



ACT Government Gazette

Gazetted Notices for the week beginning 04 June 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Engagement

George Tomlins – Executive Director, Business and Projects (E357) Section 72 of the Public Sector Management Act 1994

Elizabeth Clarke – Director, Territory Venues (E493) Section 72 of the Public Sector Management Act 1994

Stuart Friend – Director, Expenditure Review Division (E401) Section 72 of the Public Sector Management Act 1994

Justice and Community Safety

Engagement

Mark Brown – Chief Officer, ACT Fire and Rescue (E348) Section 72 of the Public Sector Management Act 1994

Wilhelmina Blount – Deputy Chief Finance Officer (E761) Section 72 of the Public Sector Management Act 1994

Environment and Planning

Engagement

Sean Rooney – Executive Director, Sustainability and Climate Change (E692) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Health Professional Level 2 - Radiographer

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 7028)

Gazetted: 09 June 2015

Closing Date: 16 June 2015

Details: 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: Kristine Lindner (02) 6201 6141 kristine.lindner@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

Technology and Design

Horticulture and Floristry

Administrative Service Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 54028)

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: CIT Horticulture and Floristry are seeking applications from individuals with strong administrative and customer service skills. The duties of this position are to provide administrative support to the Head of Department in a range of capacities. Duties include: Attend routine enquiries from departmental staff, students, prospective students,

community and industry, provision of general administrative support, apply guidelines, work practices and procedures to seek resolution of issues arising from general and/or complex enquiries and work tasks. An understanding of the maintenance of information management systems, files, databases and student enrolment processes is desirable. Attention to detail and ability to display quality customer ACTPS principles, practices and attributes is essential.

Eligibility/Other Requirements: Experience in managing administration in a vocational teaching area is highly desirable. Qualifications in business administration or equivalent is desirable.

Note: This is a temporary position available for a period of three years 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: Julie Collins (02) 6207 3024 julie.collins@cit.edu.au

Capital Metro

**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**

Governance and Operations

Directorate Liaison Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35695)

Gazetted: 09 June 2015

Closing Date: 16 June 2015

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Governance and Operations Branch is seeking an organised and highly motivated individual to provide directorate liaison services. Duties include the provision of departmental advice to the Minister and staff of the Minister's Office on portfolio issues, and the facilitation and monitoring of the flow of information between the Minister's Office and Directorate/s.

Note: This is a temporary position available for a period of twelve months only. Selection for this position may be based on written application and referee reports only.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.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**

Expenditure Review Division

Senior Manager

Senior Officer Grade A \$129,470, Canberra (PN: 35693)

Gazetted: 10 June 2015

Closing Date: 17 June 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking Expressions of Interest for a Senior Manager position within the Expenditure Review Division (ERD). ERD is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role requires significant experience and skills in analysis of complex policy and financial issues and includes: planning and allocating resources to deliver the division's priorities; providing team leadership and demonstrating a high standard of behaviour in line with ACT Government Public Sector values; undertaking complex research and analysis and providing

accurate, robust advice and options; identifying service delivery issues in the context of legislative, policy, community and operational drivers; undertaking significant liaison with staff of CMTEDD, other agencies and consultants supporting the reviews; and managing and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable. Experience in leading or undertaking financial reviews of businesses, programs or functions of Government is highly desirable.

Note: This is a temporary position, available for a period of six months with the possibility of extension. An Order of Merit established from this process may be used to fill future temporary positions at level that may occur over the next 12 months.

Contact Officer: Stuart Friend (02) 6207 0213 stuart.friend@act.gov.au

Workplace Safety and Industrial Relations

Workers' Compensation Policy

Senior Policy Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 18708)

Gazetted: 09 June 2015

Closing Date: 16 June 2015

Details: The successful applicant will need to have: Demonstrated high-level leadership and management skills with a capacity to deliver policy and legislation projects;

Demonstrated ability to achieve results in an environment with multiple priorities;

Demonstrated oral and written communication and liaison skills of a high order;

Demonstrated ability to build and maintain effective stakeholder relationships;

Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Eligibility/Other Requirements: Tertiary qualifications in Law, Public Policy, Industrial Relations or Occupational Health and Safety will be highly regarded.

Note: This is a temporary position available asap for the period of up to six months. The selection process may be based on applications only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining your claims against the selection criteria and details of one referee and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Bill Smith (02) 6205 0917 bill.smith@act.gov.au

Shared Services

Finance and Human Resource Services

Shared Services

Business Improvement Supervisor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11609)

Gazetted: 10 June 2015

Closing Date: 24 June 2015

Details: Shared Services Finance and HR Services has a permanent vacancy for a Business Improvement Supervisor in Recruitment. The successful candidate should be an experienced HR professional. Requirements of the role include providing support to the Senior Advisor, Business Improvement in maintaining the recruitment management suite of data bases and systems; supervising a team member; and undertaking a variety business improvement activities relating to HR priorities and initiatives. The role also requires the occupant to demonstrate well developed organisational skills, flexibility and proficiency with databases, spreadsheets and web-based software.

Note: Shortlisted candidates should be available for interview during the period 22 June to 26 June 2015 and are asked to supply two written referee reports at the time of interview.

Contact Officer: Edmund Davis (02) 6205 3816 edmund.davis@act.gov.au

Access Canberra

Governance and Support

Finance and Budgets

Finance Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 26703)

Gazetted: 05 June 2015

Closing Date: 12 June 2015

Details: Under the general direction of the Manager, Finance and Budgets: Prepare and process accounts payable and receivable for Access Canberra, including maintaining tracking registers; Prepare and process monthly financial journals. Undertake reconciliations as required; Receipt payments within the financial management system; Maintain Cabcharge and petty cash in accordance with accounting instructions. Provide administrative support within the Finance and Budgets Unit including:

Research, report preparation and presentation of financial data; Review and update procedures; Assistance with preparation of FBT return and other ad-hoc requests; Other duties as directed by the Senior Finance officer and Senior Manager Finance and Budgets and Access Canberra Director Governance and Support. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Knowledge of a government financial management system (e.g. Oracle) procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

Note: This is a temporary position available asap for five month with the possibility of extension 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: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

Access Canberra

Governance and Support

Enforcement and Litigation

Solicitor

Legal 1 \$58,213 - \$117,241, Canberra (PN: 21194)

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: Under broad direction of the Senior Solicitor: Provide legal advice, counsel/opinion, statutory interpretation and recommendations on questions of law or legal practice to staff within Access Canberra and assist members of the public and legal profession on legal matters; Assist the Senior Solicitor in managing the operations and activities of the unit to meet organisational requirements, including development of and comment on policies and procedures; Represent statutory office holders in Access Canberra in the ACT Civil and Administrative Tribunal and courts as required; Provide in house legal support in relation to: the investigation of incidents and the subsequent preparation of briefs of evidence, the exercise of inspector powers and issue of notices and making administrative decisions under legislation administered by Access Canberra; Manage subpoenas and third party production requests received by the Access Canberra; Initiate, plan and conduct legal and quasi-legal research projects of considerable breadth, complexity or significance on a range of areas; Represent the unit in its dealings with other agencies; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory (or eligibility to become so admitted). Post admission experience in litigation highly desirable.

Knowledge and experience in administrative law in an operational context will be highly regarded.

Contact Officer: Paul Coleman (02) 6205 3742 paul.coleman@act.gov.au

Revenue Management

Compliance

Inspection Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 56119)

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: The Compliance Section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The Section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position are undertaking operational and administrative tasks which include conducting searches of internal and external databases to assist with audits and investigations as a team member in the various revenue, taxation and legislative matters administered by the ACT Revenue Office. The successful applicant will prepare appropriate assessments, reports and adjustments to computer records arising from investigations.

Eligibility/Other Requirements: Current driver's licence.

Note: Occupants can be rotated to other positions at the same level within the Section as required.

Contact Officer: Belinda Myles (02) 6205 7224 belinda.myles@act.gov.au

Policy and Cabinet

Cabinet Office

Cabinet Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 35223)

Gazetted: 05 June 2015

Closing Date: 12 June 2015

Details: The ACT Cabinet Office serves the Chief Minister, ACT Executive, and the Chief Minister, Treasury, and Economic Development Directorate in relation to Cabinet. The Cabinet Support Officer provides administrative support to the ACT Cabinet Office. Applicants should have strong communication, organisational, and liaison skills.

Note: This is a temporary position available for a period of three months with the possibility of extension. Applications should be limited to two pages and should address each of the Selection Criteria. A current Curriculum Vitae and details of two referees should be included.

Contact Officer: Kylie Heath (02) 6205 0232 kylie.heath@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Senior Manager Gateway Services

Senior Officer Grade A \$129,470, Canberra (PN: 12132)

Gazetted: 09 June 2015

Closing Date: 16 June 2015

Details: The Senior Manager Gateway Services is responsible for providing leadership and direction to staff, clients and stakeholders accessing services from Housing ACT. The role also requires decision making on a range of diverse and often complex issues involving support to public housing tenants. The position occupant reports to the Senior Director, Housing ACT and is required to develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services. The position occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication

skills. The position occupant will manage the strategic direction of a busy frontline operational area that is responsible for providing housing assistance in a Human Services environment and supporting clients apply for social housing.

Eligibility/Other Requirements: Significant experience working in a Human Services field is essential. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

Notes: This is a temporary position available for a period of twelve months. 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: Frank Duggan (02) 6207 5026 frank.duggan@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

Child and Youth Protection Services Operations

Operations Manager

Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 07420)

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: The Health Professional Level 5, Operations Manager role is responsible for providing strong leadership and managing the day to day operations of Child and Youth Protection Services (CYPS) to ensure our strategy of creating a continuum of care for our clients. CYPS Operations works directly with the community and provides trauma informed case management to children and young people in a statutory environment to keep them safe from harm, provide permanency planning and ensure improved outcomes.

Eligibility/Other Requirements: Essential qualifications and experience, a relevant tertiary qualification e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years practice experience working with children, young people and their carers or families. Previous program management experience to achieve team outcomes. Current driver's licence.

Notes: An order of merit will be established from this process and may be used to fill future permanent and temporary vacancies at level over the next 12 months. Selection may be based on application and referee reports only. 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: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

Service Strategy and Community Building

Community Participation Group

Office for Ageing

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 03470)

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: The Senior Policy Officer within the Office for Ageing will lead and contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence and provide secretariat support to a range of Councils and Committees.

Note: This is a temporary position available until 31 December 2015 with the possibility of extension.

Contact Officer: Janelle Wheatley (02) 6207 2343 janelle.wheatley@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

Office for Schools

Belconnen Network

Kingsford Smith School

Principal

School Leader A \$133,402-\$160,181, Canberra (PN: 14565)

Gazetted: 04 June 2015

Closing Date: 18 June 2015

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

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

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: Kate McMahon (02) 6205 5479 kate.mcmahon@act.gov.au

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

Office of the Deputy Director-General

Training and Tertiary Education

Skills Reform – Business Forecasting Unit

Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 30943)

Gazetted: 09 June 2015

Closing Date: 16 June 2015

Details: This position requires a skilled Manager to lead a team responsible for business forecasting, policy analysis, budget monitoring and subsidy setting for ACT government funded training initiatives. The successful applicant will have demonstrated expertise in financial analysis and statistical modelling and its application to vocational education and training policy.

Eligibility/Other Requirements: Tertiary qualifications and/or equivalent relevant experience in business analysis, statistics, finance or other quantitative related disciplines. Experience with contemporary data discovery tools, R Studio, Stata, Access Databases and Excel.

Note: This is a temporary position available until 30 June 2017. Selection may be based on application and referee reports only.

Contact Officer: David Miller (02) 6207 4791 davidj.miller@act.gov.au

Education Strategy

Learning and Teaching

Curriculum

Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 34836)

Gazetted: 09 June 2015

Closing Date: 23 June 2015

Details: Applications are sought from a dynamic, motivated and high performing individual for the position of Manager, to support the Curriculum Section within the Learning and Teaching Branch. The successful applicant will take a leadership role in the development, implementation and management of Education and Training Directorate policies and programs, providing high-level, evidence based analysis and strategic advice to the Senior Executive, advisory and statutory bodies, and the government on matters relating to education policies and programs. The successful applicant will help lead, implement and engage with the Directorate's Strategic and Operational Plans. The successful applicant will join a team that works consistently to deliver complex, high-stakes education policy and program outcomes under significant time pressures. This is balanced by flexible working arrangements and a supportive team environment.

Eligibility/Other Requirements: Highly desirable: Relevant tertiary qualifications and/or experience in this field.

Contact Officer: Martin Hine (02) 6205 4685 martin.hine@act.gov.au

Office for Schools

Belconnen Network

Weetangera Primary School

Executive Teacher

School Leader C \$104,319, Canberra (PN: 03751)

Gazetted: 04 June 2015

Closing Date: 18 June 2015

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

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

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: James Barnett (02) 6205 7488 james.barnett@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.

Education Strategy

Student Engagement

Student Wellbeing

Senior Psychologist/Project Officer

School Leader C \$104,319, Canberra (PN: 35593)

Gazetted: 10 June 2015

Closing Date: 24 June 2015

Details: An exciting opportunity exists for an innovative, high performing leader to join the Student Engagement Branch as a Project Officer. Work as part of a multi-disciplinary team from an ecological perspective in developing mental health policies, good practice guides to support School Psychologist practice and identify, implement and monitor programs and strategies that enhance the mental health literacy of staff in schools.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification or registration as a Psychologist with the Psychology Board of Australia. Current full registration with the ACT Teacher Quality Institute if a full-time Teacher.

Note: This is a temporary three year office based position. If the successful applicant is a Psychologist then the position includes a Special Employment Agreement which attracts an additional \$8,000 per year on top of the salary range.

Current driver's licence and use of a private vehicle required. 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: Satish Singh (02) 6205 7619 satish.singh@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.

Deputy Director-General

Governance and Assurance

Ministerial and Commonwealth Relations

Senior Cabinet and Assembly Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 09406)

Gazetted: 05 June 2015

Closing Date: 12 June 2015

Details: Ministerial and Commonwealth Relations is seeking a person with a team focus to work in a dynamic section that manages a range of Ministerial and Commonwealth Relations matters including preparing speeches, correspondence and briefs. The successful applicant will develop, implement and monitor procedures and policies in relation to Ministerial, Cabinet and Assembly business; undertake the development of Assembly speeches, complex Cabinet submissions and Ministerials; undertake research on issues arising from correspondence, and Cabinet and Assembly business; prepare and coordinate high quality advice for Directorate participation in, and the provision of secretariat support for, key ACT advisory committees e.g. School Education Advisory Committee; provide leadership, training, support and supervision to members of the Commonwealth Relations team; and Coordinate the Directorate's strategic relations with external groups and key stakeholders and for whole-of-government input matters.

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

Contact Officer: Cheryl Sizer (02) 6207 1317 cheryl.sizer@act.gov.au

Governance and Assurance

Ministerial and Commonwealth Relations

Commonwealth Relations Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 14966)

Gazetted: 09 June 2015

Closing Date: 23 June 2015

Details: The Education and Training Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Commonwealth Relations Officer. This is an opportunity for a high performing officer to further strengthen their understanding of the Council of Australian Governments Reform Agenda, specifically as it relates to Education and Training. The successful applicant will have excellent communication and organisational skills, a sound understanding of intergovernmental and ministerial council processes including the ability to make strategic links between associated working groups, and be able to effectively manage staff to deliver competing priorities within tight deadlines.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable

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: Cheryl Sizer (02) 6207 1317 cheryl.sizer@act.gov.au

Office for Schools

South Weston Network

Alfred Deakin High School

Finance Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 22866)

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: Alfred Deakin High School is seeking a highly motivated person to fill the role of Finance Officer. The successful applicant will maintain the school's financial system using the MAZE financial package. The successful applicant will assist in the preparation of budgets, estimates and financial returns; will possess excellent communication and customer service skills; and will have the ability to work within a busy work environment with competing demands. The successful applicant will be required to supervise and provide training to administrative staff and undertake administrative duties as necessary.

Eligibility/Other Requirements: Desirable: A thorough understanding of financial management and affiliated computer systems. First Aid Certificate, or willingness to undertake appropriate training.

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: Pam Waugh (02) 6142 3877 pam.waugh@ed.act.edu.au

Office for Schools

North Gungahlin Network

Cranleigh School

Building Services Officer 3

General Service Officer Level 8 \$60,476 - \$63,903, Canberra (PN: 01528)

Gazetted: 09 June 2015

Closing Date: 16 June 2015

Details: Cranleigh School is seeking a highly experienced, organised and self-motivated individual to fill the role of Building Services Officer. The successful candidate will maintain the school buildings and grounds in a clean and tidy condition with respect to safety and security hazards and the school's sustainability initiatives. The successful applicant will implement, manage and coordinate maintenance programs, complete emergency and other repairs to trade/industry standard and manage and induct contractors engaged for specific tasks. The successful applicant will also demonstrate a strong capability to work collaboratively in partnership with the school Executive Team and staff to support access to learning, safety and inclusion for students with disabilities.

Eligibility/Other Requirements: 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. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

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. 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: Sue Roche (02) 6205 8000 sue.roche@ed.act.edu.au

Education Strategy

Student Engagement

Disability Education

Vision Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 08496)

Gazetted: 10 June 2015

Closing Date: 17 June 2015

Details: An exciting opportunity exists for a qualified Vision Teacher to join the Student Engagement Branch in Disability Education's Vision Support Team. The Vision Support Team works to build the capacity of school staff and to directly support students with vision impairment on an itinerant basis across the Education and Training Directorate.

The successful applicant will: Value relationship building, diversity and have a strong commitment to inclusive education. Build the capacity of school teams to create inclusive, engaging and accessible programs and materials. Work collaboratively with parents/carers and other involved professionals. Support school teams to embed best practice universal and student specific strategies.

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). Masters in Special Education (sensory impairment) or similar is desirable.

Notes: This is a temporary position available from 20 July 2015 until 26 January 2016.

Applications should be sent to the Contact Officer. 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: Kyrie Douch (02) 6205 6799 kyrie.douch@act.gov.au

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

Office for Schools

Tuggeranong Network

Calwell High School

Classroom Teacher PE (Female)/SoSE

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 07008)

Gazetted: 05 June 2015

Closing Date: 19 June 2015

Details: Calwell High School provides high quality and comprehensive education to students in years 7-10. Qualified, professional, innovative and highly motivated applicants are sought for a female Physical Education teaching position. Teaching expertise in SoSE is also desirable. The successful applicant will join a dynamic staff and must be skilled in the delivery of the Australian Curriculum in Health and PE for all ability levels and show a willingness to participate enthusiastically in targeted programs and school-wide, value-add initiatives. Interested Teachers should contact the school prior to lodging an application.

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_wvvp.

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Erindale College

Classroom Teacher Mathematics

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05108)

Gazetted: 10 June 2015

Closing Date: 24 June 2015

Details: Erindale College provides high quality and comprehensive Years 11 and 12 curriculum delivery for the award of the ACT Senior Secondary Certificate. Qualified, professional, innovative and highly motivated applicants are sought for a Mathematics teaching position in the Mathematics Academy. Teachers in this Academy engage with innovation in curriculum, pedagogy and assessment and adopt flexible and creative use of learning technologies. Applicants should

be prepared to engage in focused collaboration with colleagues at the college to develop as an outstanding teacher. The successful applicant must have the capacity to deliver senior curriculum for all ability levels. Interested Teachers are encouraged to contact the College prior to lodging an application.

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: Applications should be sent to the Contact Officer. 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: Michael Hall (02) 6142 2977 michael.hall@ed.act.edu.au

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

Office for Schools

Belconnen Network

Maribyrnong Primary School

Defence School Transition Aide (DSTA)

School Assistant 2 \$42,453 - \$46,881, Canberra (PN: 35675)

Gazetted: 10 June 2015

Closing Date: 17 June 2015

Details: Maribyrnong Primary School is seeking applications from suitable Defence School Transition Aides (DSTA). The DSTA provides information and support and develops a range of activities for the young people of Australian Defence Force (ADF) families to ease the uncertainty experienced during times of transition and parental absence due to service requirements. Please note: The DSTA position is required for Preschool – Year 6.

Eligibility/Other Requirements: Possession of a current driver's licence. First Aid qualifications or willingness to undertake appropriate training desirable.

Notes: This is a temporary part-time position available until the 1 July 2016 with the possibility of an extension working 9 hours per week. 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: Jennifer Howard (02) 6205 5933 jennifer.howard@ed.act.edu.au

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

Sustainability and Government

Actsmart Business Unit

Technical Assessor

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 30730)

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: The Actsmart Business team is seeking a highly motivated individual for the position of Technical Assessor. The successful applicant will carry out energy and water assessments of ACT Government sites, and produce high quality action reports recommending energy and water efficiencies. The successful applicant will also assist with broader

government sustainability initiatives, such as coordinating workshops and creating educational resources and case studies.

Eligibility/Other Requirements: Current driver's licence is essential. Some after hours and weekend work will be required.

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

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@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

Cancer, Ambulatory and Community Health Support

CACHS Medical

Deputy Chief Radiation Therapist

Radiation Therapist Grade 5 \$127,053 - \$136,913, Canberra (PN: 26284)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: The Department of Radiation Oncology, Canberra Hospital is seeking applications for a permanent full-time Deputy Chief Radiation Therapist (DCRT). Responsible to the Chief Radiation Therapist for the daily operational management of the Radiation Therapy Service and for co-ordination of the Radiation Therapist Team, the DCRT is required to have strong experience at senior level, with high level skills and knowledge to support management of the daily operation of the radiation therapy service including people and resource management. Excellent leadership and communication skills are essential. Contribution to an active teaching, research and quality improvement programs within a dynamic multidisciplinary environment is expected. The Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The Department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

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. A management qualification (or working towards one) is desirable.

Note: 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. Current curriculum vitae and written referee reports must accompany the application. Applicant's experience will be considered in the determination 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.

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: Wendy Amos (02) 6244 2284

Strategy and Corporate

People, Strategy and Services

Staff Development

Educator

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 33969)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: An exciting opportunity exists for an experienced Nurse Educator to work full-time in ACT Health Staff Development Unit to lead, plan, implement and evaluate Advanced Life Support Programs for Nurses and Medical staff. The successful applicant will have extensive critical care clinical knowledge and skills, experience with providing Advanced Life Support Education, outstanding ability to prioritise their own workload, exceptional interpersonal, communication and liaison skills, and have a proven record in working with a diverse group of stakeholders.

Eligibility/Other Requirements: Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a Master's degree is highly desirable. A postgraduate qualification in Critical Care is highly desirable.

Note: This is a permanent full time position. Selection for this position 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.

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Contact Officer: Elizabeth Renton (02) 6244 2437

Canberra Hospital and Health Services

Critical Care and Diagnostics

Emergency

Clinical Nurse Educator

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 12077)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: As part of the Emergency Department Education team the successful applicant for this exciting position will provide leadership, coordination and support to a number of Clinical Development Nurses as well as nursing team members within the department.

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

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.

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Contact Officer: Megan Wall (02) 6174 5815

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Walk-in Centre**

Advanced Practice Nurse

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: C09533)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: An opportunity exists for experienced Registered Nurses with extensive experience in primary care and/or emergency care to join the team of Nurses in the Nurse led Walk-in Centre in the ACT. The Walk-in Centre is an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community. The Walk-in Centre has been a well received and supported service to the community of the ACT for the last five years. The Walk-in Centres are located at Belconnen and Tuggeranong Community Health Centres. The role of the Advanced Practice Nurse is to work within protocols to provide, episodic, timely, expert health care and education to clients presenting to the ACT Health Walk-in Centre. The Advanced Practice Nurse contributes to the ongoing support, education and research for the whole team who work in the Walk-in Centre. This may require an initial period of full time work to achieve competency. The successful candidate will undergo a comprehensive orientation to the service. This position could be located at either Walk-in Centre.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post Graduate tertiary nursing qualification in Acute and/or Primary Care relevant to nursing in a Walk-in Centre is desirable. Demonstrated extensive clinical experience in a relevant acute and/or primary care area.

Notes: This is a casual position and could be located at any Walk-in Centre. 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: Tim Keun (02) 6205 4485

Strategy and Corporate

People Strategy and Services

Health Workforce Australia

Coordinator - Simulated Learning Environment

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 35694)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: This is a Commonwealth Department of Health funded role, located in ACT Health and is responsible to the Director of the ACT Region Integrated Clinical Training Network (ICTN) to coordinate the Simulated Learning Environment (SLE) activity across the region. An understanding of professional entry student clinical training and assessment requirements will assist you in this role. If you are person centered and enjoy networking with people, have capacity to assist in the pickup and delivery of SLE equipment and collaborate with senior clinicians on the development of simulation scenarios, understand the quality cycle, have office administration skills, and a good understanding of databases including Microsoft applications and willing to learn other information management systems, then this is the right job for you.

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

Notes: This is a temporary position available until 31 March 2016 with the possibility of extension. 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.

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Contact Officer: Christine Waller (02) 6207 5275

Strategy and Corporate

E-Health and Clinical Records

E-Health

Maternal and Child Health Project Officer

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 35668)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: An exciting opportunity exists for an organised and motivated person to take up a temporary position of Project Officer for the implementation of the Maternal and Child Health Electronic Clinical Record System. The ACT Government Health Directorate is implementing a range of information and communication technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These initiatives will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. The successful applicant will be required to work effectively as both a team member of a diverse team and an individual for the Clinical Systems Program in e-Health and Clinical Records. The key responsibilities of this project officer position will be to assist with the planning, implementation, evaluation and change management activities required for this system in ACT Health. The successful applicant will work closely with the Project Manager to implement the new system. This position will provide an excellent opportunity for the successful candidate to increase their skills and knowledge in a project environment.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Sound communication skills, knowledge of ACT Health Clinical IT systems and experience working with Microsoft Office Suite would be advantageous. A clinical background in the area of Maternal and Child Health would be highly regarded. Working knowledge of the MACH Services including issues and trends is highly desirable. Previous experience of project implementation within a clinical setting and experience in data analysis and ICT systems used within CHHS is highly desirable.

Note: This is a full-time temporary position is available for a period of approximately six months with the possibility of extension. Selection may be based on application and one referee report only and the successful applicant would be expected to commence in a short timeframe. Applicants are asked to supply a maximum of two pages addressing the duties and attach a recent CV. Location of this position is at the ACT Health Building 123 Carruthers Street Curtin. 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: Sandra Cook (02) 6205 1451

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Community Occupational Therapy Services Manager

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 22027)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: Community Care Program is seeking applications from high achieving qualified Senior Occupational Therapists to fill a full-time leadership role as manager of a busy community based Occupational Therapy (OT) service,

incorporating the Independent Living Centre. Services are offered to ACT residents in the home and clinic setting and focuses on assessment and recommendation of home modifications and assistive technology. The Service Manager is responsible for achieving and maintaining safe, high quality, efficient and effective patient centred services, as well as management of staff and other resources. The successful applicant will work as part of a friendly, supportive and interprofessional management team in the Rehabilitation, Aged and Community Care Division, ACT Health. It is recommended that you contact the Contact Officer before applying.

Eligibility/Other Requirements: An appropriate degree or equivalent qualification in Occupational Therapy. Current registration with Occupational Therapy Board of Australia. Current driver's licence.

Notes: This is a temporary position available from August 2015 to May 2016.

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: Kari Moore (02) 6205 1224

Canberra Hospital and Health Services

Various Branches

Operations Manager - Administration

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 27641, several)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: Exciting opportunities exist for suitably qualified and experienced candidates to fill the new positions of Operations Manager – Administration within the Divisions of: Surgery and Oral Health; Medicine; Rehabilitation, Aged and Community Care; and

Cancer, Ambulatory and Community Health Support. The Operations Manager – Administration, will manage the administrative functions for their respective Division in line with the broader Ambulatory Care Administrative Model. The Operations Manager - Administration will be an active member of the leadership team and will provide leadership for, and management of, the administrative staff to support and enhance the business and clinical services of the Division. We are seeking four dynamic individuals who have excellent interpersonal skills and can demonstrate a proven ability to work effectively with clinicians and provide leadership, change management and performance improvement of administrative staff.

Eligibility/Other Requirements: Holds or working towards a qualification in Management or relevant field is desirable.

Note: 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: Karen Faichney (02) 6174 8544 karen.faichney@act.gov.au

Canberra Hospital and Health Services

Critical Care

Demand Management

Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 10647, several)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: An opportunity is available for motivated and experienced Registered Nurses to apply for permanent positions within the Ward 7B at The Canberra Hospital. Ward 7B is a unique area that works with 4 models of care – Short Stay Surgical patients, General medical patients, MAPU and Medical Short Stay patients. Full-time and part-time hours can be negotiated. Successful applicants will be required to work a 24 hour rotating roster.

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

Note: 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*.

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Contact Officer: Lyn Connell (02) 6244 2275

Strategy and Corporate

People Strategy and Services

Health Workforce Australia

Clinical Supervision Support Coordinator

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 35696)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: This is a Commonwealth Department of Health funded role, located in ACT Health and is responsible to the Director of the ACT Region Integrated Clinical Training Network (ICTN) to coordinate the Clinical Supervision Support Program across the region. An understanding of professional entry student clinical training and assessment

requirements will assist you in this role. If you are person centered and enjoy networking with people, have planning and coordination skills, can collaborate with senior clinicians and educators to meet clinical supervision training needs across the network, understand the quality cycle, have office administration and IT skills, and have a passion for Interprofessional learning, then this is the right job for you.

Eligibility/ Other Requirements: Registered Health Professional mandatory. Qualifications in Adult Education or Assessment and Training highly desirable.

Notes: This is a temporary position available until 31 March 2016 with the possibility of extension. 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.

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Contact Officer: Christine Waller (02) 6207 5275

Population Health

Health Protection Service

Environment Health Project Team

Policy Officer

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29626, several)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: An opportunity exists for a suitably qualified and experienced candidate to join the Environmental Health Policy and Projects team as a Policy Officer. The Environmental Health Policy and Projects team is a section of the Health Protection Service responsible for providing regulatory policy advice, input and information on a wide range of environmental health issues. These include food safety, tobacco control, safety of recreational water and drinking water, health care facility licensing, cooling towers and other environmental factors that may impact on health.

Eligibility/Other Requirements: Tertiary qualification – Science Degree in a health related field.

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: Vojkan Stefanovic (02) 6205 1727

Strategy and Corporate

E-Health and Clinical Records

E-Health

Lead Application Tester

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 15158)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: The successful applicant will be required to work effectively as both a team member of a diverse team and an individual for the Clinical Systems Program in e-Health and Clinical Records. Duties would include developing and executing test scripts for clinical applications under the direction of a project manager/test manager, coordinating other testers/project staff, raising any defects found, providing test progress reports and participating in project team meetings. This position will provide an excellent opportunity for the successful candidate to increase their skills and knowledge in a project environment.

Qualifications/Other Requirements: Sound communication skills, knowledge of ACT Health Clinical IT systems and experience working with Microsoft Office Suite would be advantageous.

Note: This is a full-time temporary position available for approximately six months with the possibility of extension.

Selection may be based on application and one referee report only. Applicants are asked to supply a maximum of two pages addressing the duties and attach a recent CV. Location of this position is at the ACT Health Building, 123 Carruthers Street Curtin. 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: Sarah Cook (02) 6205 1451

Health Infrastructure and Planning

Health Infrastructure Planning Executive Office

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 18567)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: The Executive Office of Health Infrastructure and Planning are seeking a well organised Executive Assistant to provide high level administrative support to the Deputy Director-General, with demonstrated skills in providing

secretariat support, diary management, keyboard skills, the ability to prepare and follow-up correspondence and meet deadlines.

Eligibility/Other Requirements: Experience working in an extremely busy office environment is desirable.

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 <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: Geraldine Grayland (02) 6205 1123

Canberra Hospital and Health Services

Critical Care

Emergency

Nurse Critical Care and Emergency

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 16090, several)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: An opportunity is available for suitably qualified Registered Nurses to apply for permanent positions within the Emergency Department at Canberra Hospital. Successful applicants will be required to work a 24 hour rotating roster. Please refer to attached Registered Nurse Level 1 Duty Statement.

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

Note: 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*. Applications should include a maximum 2 page expression of interest addressing the selection criteria current curriculum vitae and the names of two professional referees.

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: Judy Morgan (02) 6244 3753 judy.morgan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse Level 1 - Postgraduate Scholarships

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: Scholarship2015)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: The ACT Health Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) offers a number of full scholarships for Registered Nurses (RN's) to undertake Postgraduate Diploma studies through the University of Canberra. This is an excellent opportunity for RN's to undertake formal study while building their knowledge and skill base in caring for people experiencing a range of conditions requiring specialist nursing care in the fields of Mental Health, Justice Health, Alcohol and Drug Services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Have Australian citizenship or permanent residency.

Notes: Successful applicants will be offered temporary part-time positions at 22:30 hours per week for a period of 18 months. Successful applicants will rotate through a range of clinical placement areas across the Division whilst completing their postgraduate studies. 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: Joanna McDougal (02) 6205 3661 and Tracy Robinson (02) 6201 2546

Canberra Hospital and Health Services

Medicine

Pharmacy

Pre-Registration Pharmacist

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 29556)

Gazetted: 11 June 2015

Closing Date: 29 July 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting development opportunity exists to work as a Pre-Registration Pharmacist under direction from the Clinical Lead for Education and Training. This position is specifically designed to facilitate Pharmacy student placements and the Canberra Hospital Pre-Registration Pharmacist training program. This position will be required to provide a range of Pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements: Applicants will have been awarded an Australian entry level Pharmacy Degree by the end of 2015. Applicant will be eligible to enrol in an Intern Training Program accredited by the Australian Pharmacy Council prior to employment commencement.

Notes: This is a temporary position available for a period of 13 months. Applicants offered an interview, will be required to attend the interview in person.

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/>

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Contact Officer: Jessica Parker (02) 6244 2721

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

ACT Supreme Court

Eastman Unit

Legal Officer, Eastman Proceedings

Legal 1 \$58,213 - \$117,241, Canberra (PN: 33216)

Gazetted: 05 June 2015

Closing Date: 12 June 2015

Details: The ACT Law Courts and Tribunal Administration is seeking expressions of interest (EOI) for an experienced Lawyer to undertake the role of Legal Officer, Eastman Proceedings. The successful applicant will have effective legal management skills and be able to work effectively to assist Judicial Officers with wide-ranging legal and administrative duties, both in court and chambers, in connection with the Eastman proceedings. Duties include preparing for and providing assistance during court proceedings, undertaking legal research, providing legal and policy advice and administrative assistance, developing and maintaining sound relationships with Judicial Officers, registrars, court staff and external stakeholders, maintaining accurate records, observing strict confidentiality in regard to all information obtained at the Court and in Chambers and undertaking other tasks as directed.

Eligibility/Other Requirements: Admission as a Practitioner of the High Court or the Supreme Court of an Australian State or Territory. Ability to demonstrate no conflict of interest in relation to this or other matters which have involved Mr Eastman.

Note: This is a temporary position available asap for a period of three months. Selection may be based on application and referee reports only.

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

Applications should be sent to Ms Irene Brown, Personal Assistant by email to irene.brown@act.gov.au

Contact Officer: Annie Glover (02) 6207 1203 annie.glover@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

Parks and City Services

Parks and Conservation Service

Urban Reserves – South

Project Officer

Professional Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 35638)

Gazetted: 09 June 2015

Closing Date: 23 June 2015

Details: The successful candidate will: Implement condition monitoring for Box-Gum Woodland, Natural Temperate Grassland and Pink-tailed Worm-lizard habitat in accordance with the - Molonglo Valley Plan for the Protection of Matters of National Environmental Significance (the NES Plan); Undertake restoration projects and research programs for Box-Gum Woodland, Natural Temperate Grassland and Pink-tailed Worm-lizard habitat in accordance with the NES Plan 2011; Provide advice to the Design and Development team regarding the Molonglo Valley ecology and land management issues, as required; Liaise with Government agencies and other stakeholders to ensure appropriate integration of projects and programs; Supervise staff and contractors to ensure projects and programs are delivered to time and budget; Ensure that accurate records substantiating all activities are maintained for auditing purposes; Coordinate Park Care activities and motivate volunteers involved with the development and implementation of restoration projects; Liaise closely with relevant Parks and Conservation staff and management and respond to issues raised by Territory land managers; Attend relevant seminars and conferences to keep up-to-date with the latest advances in ecological restoration and land management principles and practises; and Liaise closely with University institutions and supervise tertiary students. Responsible for community group coordination and liaison for all matters related to the Molonglo River Reserve. The successful candidate will have: Extensive technical knowledge and broad experience in habitat restoration for Pink-tailed Worm-lizard, Natural Temperate Grasslands and Box-Gum Woodland and experience in threatened species and natural resource management; Demonstrated strong ecological research skills and extensive experience in designing and undertaking vegetation condition monitoring and programs in the ACT region; Demonstrated exceptional communication skills in relating to co-workers, other public officials and community members including the ability to address and resolve grievances and conflicts; and Demonstrated excellence to identify and manage risks thoroughly and innovatively and evidence of excellent results in successful project management of medium scale procurement and budget management.

Eligibility/Other Requirements: Mandatory requirement a tertiary qualifications in an Ecology or related field. Post graduate qualifications and over 10 years experience in natural resource management desirable.

Contact Officer: Ros Ransome (02) 6205 9775 ros.ransome@act.gov.au

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

Infrastructure, Roads and Public Transport

Public Transport

Flexible Transport Office

Special Needs Transport Bus Driver

General Service Officer Level 5 \$49,180 - \$51,772, Canberra (PN: SNDC08, several)

Gazetted: 09 June 2015

Closing Date: 23 June 2015

Details: The Flexible Transport Office operates Special Needs Transport Services, the Flexible Bus Service for the elderly and the disabled and the Aboriginal and Torres Strait Islander community bus. The Office has two vacancies for casual Bus Drivers. The position requires the driver to safely operate a wheelchair accessible mini bus transporting children to

and from school on school days and may be called upon to transport the elderly at other times. The ability to work morning and afternoon split shifts is a mandatory requirement for the position.

Eligibility/Other Requirements: LR driver's licence.

Notes: This is a temporary part-time position at 25 hours per week available until 31 March 2016. 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.

Contact Officer: Ian Corey (02) 6205 0676 ian.corey@act.gov.au

APPOINTMENTS

Education and Training

School Assistant 2 \$42,453 - \$46,881

Shaun Joseph Myles 843-37507, Section 68(1), 9 June 2015

Health

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

Josephine Andrews 846-87718, Section 68(1), 4 June 2015

Dental Assistant - Unqualified and Qualified \$41,898 - \$58,382

Darshana Bhandari 843-89841, Section 68(1), 1 June 2015

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

Guy Corney 846-87152, Section 68(1), 22 June 2015

Dental Assistant - Unqualified and Qualified \$41,898 - \$58,382

Rosy Garg 844-33072, Section 68(1), 1 June 2015

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

Eunice Logan 843-90113, Section 68(1), 4 June 2015

Assistant in Nursing \$46,061 - \$47,621

Tambudzai Manzou 844-32934, Section 68(1), 4 June 2015

Dental Assistant - Unqualified and Qualified \$41,898 - \$58,382

Andrea March 842-87554, Section 68(1), 1 June 2015

Dental Assistant - Unqualified and Qualified \$41,898 - \$58,382

Vladimir Noveski 842-87300, Section 68(1), 1 June 2015

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

Michael Salmon 842-89007, Section 68(1), 3 June 2015

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

Brooke Simpson 846-87574, Section 68(1), 9 June 2015

Justice and Community Safety

Government Solicitor 1 \$66,566 - \$99,676

Duncan Harrington 844-75547, Section 68(1), 4 June 2015

Territory and Municipal Services

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

Natalie Fleming 836-06461, Section 68(1), 9 June 2015

TRANSFERS

Health

Janet Crilly: 260-16529

From: Registered Nurse Level 2 \$83,146

Health

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

Health, Canberra (PN. 27830) (Gazetted 14 May 2015)

Nardine Johnson: 755-60416

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

Health

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

Health, Canberra (PN. 33896) (Gazetted 8 April 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Registrations and Client Services

Land Titles

Patricia Coric: 836-04431

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42550) (Gazetted 8 May 2015)

Arts, Business, Events, Sport and Tourism

Executive

Brand Canberra

Bryden Rich: 821-16516

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
Chief Minister, Treasury and Economic Development, Canberra (PN. 33741) (Gazetted 20 April 2015)

Education and Training

Office for Schools

South/Weston Network

Narrabundah Early Childhood School

Shannon Birch: 835-37179

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 25278) (Gazetted 17 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.

Education Strategy

Student Engagement

Student Wellbeing and Behaviour Support

Pauline Parfitt: 785-51937

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN. 33519) (Gazetted 16 December 2013)

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.

Environment and Planning

Environment

Nature Conservation Policy

Natural Environment

Johannes Botha: 821-1863

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

Environment and Planning

To: Senior Officer Grade C \$95,653 - \$101,888

Environment and Planning, Canberra (PN. 05726) (Gazetted 19 February 2015)

Health

Canberra Hospital and Health Services

Women, Youth and Children

Michelle Gordon-Cooke: 843-79491

From: Registered Nurse Level 1 \$59,874 - \$79,980

Health

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

Health, Canberra (PN. 23541) (Gazetted 9 April 2015)

Strategy and Corporate

Kresimir Radosavljevic: 741-18765

From: Health Service Officer Level 5 \$49,565 - \$52,029
Health

To: Administrative Services Officer Class 3 \$56,568 - \$60,880
Health, Canberra (PN. 21198) (Gazetted 9 April 2015)

Justice and Community Safety

ACT Corrective Services

Community Corrections

Probation and Parole

Joel Donney: 836-06451

From: Correctional Officer Class 1 \$53,417 - \$64,102
Justice and Community Safety

To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety, Canberra (PN. 35666) (Gazetted 20 February 2015)

ACT Corrective Services

Community Corrections

Probation and Parole

Rosemary Rope: 835-70075

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

To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety, Canberra (PN. 35665) (Gazetted 20 February 2015)

ACT Corrective Services

Community Corrections

Probation and Parole

Ross Darron Shadbolt: 835-68442

From: Intensive Care Paramedic 1 \$72,959 - \$81,066 plus penalties
Justice and Community Safety

To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety, Canberra (PN. 11245) (Gazetted 20 February 2015)

Territory and Municipal Services

Parks and City Services

ACT Parks and Conservation Service

Mark Elford: 814-93977

From: Park Ranger 1 \$56,568 - \$60,880
Territory and Municipal Services

To: †Park Ranger 2 \$62,802 - \$68,002
Territory and Municipal Services, Canberra (PN. 13920) (Gazetted 4 February 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.

Infrastructure, Roads and Public Transport

Roads ACT

Road Maintenance Services

Jennifer Mary Gilles: 782-06009

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

Environment and Planning Directorate

To: †Infrastructure Officer 4 \$112,439 - \$127,748

Territory and Municipal Services, Canberra (PN. 31556) (Gazetted 14 May 2015)

Directorate Services Division

Finance

Nan Hu: 788-61716

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

Health

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

Territory and Municipal Services, Canberra (PN. 33120) (Gazetted 13 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.