hours roster.

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: Jennifer Edmiston (02) 6244 3992

Canberra Hospital and Health Services

Deputy Director General

Executive Director of Medical Services

Research Administration Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 29584)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The ACT Health Research Office provides leadership, coordination, governance and promotion of research across the portfolio of ACT Health. The ACT Health Research Office located at the Canberra Hospital is seeking a Research Administration Officer to provide high-level administrative and project support. The role includes assisting with the management of the ACT Health research meeting, writing of research and grant applications and managing human resources matters for the office. This role includes small project management and other duties appropriate to this level of classification which contribute to the operations of the section.

Note: This is a permanent position, however it may be filled on a temporary basis. 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: Hannah Clarke (02) 6244 2618

Canberra Hospital and Health Services

Deputy Director General

Executive Director of Medical Services

Administration Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 25504)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The ACT Health Research Office provides leadership, coordination, governance and promotion of research across the portfolio of ACT Health. The ACT Health Research Office located at the Canberra Hospital is seeking an Administration Support Officer to provide high-level administrative and project support. The role includes managing the ACT Health Research Office files and correspondence, assisting in the preparation of research papers and grant applications and providing secretariat support on research committees. Other duties include assisting in the preparation of budgets and management of research databases.

Note: This is a permanent position, however it may be filled on a temporary basis. 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: Hannah Clarke (02) 6244 2618

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

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 17915)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The Transitional Therapy and Care Program (TTCP) is a short-term, therapy based program for older people post discharge from hospital. The service is provided either in a 15 bed low level care facility or in the client's home. We are seeking a Physiotherapist who has an interest in Aged Care to join the friendly and supportive Transitional Therapy and Care Team. You will be expected to provide a quality, patient centred service in collaboration with the interdisciplinary team and external service providers. TTCP has three Physiotherapists and maintains close links with the Physiotherapy Departments at The Canberra Hospital. Opportunities are provided for both interdisciplinary and discipline specific professional development and support.

Eligibility/Other Requirements: Degree or diploma in Physiotherapy. Registration with the Physiotherapy Board of Australia (AHPRA). Current driver's licence. At least one year of experience as a qualified physiotherapist.

Note: This is a part-time position at 18 hours per week. At least two written referee reports are to be included with applications. These positions may be required to participate in overtime, on call, and/or rotation roster.

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: Jane Lawrence (02) 6207 0658

**Strategy and Corporate
Business and Infrastructure
Security and Emergency Preparation
Main Reception and Switchboard Operator**

Administrative Services Officer Class 2/3 \$49,927 - \$60,880, Canberra (PN: 25181)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: This position is responsible for providing excellent customer service by effectively communicating directional information to visitors, patients and clients in person and via transferring telephone callers to appropriate personnel and services within the Health Directorate, by operating communications equipment. The successful candidate will have excellent customer service skills and a positive approach to their work.

Eligibility/Other Requirements: Experience in the operation of a switchboard is highly desirable.

Notes: This is a part-time position working 14:42 hours per week. This position is required to work part-time, public holidays and a weekend roster. New employees commence as Administrative Services Officer Class Grade 2 then can apply to be assessed as competent to be paid as Administrative Services Officer Class Grade 3 after 12 months full-time equivalent employment.

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: Jacqueline Williams (02) 6174 5116

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Theatre Wardsperson

Health Service Officer Level 4 \$47,070 - \$48,870, Canberra (PN: 14221, several)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: An excellent opportunity is available for a Wardsperson to work within Ward Services – Clinical Support, The Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills. Ward Services offers: Ongoing training and education through Staff Development Unit (SDU); rotating rosters; permanent full-time or part-time positions.

Eligibility/Other Requirements: Knowledge of Wardsperson duties within the Operating Theatres is highly desirable, and an understanding of the Ward Services commitment to client services and outcomes.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current curriculum vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Applicants will be assessed in accordance with the current Support Services Enterprise Agreement 2013-2017 provisions as set out in section S - Canberra Hospital Ward Services. Recruitment of these positions will be based on applications that address the selection criteria and selection may be based 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*.

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: David Hosie (02) 6244 2610

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4 \$44,914 - \$48,148, Canberra (PN: 29338, several)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: Expressions of interest are sought for experienced individuals to fill the position of Sterilising Technician Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. These are opportunities for people interested in contributing to the health system within ACT Health Sterilising Services. These positions have a direct impact on insuring high-level patient care. Successful applicants will work as part of an experienced team in a production area across all sites.

Eligibility/Other Requirements: Current driver's licence. Attainment of Certificate III in Sterilization or commitment to complete same within two years is desirable. The ability to accurately interpret surgical tray lists, Standard Operating Procedures and work instructions is highly desirable.

Notes: These are temporary positions available for an immediate start for a 12 month period with the possibility of extension. The rotating shift roster may require the employees to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital) and participate in an on-call roster.

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.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Jasminka Alduk (02) 6205 5278

Director General Reports

Population Health

Health Improvement Branch

Evaluation Coordinator

Senior Officer Grade C \$94, 653 - \$101,888, Canberra (PN: 22138, expected vacancy)

Gazetted: 16 April 2015

Closing Date: 23 April 2015

Details: ACT Health is seeking a highly motivated officer with demonstrated experience in evaluation of population health initiatives. The successful applicant will provide advice on all program evaluations undertaken in the Population Health Division ensuring that evaluations comply with best practice. They will also build capacity of staff in evaluation and oversee development and review of evaluation processes.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to Public/Population Health is desirable.

Notes: This is an anticipated vacancy for six months with the possibility of extension. It is available full-time although part-time applicants will be considered. Applications may be based on written application alone and all applicants are asked to submit the names and contact details of two 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.

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

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Contact Officer: Yvonne Poels (02) 6207 4439

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

Legislation, Policy and Programs

Deputy Executive Director, Legislation, Policy and Programs

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E599)

Gazetted: 15 April 2015

Closing Date: 24 April 2015

Details: Expressions of Interest (EOI) are sought for the Deputy Executive Director, Legislation, Policy and Programs. Excellent communication, organisational and collaboration skills are required for this position. The role supports the Executive Director, LPP in: Providing the Attorney-General, Minister for Justice and Cabinet and Minister for Police and Emergency Services with high level policy advice across the spectrum of government business matters and ACT law; The development and management of the Attorney General's law reform agenda; Representing the Directorate in its dealings with other agencies; and Management of the LPP Branch – staffing, budget, reporting and governance. The position is responsible for matters including: Oversight of the work program of the Justice Planning and Safety Programs Group in relation to road safety, transport regulation policy, liquor regulation policy, victims of crime and crime prevention policy and programs; Oversight of administration, governance, budget and reporting for the branch. Applicants should outline their capacity to demonstrate ACTPS Executive Capabilities including: Leadership and valuing people; Shaping I strategic thinking; Management of resources with probity; Community and service focus; Fostering collaboration; Sound judgement. Key projects that will need to be progressed during the period 11 June 2015 to 17 July 2015 include initiatives under the ACT Road Safety Strategy, victims of crime financial assistance and liquor regulation reforms.

Eligibility/Other Requirements: The successful applicant will also possess legal qualifications and a strong understanding of development and progress of legal policy.

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 for the period 11 June 2015 to 17 July 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants are requested to submit an EOI of no more than two pages providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined above, a copy of current CV and the name and contact details for two referees.

Note: This is a temporary position available from 11 June 2015 to 17 July 2015.

Applications are to be sent to the Contact Officer.

Contact Officer: Julie Field (02) 6207 9522 julie.field@act.gov.au

Legislation, Policy and Programs

Civil Law

Director

Senior Officer Grade A \$129,470, Canberra (PN: 46234)

Gazetted: 13 April 2015

Closing Date: 20 April 2015

Details: Expressions of interest are being sought for the Director, Civil Law, in Legislation, Policy and Programs Branch. The Civil Law team provides policy advice and project management to the Directorate on a broad range of civil and administrative law topics. The Director provides high-level management to the team and facilitates skills development by all team members. The Director is also responsible for individually delivering critical legislation projects and briefings. The key duties and responsibilities include providing overall strategic leadership for the team, manage staffing and work planning for the Civil Law team, developing team capacity and ensure timely delivery of outcomes in relation to a range of policy projects, including Legal Assistance Services, Courts and Tribunals legislation. A variety of administrative law topics, including Human Rights, Privacy, Copyright, Births, Deaths and Marriages and Property law, represent the Legislation, Policy and Programs Branch at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects.

Eligibility/Other Requirements: Applicants should be able to demonstrate a high level of experience in Policy and Legislation development, and a solid background in Criminal/General/Public Law and policy relevant tertiary qualifications and experience in the appropriate field would be highly desirable.

Note: This is a temporary vacancy available from 15 May 2015 until 3 July 2015.

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 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: Julie Field (02) 6207 0522 julie.field@act.gov.au

Corporate

People and Workplace Strategy

Assistant Director, People and Workplace Strategy

Senior Officer Grade A \$129,470, Canberra (PN: 43635)

Gazetted: 10 April 2015

Closing Date: 24 April 2015

Details: Justice and Community Safety People and Workplace Strategy (PWS) is seeking applications from experienced, highly skilled HR specialists to manage the delivery of people services and industrial/employment relations across a large, complex and diverse organisation with coverage by multiple unions. The successful candidate will have extensive experience in dealing with public sector employment matters, including employee/industrial relations, policy development and implementation, recruitment and retention, and compensation claims management. As Assistant Director of PWS Branch, you will be responsible for providing expert guidance to the Executive and staff across the Directorate in all facets of HR operations. The successful candidate will also have demonstrated technical competency in conditions of service and entitlements, combined with an understanding of broader strategic issues that impact the Directorate and the wider ACT Public Service. Eligibility/Other Requirements: Tertiary qualifications and/or extensive experience in a relevant field are highly desirable.

Contact Officer: Lana Junakovic (02) 6205 2544 lane.junakovic@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Restorative Justice Convenor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 43261)

Gazetted: 13 April 2015

Closing Date: 27 April 2015

Details: The Restorative Justice Unit is seeking an energetic person with excellent people skills, highly competent oral and written skills, and a good knowledge of the ACT's Criminal Justice System legislation and operations. This person should have experience working with victims and/or young offenders and with group facilitation and a firm understanding of restorative justice principles and their application in the criminal justice system.

Eligibility/Other Requirements: A police check, working with vulnerable people check and a current driver's licence is required.

Note: This is a temporary position available from 4 May 2015 until 30 October 2015. 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.

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 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: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Legislation, Policy and Programs

Criminal Law

Legal Policy Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 42755)

Gazetted: 14 April 2015

Closing Date: 21 April 2015

Details: The Criminal Law Team in Legislation, Policy and Programs is seeking applications for a permanent Legal Policy Officer at the Administrative Service Officer 6 level. The team is responsible for Criminal Law Policy and Legislation in the ACT. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. Functions will include preparing advice and related reports and correspondence for the Attorney-General and Minister for Justice, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team.

Eligibility/Other Requirements: A degree in Law of an Australian tertiary institution or comparable qualification appropriate to the duties of the branch is highly desirable. Experience in developing legislation and an understanding of, or the ability to quickly acquire an understanding of a wide range of civil law and human rights law matters are highly desirable. Experience in the area of administration of criminal justice will be well regarded. Note: The salary range for this position is \$75,209-\$86,075 depending on relevant experience. Applications should include a statement addressing the selection criteria of no more than three pages, at least one written referee report as well as the contact details of a second referee and a current Curriculum Vitae. Selection for this position may be based on written application and referee reports only.

Contact Officer: Megan Sparke (02) 6207 0580 megan.sparke@act.gov.au

ACT Law Courts and Tribunal Administration

Executive

Executive Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 42325)

Gazetted: 13 April 2015

Closing Date: 28 April 2015

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated person to perform the role of Executive Assistant to the Principal Registrar of the Administration and the Registrar of the ACT Magistrates Court.

Eligibility/Other Requirements: Current driver's licence and the willingness to work outside standard work hours.

Contact Officer: Philip Kellow 0438 440 272 philip.kellow@act.gov.au

Corporate

Governance

Ministerial Services Unit

Ministerial Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 16411)

Gazetted: 15 April 2015

Closing Date: 22 April 2015

Details: The Ministerial Support Unit (MSU) is seeking a highly motivated, organised and energetic team player who has the capacity to adapt quickly to a new work environment. This temporary vacancy offers an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate and the coordination and flow of information between the Directorate and Minister's Office. Under direction of the Manager, the Ministerial Support Officer will undertake mail duties and courier runs to the Ministers' Offices and other agencies, support the efficient functioning of the MSU through internal and external partnerships, information and records handling, and coordination of activities as well as assist with other work in the unit to ensure the objectives of the Ministerial Services Unit are achieved. Maintain discretion and confidentiality, maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: The successful applicant will need to have knowledge of mail handling procedures and successfully completed White Powder training.

Note: This is a temporary position available from 30 April 2015 until 15 May 2015.

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 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: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

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

Corporate and Business Enterprises

Human Resources

Organisational Development

Training and Development Advisor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 09966)

Gazetted: 14 April 2015

Closing Date: 22 April 2015

Details: The Organisational Development team is seeking a highly motivated individual with experience in coordination of training programs as well as designing training and development programs to meet organisational requirements.

Eligibility/Other Requirements: Certificate IV in Training and Assessment desirable.

Note: This is a temporary position available until 10 July 2015.

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 in the above areas and selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Leanne Salmond (02) 6205 9977 leanne.salmond@act.gov.au

Business Enterprises

Capital Linen Service

Senior Maintenance Technician

Capital Linen Service Band 6 \$71,218 - \$74,175, Canberra (PN: 27262)

Gazetted: 15 April 2015

Closing Date: 29 April 2015

Details: Capital Linen Service is seeking an appropriately skilled and experienced person to fill the role of Senior Maintenance Technician. The role includes the undertaking and planning of maintenance activities, ensuring continuity of business operations in a customer focused organisation and contributing to compliance with respect

to such areas as safety, standards and legislation. The role will require experience in risk management and the development of policies and procedures and safe work method statements. Further details of the role are contained within the Position Description.

Eligibility/Other Requirements: Applicant must have relevant maintenance and trades qualification.

Notes: This is a temporary position available until May 2015, with the possibility of extension.

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

Capital Metro

Administrative Services Officer Class 5 \$69,797 - \$73,881

Cynthia Margaret Piromalli 846-85691, Section 68(1), 2 April 2015

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 1 \$60,880 - \$69,301

Pattiyage Manilke Dilrubi Gomes 846-85325, Section 68(1), 13 April 2015

Administrative Services Officer Class 2 \$49,927 - \$55,130

Stephanie Melis 846-85704, Section 68(1), 21 April 2015

Technical Officer Level 2 \$55,806 - \$63,903

Kevin Windross 844-77307, Section 68(1), 9 April 2015

Education and Training

Administrative Services Officer Class 5 \$69,797 - \$73,881

Wechelle Balbarosa 835-97489, Section 68(1), 14 April 2015

Environment and Planning

Administrative Services Officer Class 3 \$56,568 - \$60,880

Anna Musgrove 844-01628, Section 68(1), 9 April 2015

Administrative Services Officer Class 3 \$56,568 - \$60,880

Stephanie Nelson 836-11631, Section 68(1), 13 April 2015

Administrative Services Officer Class 5 \$69,797 - \$73,881

Alison Rowe 844-00852, Section 68(1), 21 May 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Carly Scott 827-58770, Section 68(1), 10 April 2015

Health

Health Service Officer Level 3 \$45,588 - \$47,070

Michael Blythe 844-34542, Section 68(1), 14 April 2015

Health Professional Level 2 \$58,212 - \$79,912

Cally Fallon 846-85173, Section 68(1), 7 April 2015

Administrative Services Officer Class 2/3 \$49,927 - \$60,880

Danielle Laundess 843-89980, Section 68(1), 16 April 2015

Health Professional Level 4 \$94,653 - \$101,888

Aleksandra Stankovic 846-85499, Section 68(1), 15 April 2015

Allied Health Assistant 2 \$47,147 - \$54,052

Megan Troidahl 846-84998, Section 68(1), 7 April 2015

Registered Nurse Level 2 \$83,146 - \$88,125

Penelope Vethanayagam 842-89293, Section 68(1), 13 April 2015

Registered Nurse Level 2 \$83,146 - \$88,125

Mary Anastasia Wilson 786-47314, Section 68(1), 9 April 2015

Justice and Community Safety

Administrative Services Officer Class 6 \$75,209 - \$86,075

Veronica Morados 844-00764, Section 68(1), 7 April 2015

Territory and Municipal Services

General Service Officer Level 5/6 \$49,180 - \$54,124

Tyson Brown 836-07085, Section 68(1), 13 April 2015

General Service Officer Level 5/6 \$49,180 - \$54,124

Kirsten Tasker 827-49364, Section 68(1), 13 April 2015

TRANSFERS

Health

Noel Uriarte: 817-43972

From: Health Service Officer Level 3 \$47,070

Health

To: Health Service Officer Level 3 \$45,588 - \$47,070

Health, Canberra (PN. 14069) (Gazetted 5 February 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

**Land Development and Corporate
Policy, Projects and Legislation**

Land Development Policy and Strategy

Simon Tennent: 821-05614

From: Senior Officer Grade B \$111,478 - \$125,497

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$129,470

Chief Minister, Treasury and Economic Development, Canberra (PN. 27909) (Gazetted 10 March 2015)

Education and Training

Office for Schools

Belconnen Network

Hawker College

Christopher John Brown: 817-40958

From: School Leader C \$104,319

Education and Training Directorate

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 04130) (Gazetted 5 March 2015)

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.

Governance and Assurance

Children's Policy and Regulation Unit

Vanessa Gale: 792-35194

From: Professional Officer Class 2 \$75,209 - \$86,075

Education and Training

To: †Senior Officer Grade C \$94,653 - \$101,888

Education and Training, Canberra (PN. 26075) (Gazetted 19 May 2014)

Office for Schools

North and Gungahlin Network

Amaroo School

Janine O'Neill: 779-09319

From: Administrative Services Officer Class 5 \$69,797 - \$73,881

Education and Training

To: †Senior Officer Grade C \$94,653 - \$101,888

Education and Training, Canberra (PN. 30474) (Gazetted 19 February 2015)

Justice and Community Safety

Corporate

Capital Works and Infrastructure

Projects

Paul Su: 749-27618

From: Administrative Services Officer Class 4 \$62,802 - \$68,002

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$69,797 - \$73,881

Justice and Community Safety, Canberra (PN. 12946) (Gazetted 14 January 2015)

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.

Territory and Municipal Services

Roads and Public Transport

Public Transport

ACTION

Stuart Withers: 130-673

From: General Service Officer Level 5-7 \$49,180 - \$58,933

Territory and Municipal Services

To: †Technical Officer Level 4 \$75,209 - \$86,075

Territory and Municipal Services, Canberra (PN. TO0004) (Gazetted 11 February 2015)

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.