



ACT Government Gazette

Gazetted Notices for the week beginning 11 June 2015

VACANCIES

Calvary Health Care ACT (Public)

Registered Nurse Level 1 - 4W

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 8241)

Gazetted: 15 June 2015

Closing Date: 19 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: Fiona Carruthers (02) 6201 6986 fiona.carruthers@calvary-act.com.au

Registered Nurse Level 1 - 4W

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 8763)

Gazetted: 15 June 2015

Closing Date: 19 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: Fiona Carruthers (02) 6201 6986 fiona.carruthers@calvary-act.com.au

Registered Nurse Level 1 - 4W

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 8616)

Gazetted: 15 June 2015

Closing Date: 19 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: Fiona Carruthers (02) 6201 6986 fiona.carruthers@calvary-act.com.au

Critical Care Resident Medical Officer

Resident Medical Officer 3 or 4 \$88,179 - \$95,727, Canberra (PN: various)

Gazetted: 15 June 2015

Closing Date: 3 July 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: Tonia Alexander (02) 6201 7129 tonia.alexander@calvary-act.com.au

Physiotherapy Administrative Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 8262)

Gazetted: 12 June 2015

Closing Date: 26 June 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: Jeanie Weber (02) 6201 6960 jeanie.weber@calvary-act.com.au

Patient Liaison Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 7307)

Gazetted: 12 June 2015

Closing Date: 19 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: Catherine Shadbolt (02) 6201 6464 Catherine.Shadbolt@calvary-act.com.au

Occupation Therapy Assistant - Acute Hospital

Allied Health Assistant Level 2 \$21,809 - \$25,003, Canberra (PN: 6756)

Gazetted: 12 June 2015

Closing Date: 7 July 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: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.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

Asbestos Response Taskforce

Director, Acquisition, Maintenance and Sales

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E795)

Gazetted: 16 June 2015

Closing Date: 23 June 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking experienced applicants for the Senior Executive role of Director, Acquisition, Maintenance and Sales – Asbestos Response Taskforce. The successful candidate will demonstrate outstanding leadership, strategic, relationship management and project management skills.

Applicants should have a proven record in:

High level and responsive project and program delivery;

Leading and implementing strategic and operational policy and programs, including in relation to high level and complex asset management and property sales;

Developing systems, documentation and approaches to achieve effective program and client management;

Risk and financial management;

Leading and managing a team of diverse specialists in a high pressure environment; Stakeholder management and achieving collaborative results across a complex organisation and industry.

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. Please note that effective 1 July 2015 there will be an increase to the salary for ACTPS Executives by 2.5%.

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

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

Contact Officer: Chris Reynolds (02) 6207 5432 chris.reynolds@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

ICT Manager

Senior Officer Grade B/Senior Information Technology Officer Grade B - Senior Officer Grade A/Senior Information Technology Officer Grade A \$111,478 - \$129,470, Canberra (PN: 09744, several)

Gazetted: 16 June 2015

Closing Date: 1 July 2015

Details: Manage the delivery of agreed ICT Services to directorates. Foster strong business relationships and consultation frameworks within the directorate(s) and Shared Services, while effectively leading an ICT Team providing a high level of customer service focus to the directorate.

Eligibility/Other Requirements: Extensive knowledge and experience, at a senior level, in areas that may include server, network and storage infrastructure; command support systems, telephone, data and radio networks (preferably within an emergency management environment) would be highly advantageous. Knowledge of Project Management Methodologies (like PMBOK, Prince2) and the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Note: Positions will be filled at either the Senior Officer Grade B/Senior Information Technology Officer Grade B or Senior Officer Grade A/Senior Information Technology Officer Grade A classifications depending on the skills, qualifications and experience of the successful applicants.

Contact Officer: Chris Tully (02) 6207 9678 chris.tully@act.gov.au

Arts, Business, Events, Sport and Tourism

artsACT

Arts Policy

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 17168)

Gazetted: 11 June 2015

Closing Date: 18 June 2015

Details: Potential applicants are invited to apply for the vacancy of Senior Policy Officer within artsACT. The position works collaboratively with the Manager, Arts Policy and other staff in artsACT and across the ACT Government. The position includes providing advice on arts policy and planning issues as well as artsACT communications and website management.

Eligibility/Other Requirements: Understanding and working knowledge of the local and national arts and cultural sector and experience in communications planning and website management is required.

Note: This is a temporary position available from 2 July 2015 until 11 March 2016 with the possibility of extension. Selection may be based on written application and referee reports only, or may involve interviews. Late applications will not be considered.

Contact Officer: Sam Tyler (02) 6205 4365 sam.tyler@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.

Land Development and Corporate

Public Housing Renewal Taskforce

Senior Project Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35457)

Gazetted: 12 June 2015

Closing Date: 26 June 2015

Details: The Public Housing Renewal Taskforce (Taskforce) is looking for a Senior Project Manager to provide support and policy advice on complex strategic issues, proposals and documents in relation to the accelerated renewal program of public housing. The successful candidate will provide secretariat support to the Public Housing Renewal Steering Committee (Steering Committee); undertake analysis and verification of information to support complex negotiations and oversee the preparation of complex correspondence.

Note: This is a temporary position for a period up to four years.

Contact Officer: Cindy Cantamessa (02) 6205 8339 cindy.cantamessa@act.gov.au

Access Canberra

Customer Coordination Services

Customer Services Integration

Operations Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 21705)

Gazetted: 16 June 2015

Closing Date: 23 June 2015

Details: Access Canberra, Customer Coordination Services are seeking applications from individuals to fill the role of Operations Manager. The Customer Coordination Services team plans, designs, re-engineers, delivers and coordinates customer services across online, phone, email and face to face channels. Duties include managing projects to implement new and significantly enhanced multi-channel services in the ACT Government Customer Relationship Management System and Whole of Government Booking System.

Eligibility/Other Requirements: Competency in PHP, CSS3, HTML5 and JavaScript (Jquery Library).

Note: This is a temporary position available from 1 July 2015 until 25 September 2015 with the possibility of extension.

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: Adam Pitt (02) 6205 0735 adam.pitt@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

Senior Technical Lead

Senior Information Technology Officer Grade C \$94,653 - \$101,888, Canberra (PN: 02303)

Gazetted: 15 June 2015

Closing Date: 30 June 2015

Details: The successful applicant will work as part of a team responsible for Health ICT Operational support, manage complex work orders and act as technical liaison for incidents, non-standard support requests and reporting as required.

Eligibility/Other Requirements: Education and professional qualification checks may be undertaken prior to employment.

Contact Officer: Justine Spina (02) 6205 5063 justine.spina@act.gov.au

Asbestos Response Taskforce

Executive Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35075)

Gazetted: 12 June 2015

Closing Date: 19 June 2015

Details: The Asbestos Response Taskforce is seeking expressions of interest from suitably experienced applicants to provide broad and varied Executive Officer services to the Head of the Taskforce and the Executive Director, Program and Risk Management and the broader Taskforce. The position requires a person with extensive executive support experience and high level organisational skills, effective communication and interpersonal skills and the ability to multi-task in an evolving dynamic environment.

Notes: This is a temporary position available 6 July 2015 to 7 September 2015. The filling of this position may be assessed on application only.

How to Apply: Applicants should provide their CV, including the name and contact details for two referees, along with a written statement of no longer than two A4 pages in total, clearly indicating the particular role/s for which they

would like to be considered. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually.

Applications should be sent to the contact officer

Contact Officer: Helen Horsburgh (02) 6207 5470 helen.horsburgh@act.gov.au

Partnership Services Group

Business Application Development

ICT Support Officer

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 15206, several)

Gazetted: 15 June 2015

Closing Date: 29 June 2015

Details: To support ICT initiatives and provide advice on ICT related matters.

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

Access Canberra

Office of the Deputy Director General

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 03018)

Gazetted: 16 June 2015

Closing Date: 30 June 2015

Details: Demonstrated high level of organisational skills including the capacity to set priorities and work in a team environment to support the Office of the Deputy Director General, Access Canberra; demonstrated written and oral communications skills including the ability to prepare workplace documents; demonstrated ability to interact with stakeholders and colleagues in a calm and efficient manner to ensure the smooth running of the Office of the Director General; demonstrated ability to provide a high level of client service within a changing environment; demonstrated ability to undertake project work as required including gathering and analysing information in relation to those projects; 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: Current driver's licence.

Contact Officer: Penny Bartram (02) 6205 2136 penelope.bartram@act.gov.au

Corporate

Corporate Management

Information Management and Business Support

Ministerial Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 34552)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated individual to fill the role of Ministerial Officer. The Ministerial Services Unit is responsible for coordination, tracking and monitoring of incoming and outgoing ministerial correspondence and briefs. The primary tasks of this role include database entry in TRIM (RM8), final quality assurance of correspondence, printing and packaging ministerial responses and administrative support for the team.

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

Contact Officer: Tracey Henry (02) 6207 3764 tracey.henry@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

Deputy Director-General

Executive Level 3.7 \$303,205 to \$319,363 depending on current superannuation arrangements, Canberra (PN: E601)

Gazetted: 12 June 2015

Closing Date: 19 June 2015

Details: The Community Services Directorate manages the human services responsibilities of the ACT Government. People who are assisted through the Directorates policies, services and programs include: People with disabilities, children with developmental delays;

Families, children and young people, including those who are at risk of neglect or abuse; Culturally and linguistically diverse groups, migrants and refugees;

Aboriginal and Torres Strait Islander peoples;

People in need of housing support and assistance, those at risk of, or who are experiencing homelessness;

People who receive concessions, rebates or community services;

Women, older people; and community groups and organisations

The Directorate works with thousands of Canberrans and manages services that assist the entire population. The Directorates policy framework continues to be guided by the ACT Government's vision that Canberra becomes a place where all people reach their potential, make a contribution, and share the benefits of our community.

A strong focus of the Directorate is assisting people who are disadvantaged or experiencing a crisis. They may be refugees and migrants, families afflicted by domestic violence, parents seeking help to look after children with disabilities, children with developmental delays or children and young people at risk. We also fund many community partners to help us deliver services and programs to improve peoples' lives.

The Deputy Director-General is the primary source of key strategic service delivery advice, whole of Directorate risk management and key national and whole of government policy development and implementation.

The Deputy Director-General has responsibility for all areas across the Department in conjunction with the Director-General.

As part of this process, the role of the Deputy Director-General is to ensure that high level analysis, risk identification and advice on key policy, strategic and operational issues are provided to the Director-General and Ministers.

The Deputy Director-General exercises a high level of judgement around the full range of responsibilities: Particularly identifying systemic and non-systemic risks; Financial; assets; and Policy and Political.

Remuneration: The position attracts a remuneration package ranging from \$303,205 - \$319,363, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$248,589.

Contract: The successful applicant will be engaged under a performance based contract for the period 2 July 2015 to 31 July 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: If you would like to be considered for this opportunity please send a two page expression of interest and curriculum vitae to Ms Sue Chapman Sue.Chapman@act.gov.au.

Contact Officer: Sue Chapman (02) 6205 0839 sue.chapman@act.gov.au

Office for Children, Youth and Family Support

Executive Director, Office for Children, Youth and Family Support

Executive Level 2.6 \$291,894 to \$307,470 depending on current superannuation arrangements, Canberra (PN: E386)

Gazetted: 15 June 2015

Closing Date: 29 June 2015

Details: An exciting opportunity exists for an experienced Executive to lead the functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. The Directorate is seeking to

attract an experienced Executive who will be responsible for the Office of Children, Youth and Family Services for ACT Community Services Directorate.

The Executive Director is responsible for leading the delivery of service functions in Child and Youth Protection Services and Early Intervention and Prevention Services.

The position has significant contact with Community Services Directorate Executives and the Minister's Officer. The Executive Director will have a proven record in management of complex relationships, financial acumen and effective leadership.

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

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

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

Contact Officer: Sue Chapman (02) 6207 9955 sue.chapman@act.gov.au

Housing and Community Services

Housing ACT

Housing Initiatives

Project Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35674)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: The Project Manager is responsible for the implementation, development and management of the Sustainable Water Use Project and associated work. The Sustainable Water Use Project is a comprehensive program to improve water efficiency in public housing. The Project Manager will also contribute to a range of projects undertaken by Housing ACT. The position reports to the Senior Manager, Housing Initiatives and Strategic Projects.

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

Contact Officer: Llewella Grillo (02) 6207 4779 llewella.grillo@act.gov.au

Housing and Community Services

Asset Management

Property Management

Senior Project Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 12258)

Gazetted: 11 June 2015

Closing Date: 30 June 2015

Details: The Senior Project Officer is responsible for providing assistance to the Managers of the Asset Management Branch with a range of activities including managing contracts, consultancies, undertaking projects and preparing briefs.

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

Contact Officer: Joyce Chow (02) 6207 6498 Joyce.chow@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

Tuggeranong Network

Wanniassa School

Principal

School Leader A \$133,402-\$160,181, Canberra (PN: 01688)

Gazetted: 15 June 2015

Closing Date: 7 July 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: Stephen Gwilliam (02) 6205 7194 stephen.gwilliam@act.gov.au

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

Office for Schools

North/Gungahlin Network

Lyneham Primary School

Executive Teacher

School Leader C \$104,319, Canberra (PN: 02643)

Gazetted: 15 June 2015

Closing Date: 29 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: Annamaria Zuffo (02) 6205 6511 annamaria.zuffo@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

Office of the Executive Director

Executive Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 07278)

Gazetted: 15 June 2015

Closing Date: 22 June 2015

Details: An exciting opportunity exists in the Office of Director, Student Engagement for a dynamic team member with excellent written and oral communication skills. The successful candidate will be able to use their initiative to problem solve while maintaining a high level of administration and customer service. Well developed information technology skills and the ability to display sound judgement are required in this role.

Eligibility/Other Requirements: Knowledge of Government Business is desirable.

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

Contact Officer: Kim Bryant (02) 6205 9383 kim.bryant@act.gov.au

Office for Schools - Arawang Primary School

South/Weston Network

Arawang Primary School

Early Childhood Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06448)

Gazetted: 16 June 2015

Closing Date: 7 July 2015

Details: Experience in Early Childhood education and knowledge of National Quality Standards, Early Years Learning Framework and the Australian Curriculum. Proven ability to individualise educational programs for kindergarten and preschool children. Understanding and application of visible learning strategies, performance data, science and technology in the junior school and preschool. Work as a collaborative member of the school staff in addressing school priorities, including building the school and community culture.

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

Notes: This is a temporary position available 12 October 2015 until 23 September 2016.

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 Page (02) 6205 6877 jennifer.page@ed.act.edu.au

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

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Classroom Teacher - SoSE / English

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05958)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: Teach SoSE and English to Years 7 to 10 including students with diverse learning needs. Skill sets in Geography, Economics, Legal Studies and Civics and Citizenship desirable. Commitment to a whole school learning team approach to literacy and numeracy, differentiation and wellbeing and skill set in these areas desirable. Willingness to work in innovative ways. Capacity to teach in other KLA's desirable. Other duties as directed by the Principal.

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: Denis Dickinson (02) 6205 5811 denis.dickinson@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

Melba Copland Secondary School

Construction and Technology Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06010)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: Industrial Technology and vocational studies educator with strengths in teaching VET certified Construction courses for the Melba Copland Secondary School (MCSS) Trade Skills Centre program from 2016. Complementary teaching skills in digital design and technology are desirable. Ongoing training and development opportunities will be available to the successful applicant.

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: Suzanne Langshaw (02) 6142 0300 suzanne.langshaw@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

Mt Rogers Primary School

Classroom Teacher - Kindergarten

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05550)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: Mount Rogers is a Kids Matter school using a Response to Intervention approach to improving student outcomes. An opportunity exists for a collaborative and dynamic team member to join our Kindergarten teaching team. A commitment to the Walker Learning Approach, explicit teaching in early years literacy and numeracy and the routine use of objective data are imperative to this role.

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: This is a temporary position available from 24 August 2015 to 27 January 2016. 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 Harding (02) 6205 8066 sue.harding@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 - Arawang Primary School

South/Weston Network

Arawang Primary School

Kindergarten Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 10566)

Gazetted: 16 June 2015

Closing Date: 7 July 2015

Details: Experience in Early Childhood education. Proven ability to individualise educational programs for kindergarten children. Understanding and application of visible learning strategies, performance data, science and technology in the junior school. Work as a collaborative member of the school staff in addressing school priorities, including building the school and community culture.

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

Notes: This is a temporary position available until 18 December 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_wvp.

Contact Officer: Jennifer Page (02) 6205 6877 jennifer.page@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Campbell Primary School

Building Service Officer 2

General Service Officer Level 6 \$51,772 - \$54,124, Canberra (PN: 35621)

Gazetted: 12 June 2015

Closing Date: 26 June 2015

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

Eligibility/Other Requirements: 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. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to www.ors.act.au (<http://www.jobs.act.gov.au/jobs/education-and-training/permanent/01537/www.ors.act.gov.au>).

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

Contact Officer: Donna Hewitt (02) 6142 3577 donna.hewitt@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

Environment

Catchment and Water Policy

Catchment Management

Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 18165)

Gazetted: 11 June 2015

Closing Date: 23 June 2015

Details: The Environment and Planning Directorate is seeking a motivated individual to perform the role of Policy Officer for the Catchment Management Team. The Policy Officer will, under limited direction, lead the development and research on components of the Integrated Catchment Management Strategy for the ACT and Region. The Integrated Catchment Management strategy for the ACT and Region looks at the regional challenges between the different levels of jurisdictions in the ACT and Region and will provide an innovative planning process to deal with these challenges. The work will include independently project managing components of the strategy work. The successful candidate will provide technical and scientific input to assist in the development and implementation of the Strategy and any other tasks associated with the administration of catchment and water resources management. The Policy Officer will liaise with members and delegates of the ACT and Region Catchment Management Coordination Group and other stakeholders in its undertakings relevant to water and catchment management.

Eligibility/Other Requirements: Tertiary qualification in Environmental Management or Strategic Planning or another relevant professional area would be highly desirable.

Notes: This is a temporary position available until 30 June 2016, with the possibility of extension.

Contact Officer: Chris Glennon (02) 6205 9023 chris.glennon@act.gov.au

Environment

Catchment and Water Policy

Catchment Management

Project Support Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35702)

Gazetted: 11 June 2015

Closing Date: 30 June 2015

Details: The Environment and Planning Directorate is seeking a motivated individual to provide high level secretariat and administrative support to the Catchment Management and Water Policy team. The Catchment Management and Water Policy Team provides secretariat duties for the ACT Government's cross directorate and Inter-jurisdictional water governance groups, specifically the ACT and Region Catchment Management Coordination Group, the Directors-General Water Group and the Senior Executive Water Group. The applicant will be responsible for the delivery of administration duties including providing high-level review and quality assurance of written material such as agendas and agenda papers, communiqués, minutes, promotional material and any other related secretariat documents related to the governance groups.

Eligibility/Other Requirements: A tertiary qualification in Environmental Management and/or Business Administration or another relevant professional area would be highly desirable.

Notes: This is a temporary position available until 30 June 2016, with the possibility of extension.

Contact Officer: Chris Glennon (02) 6205 9023 chris.glennon@act.gov.au

Planning Directorate

Development Assessment

Assessment Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 15952)

Gazetted: 11 June 2015

Closing Date: 25 June 2015

Details: An opportunity exists for an enthusiastic person to be part of a highly effective team. The successful applicant will provide technical expertise under direction relating to all facets of less complex development applications including both decision-making and preparing recommendations for determination by a more senior officer. Depending on the qualifications of the applicant, the occupant of the position may also be required to assist in the administration of the environmental impact assessment statutory process.

Eligibility/Other Requirements: Qualifications, experience and/or undertaking qualification in, urban planning, geography, architecture, landscape architecture, or urban design, would be an advantage.

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

Critical Care

Critical Care Admin

Clinical Director Emergency Department

Senior Specialist \$199,231, Canberra (PN: 25669)

Gazetted: 18 June 2015

Closing Date: 16 July 2015

The Position: The Director, in partnership with other members of the Emergency Department Executive has accountability for and manages the operations of the service to ensure clinical, financial and strategic objectives and key performance indicators are met. This is a full-time permanent senior staff specialist position and includes a 3 year tenure, with the possibility of extension in the role. The Director plays a key role in ensuring that care delivery and clinical outcomes within the service reflect best practice. The Director will be responsible for developing a positive public profile of the hospital and collaborative partnerships with the community. The Director has particular responsibility for the management of Senior Specialists, Registrars and Junior Medical Officers, and for the education and training of medical professionals.

Salary, Remuneration and Conditions:

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, is \$372,573.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency, and Fellowship of the Australian College for Emergency Medicine.

Demonstrated commitment to the maintenance and further development of skills applicable to the practice of Emergency Medicine and health service management.

Contact Officer: Mark Dykgraaf, Executive Director Critical Care and Diagnostics (02) 6174 5801 or Dr Michael Hall, Clinical Director Emergency Department (02) 6174 3309.

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Surgery Oral Health and Imaging

Medical Staff

Ophthalmologist

Specialist/Senior Specialist \$147,465 - \$181,976

Senior Specialist \$199,231, Canberra (PN: 19588)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

The Position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of RANZCO or equivalent, who are eligible for unconditional medical specialist registration in the Australian Capital Territory. The appointment is available immediately, and is full time (although part time applicants may be considered). It is expected that the applicant will have considerable experience and expertise in Ophthalmology. The

successful applicant will be responsible for overseeing the Department of Ophthalmology's busy acute ophthalmology service, plus provide general ophthalmology clinics including macular degeneration treatment. Opportunities will also exist for sub-specialty clinics depending on the training of the successful applicant. Duties include provision of on-call clinical services and teaching undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Department of Ophthalmology has 3 Staff Specialists, 4 Visiting Medical Officers and registrar support. The clinic is presently located at Canberra Hospital, but will be relocated to Calvary hospital within the next 12 months. The eye clinic serves a population of 0.5 million from the ACT and surrounding south-eastern NSW.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner's Regulation Agency. Fellowship of RANZCO or an equivalent higher specialist qualification.

Contact Officer: Dr Rohan Essex, Retinal Surgeon (02) 6244 3769 rohan.essex@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Chief Medical Administrator

Office of the Chief Medical Administrator

Deputy Medical Administrator

Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 02803)

Gazetted: 18 June 2015

Closing Date: 25 June 2015

The Position: ACT Health is seeking applicants to permanently fill this full time (1FTE) Deputy Medical Administrator position. The successful applicant must be capable of providing high-level advice and support to the Chief Medical Administrator on all matters relating to the junior and senior medical workforce of Canberra Hospital and Health Services (CHHS). Medical practitioners who possess strong leadership skills, a demonstrated ability to bring people together for individual and collaborative goals, attuned to opportunity and able to take calculated risks should consider applying.

Salary, Remuneration and Conditions:

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

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and relevant specialist College Fellowship. Eligibility to apply for academic standing in the Australian National University Medical School.

Note: The selection process may be based on application only.

Contact Officer: Prof Frank Bowden (02) 6244 3596 frank.bowden@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Liaison Officer, Health

Registered Nurse Level 4.2 \$115,404, Canberra (PN: 00103)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: Are you a Registered Nurse and interested in using your advanced nursing skills to improve outcomes for vulnerable children and young people? There is an exciting opportunity for a highly skilled nurse as the Liaison Officer, Health within the Child Health Targeted Support Services, Health Directorate. This is a leadership role which promotes positive client outcomes through the provision of high quality services that facilitate effective communication, liaison and negotiation between ACT Health and the Office for Children, Youth and Family Support in the Community Services Directorate. The successful applicant will also provide nursing governance within the Child Health Targeted Support Services and will contribute to planning, service and policy development across Directorates.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Maternal, Child and Family Health or Midwifery or Paediatrics are highly desirable. Hold a current driver's licence. Current knowledge and experience in child health nursing including protection of children and young people is highly desirable.

Note: This is a full-time permanent 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.

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 and may be considered on an individual basis.

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: Deborah Colliver (02) 6244 2712

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$107,764, Canberra (PN: 22399)

Gazetted: 18 June 2015

Closing Date: 25 June 2015

Details: The Division of Medicine is currently seeking a Clinical Nurse Consultant (CNC) for the Infectious Diseases/Neurology/Stroke Unit Ward 7A at Canberra Hospital. The CNC is responsible for the operational management and leadership of the ward. Applicants must demonstrate high level management, communication and leadership ability.

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

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: Kellie Noffke (02) 6244 5161

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 23556)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your clinical expertise to the multidisciplinary team, provide supervision to staff at Levels Registered Nurse Level 2 and support the Team Leader. You will be required to undertake professional development and supervision and participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Eligibility for membership of the appropriate professional organisations. Current driver's licence.

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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: Tegan Murray (02) 6205 1551

Strategy and Corporate

People Strategy and Services

Staff Development

Nurse Educator

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 26328)

Gazetted: 18 June 2015

Closing Date: 25 June 2015

Details: An exciting opportunity exists for an experienced Nurse Educator to work in ACT Health Staff Development Unit to lead, plan, implement evaluate and assess, aseptic technique and perioperative education. The successful applicant will have extensive peri operative clinical knowledge and skills, experience with providing aseptic technique education, an 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. If this is the position for you then it is preferable you will be undertaking or have completed a master's degree.

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

Notes: This is a permanent part-time position available at 22:05 hours per week. 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.

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: Elizabeth Renton (02) 6244 2437

Strategy and Corporate

E-Health and Clinical Records

HD Funded Capital Projects

Infection Control Project Officer

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 35671)

Gazetted: 18 June 2015

Closing Date: 25 June 2015

Details: 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. An exciting opportunity exists for an organised and motivated person to take up a temporary position of Project Officer for the implementation of the Electronic Infection Control System. 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.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Sound communication skills, knowledge of Health Clinical IT systems and experience working with Microsoft Office Suite would be advantageous. A clinical background in the area of Infection Control would be highly regarded.

Note: This is full-time temporary position for approximately six months, with the possibility of extension. This position will provide an excellent opportunity for the successful candidate to increase their skills and knowledge in a project environment. Selection may be based on application and one referee report only and the successful applicant would be expected to commence in a short timeframe. 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.

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: Elinor Soames (02) 6274 7792 elinor.soames@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Clinical Services Coordinator

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 29753)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: An opportunity has arisen for a highly experienced Health Professional (Psychologist/Social Worker) to apply for the Clinical Services Coordinator position at the Child At Risk Health Unit (CARHU). This is a leadership position that provides professional clinical expertise and clinical supervision to the CARHU Therapy Team. The successful applicant will have experience in the delivery of clinical supervision of a multidisciplinary team. Demonstrated experience in the delivery of best practice interventions such as trauma informed therapy, neurobiology of trauma, and/or developmental trauma as a result of child abuse and neglect, is required. Current experience with the relevant legislative, policy and procedural frameworks for professionals within the ACT Health Directorate is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications in Social Work or Psychology.

For Social Work: Current membership of the Australian Association of Social Workers

For Psychology: General Psychology registration with Psychology Board of Australia.

Current driver's licence. Post graduate qualifications in a relevant field is highly desirable.

Notes: This is a permanent full-time 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.

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: Deborah Colliver (02) 6244 2712

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiac Sonographer

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 21876, several)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: Enthusiastic Cardiac Sonographers are required for one or more positions at the Canberra Hospital, the heart of the nation. As a successful candidate you will join a team of passionate and well educated Cardiac Sonographers to develop the echocardiographic service of the Cardiology Department, will be working with newly purchased echocardiography imaging systems. Require a high level of subject matter expertise to provide complex and critical echocardiographic service delivery. Have a high degree of responsibility requiring dissemination of echocardiographic knowledge and an expectation to provide a consultative role as a part of service delivery. Possess educational skills and proficiencies to develop student training and enhance continual professional development of the Cardiac Sonographer group.

Eligibility/Other Requirements: Bachelor of Science, Applied Science or equivalent. Graduate Diploma in Medical Ultrasound (Cardiac). Registration with the Australasian Sonographer Accreditation Registry.

Note. These positions will be filled at either full-time or part-time hours and are temporary for a period of 12 months with the possibility of extension.

Successful applicants 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: Luke Cartwright (02) 6244 2178

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Nursing
Registered Nurse**

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 28060)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: Applications are invited from innovative, knowledgeable and committed Registered Nurses to work within a team environment. It is essential that applicants possess sound clinical knowledge, radiation therapy experience, and excellent time management skills. The successful applicants focus will be on the delivery of care to patients undergoing radiation therapy with an emphasis on clinical skills and evidence based patient care. The successful applicant will be part of a dedicated team with excellent communication skills and commitment to professional development and mentoring new staff.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Working towards or holds relevant qualifications either at Certificate or Postgraduate level, or relevant experience desirable.

Notes: Radiation Oncology operates Monday to Friday. This is a full-time position, part-time hours will 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.

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: Julie O'Rourke (02) 6244 3510

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Speech Pathologist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 23535, several)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: Exciting opportunities exist to join a dynamic team of speech pathologists providing acute services at The Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding region.

The full-time temporary senior speech pathology position will specialise in inpatient and outpatient cleft lip and/or palate and neonatal/paediatric feeding. Backfill will be required on occasions to acute adult patients requiring communication and/or swallowing disorder management.

The part-time temporary senior speech pathology position will work across a range of specialist adult caseloads, with opportunity to specialise in adult voice, head and neck cancer and acquire competency in the Canberra Hospital Voice and FEES clinic.

Successful applicants will supervise staff and students and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Mandatory qualifications apply. A Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for practicing membership of Speech Pathology Australia.

Notes: There is a temporary full-time vacancy for a period of 10 months and a temporary part-time vacancy at 14:42 hours per week for a period of 20 months. Applications should identify which position applying for and contain statements addressing the positions selection criteria and include two written referee reports. These positions may be required to participate in an 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*.

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: Felicity Martin (02) 6244 2230

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Discharge Summary Liaison Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 35635)

Gazetted: 18 June 2015

Closing Date: 25 June 2015

Details: The Clinical Record Service, based at Canberra Hospital, is seeking an enthusiastic person with excellent communication skills and an eye for detail to work in our team in a newly created position - Discharge Summary Liaison Officer. This position will be responsible for the weekly distribution of outstanding discharge summary lists to the junior medical staff, senior medical staff, and clinical units for action. You will need to be a self motivated individual, with very high level Excel skills and excellent Outlook and word skills and be able to be well organised and prioritise workloads as needs change. The successful applicant will also be trained to use a number of specialised information systems.

Note: This is a permanent part-time position available at 22:30 hours per week, working 4½ hours per day Monday to Friday. Applicants will be required to complete a test in Microsoft Excel to assess competency as a component of the recruitment process. To qualify for consideration for this position you must complete your application you must prepare responses to the selection criteria and two written referee reports and your CV upload this as part of your application. Incomplete applications will not 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.

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: Gloria Spyropoulos (02) 6244 3331

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Maternal and Child Health Nurse

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 21648, several)

Gazetted: 18 June 2015

Closing Date: 2 July 2015

Details: Community Health Programs are offering a Professional Development opportunity for suitably qualified and experienced nurses who aspire to work as Maternal and Child Health Nurses in the Community. These temporary positions prepare Nurses for autonomous practice within Maternal and Child Health.

Eligibility/Other Requirements: Registered Nurse/Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for registration. Hold or will complete postgraduate qualifications in Maternal, Child or Family Health by July 2015 desirable. Qualifications and recent experience in midwifery/paediatrics or related primary health setting are highly desirable. Current driver's licence.

Note: This is a temporary position available from 13 July 2015 to 8 January 2016. Applicants must have a commitment and capacity to work full-time in the initial training period Successful applicants 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>.

Contact Officer: Genny Herbert (02) 6205 3577 genny.herbert@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Dental Health Program

Dental Health Program Liaison Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 26590)

Gazetted: 18 June 2015

Closing Date: 25 June 2015

Details: The Dental Health Program is seeking from suitably skilled people to permanently fill the position of Dental Health Program Liaison Officer. This position coordinates the monthly bookings for clients off the waiting lists both internally and externally. They liaise with contracted private providers, enter accurate data into the electronic Dental record system Titanium, collect and reconcile public monies, process claims for payment and provide monthly accruals and reports as required. They must have experience in the management of client and official files both electronic and hard copy. The occupant of this position is required to have sound organisation and problem solving skills as well as the ability to determine priorities.

Eligibility/Other Requirements: Previous experience in a dental environment and an understanding of item numbers is desirable.

Notes: This position is full-time and based in the City Health Building as is part of the Dental Health Programs Administration team. The successful applicant may be selected from 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.

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: Karen MacDonald (02) 6205 1088

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 Emergency Service Agency

ACT Rural Fire Service

Community Engagement Section

Manager, Community Engagement Program

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 08018)

Gazetted: 16 June 2015

Closing Date: 23 June 2015

Details: The ACT Rural Fire Service (ACTRFS) is seeking applications from motivated people for the position of Manager, Community Engagement Program. Key responsibilities are to assist in the management and coordination of a range of community engagement activities associated with the ACTRFS and to provide leadership and support to community engagement activities of the Emergency Service Agency (ESA). The focus of the role is to enable the delivery of key initiatives: The RFS Centenary Exhibition; The RFS Open Day; The Canberra Bushfire Ready 2015/16 Campaign. The position will be subject to variations under the ESA's Strategic Reform Agenda, which is a strategic priority of Government that builds towards a collaborative management team. The variations will be related to the development and implementation of whole of ESA community education and engagement initiatives (e.g. Canberra Bushfire Ready). In addition the role will maintain the Community Engagement Program focusing on those most at risk elements of the

community including; Community Engagement Program development, coordination and delivery; Work in concert with ESA Service Agencies and Media and Community Information Unit; Maintain the implementation of a community engagement operational plan consistent with the ACTRFS business plan; Lead, develop, deliver and monitor community safety initiatives/programs to promote community awareness; Maintain strategic partnerships and cooperative working arrangements to improve the resilience of the community within an emergency management framework; and Provide support to the ACTRFS in the development of policy and assist with governance issues concerning the Service. General duties for all positions within ACTRFS: Contribute to the following as required: Contribute to the ESA Strategic Reform Agenda (SRA) in the development of whole of ESA initiatives in community education. Provide a continuous positive contribution to a team oriented culture and mentoring related activities to meet common objectives and maximise effective team performance; Develop and maintain professional working partnerships and relationships with all stakeholders, clients and ACTRFS membership (Volunteers and TAMS) to achieve effective and sustainable outcomes, continuously improve and ensure optimum service delivery; Implementation of change management programs including cultural change, changes in policy direction and introduction of new and innovative work practices; Regularly attend Brigade and other meetings as required; Support ESA and ACTRFS operational and emergency capability including participation within the Incident Management Team/s within skill and competency level; Undertake duties of the position outside normal business hours and on weekends as required; Take part in duty and on call and close call rosters as required; Maintain records in accordance with the *Territory Records Act 2002*; and Drive 4WD (off-road) operational vehicles and travel in light and rotary operational winged aircraft if required.

Eligibility/Other Requirements: Relevant tertiary qualifications would be highly desirable. Demonstrated event management and project management skills and experience. Knowledge of up to date community engagement methodologies. Driver's licence is essential.

Note: This temporary position is available for a period of up to 12 months. The occupant of this position will be required to undertake parts of the duties outside normal business hours and on weekends.

Contact Officer: Andrew Stark (02) 6207 8131 andrew.stark@act.gov.au

Executive

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 19719)

Gazetted date: 16 June 2015

Closing Date: 22 June 2015

Details: JACS Executive is seeking someone suitable for the role of Executive Assistant to the Deputy Director-General Community Safety who can provide administrative and secretarial support of a high level to the Deputy Director General, Community Safety. Duties include examining, recording and registering incoming correspondence and initiate appropriate action. Screen and classify incoming telephone calls, preparation of draft correspondence, reports and statistics as necessary, word processing including cabinet and highly protected documents, agreements and spreadsheet creation and maintenance. Manage the appointment diary which includes arranging appointments and scheduling of conferences and meetings. Maintain appropriate records for meetings including updating of diaries. Arrange travel and accommodation bookings for the Executives when required. Attend to and take appropriate action on enquiries relating to the Executive's functions. Coordinate Ministerial and brief responses. The applicant will effectively liaise between other offices of the Justice & Community Safety Directorate, other Directorates and external organisations. Organise and prioritise own workload, provide assistance to other officers within Corporate and be willing to act as a member of a team. Plus provide secretarial support to a number of working committees including preparation of agenda and taking/transcribing of minutes and undertaking minor research and project roles when required.

Eligibility/Other Requirements: Well developed keyboard skills are desirable.

Note: This is a temporary position available from 22 June 2015 until 21 September 2015. The successful candidate will be required to undergo a criminal record check. This is a designated security assessed position. Confirmation of appointment is subject to a satisfactory outcome of the security clearance.

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

**Public Trustee for the ACT
Estates and Trusts**

Trust Officer

Trust Officer Level 1 \$62,208 - \$71,230, Canberra (PN: 43738, several)

Gazetted: 16 June 2015

Closing Date: 23 June 2015

Details: The Public Trustee is looking for interested people who, as part of a team, have the necessary experience and demonstrated ability to: In the Estates and Trusts Section, carry out the administration of less complex Estates and Trusts; and or in the Financial Management Section, administer all matters relating to less complex management of property orders and powers of attorney. In both sections, prepare and arrange execution of Powers of Attorney.

Eligibility/Other Requirements: A current driver's licence and the ability to use computer applications are considered essential. Completion or partial completion of legal studies, accounting or other recognised trustee industry qualification/experience.

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: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@act.gov.au

ACT Corrective Services

Custodial Operations

Trainee Correctional Officer (Correctional Officer Grade 1, permanent or casual, on completion of training)

Correctional Officer Class 1 \$38,535 (Trainee Salary) \$53,417 - \$64,102 (salary only after successful completion of Training), Canberra (PN: 10088, several)

Gazetted: 11 June 2015

Closing Date: 13 July 2015

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Permanent or Casual Correctional Officers in the ACT. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. ACT Corrective Services is an equal opportunity employer. We are keen to hear from people with diverse experience and we strongly encourage women to apply.

Successful applicants receive a trainee salary for the first nine weeks (\$38,535 per annum). The starting salary following the training is between \$53,417 and \$64,102 per annum, plus the potential for allowances. All of the skills needed to work as a Correctional Officer are provided during the nine week training program. This includes relevant legislation and policies, report writing and dealing with challenging behaviours. Previous recruits have completed the training with a genuine sense of accomplishment and confidence. The training may be delivered in 2015 over nights and weekends as a flexible option. In addition, new recruits complete a fully funded Certificate III in Correctional Practice. If you are successful you will work in Canberra from one of three sites. Placements depend on operational requirements and each site comprises different conditions of service. ACT Corrective Services will be hosting two information sessions in Canberra prior to the closing date for applications. Current staff will be on hand to talk about what it is like to work in a correctional environment. There will be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as detail about the training. Belconnen: 18:00pm – 19:00pm, Wednesday 24 June 2015, Canberra Labor Club and Woden: 18:00pm – 19:00pm, Thursday 2 July 2015, Hellenic Club. Please telephone (02) 6205 1754 or email BSWDT@act.gov.au to register. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Eligibility/Other Requirements: There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment. Candidates who successfully complete each stage will

undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent employment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement. A current driver's licence is also required.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. Refer to

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

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next.

Contact Officer: Megan Vincent (02) 6205 1754 BSWDT@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

Infrastructure, Roads and Public Transport

Roads ACT

Traffic Management and Safety

Manager, Traffic Safety

Infrastructure Officer 4 \$112,439 - \$127,748, Canberra (PN: 28575)

Gazetted: 12 June 2015

Closing Date: 26 June 2015

Details: Roads ACT is seeking a highly motivated individual to fill the role of Manager, Traffic Safety in Roads ACT. The successful candidate will be expected to have high level management, communication, negotiation and representational skills and a demonstrated ability to plan, prioritise, coordinate and manage road safety engineering projects. The position manages the development and implementation of the road safety and capital upgrades programs and oversees the Roads ACT traffic monitoring program.

Eligibility/Other Requirements: Formal Engineering qualifications and extensive experience in a relevant field are essential.

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

Contact Officer: Rifaat Shoukrallah (02) 6207 6157 rifaat.shoukrallah@act.gov.au

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

Parks and Territory Services

Libraries ACT

Public Libraries

Library Service Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: C09140, several)

Gazetted: 15 June 2015

Closing Date: 29 June 2015

Details: Do you have a passion beyond books! Are you enthusiastic, demonstrate innovation, have a strong customer focus and relish a busy and changing environment. Are you willing to try new things? Libraries ACT is looking for people who are enthusiastic and dynamic change champions. Libraries ACT is a 7 day service and applicants will be required to work weekends.

Note: The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. These are casual positions available for a period of 12 months. A casual pool will be established from this process for casual positions at level that may occur over the next 12 months.

Contact Officer: Judy Franklin (02) 6207 5107 judy.franklin@act.gov.au

Parks and Territory Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Seasonal Fire Crew Leader

General Service Officer Level 7 \$55,806 - \$58,933, Canberra (PN: 09853, several)

Gazetted: 15 June 2015

Closing Date: 28 June 2015

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Gogong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in Territory and Municipal Services (TAMS) ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. The Parks and Conservation Service has a number of vacancies for appropriately skilled people to lead staff undertaking bushfire management activities including fuel and access management and bushfire suppression. Full training will be provided to the right applicants. An information night will be held at Stromlo Depot on Cotter Road on Wednesday 24 June 2015, please RSVP to Scott Farquhar via email on scott.farquhar@act.gov.au for further information and to register your attendance.

Eligibility/Other Requirements: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations and all successful applicants will be required to successfully pass a pre-employment medical as well as the nationally recognised arduous fire fighting fitness assessment. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

Note: These are temporary positions available from 1 September 2015 to 30 June 2016. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and / or People with Disability, to apply.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

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

Parks and Territory Services

Libraries ACT

Public Libraries

Library Officers

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: C07414, several)

Gazetted: 15 June 2015

Closing Date: 29 June 2015

Details: Do you have a passion beyond books! Are you enthusiastic, demonstrate innovation, have a strong customer focus and relish a busy and changing environment. Are you willing to try new things? Libraries ACT is looking for people who are enthusiastic and dynamic change champions. Libraries ACT is a 7 day service and applicants will be required to work weekends.

Note: The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. These are casual positions available for a period of 12 months. A casual pool will be established from this process for casual positions at level that may occur over the next 12 months.

Contact Officer: Judy Franklin (02) 6207 5107 judy.franklin@act.gov.au

Parks and Territory Services

ACT Parks and Conservation Service

Fire, Forests and Roads

Seasonal Fire Crew Member

General Service Officer Level 5/6 \$49,180 - \$54,124, Canberra (PN: 09857, several)

Gazetted: 15 June 2015

Closing Date: 28 June 2015

Details: The ACT Parks and Conservation Service (PCS) is a Branch within the Parks and Territory Services Division that is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The Bushfire Seasonal Fire Fighter programme was introduced by the ACT Government in response to recommendations from the McLeod Inquiry into the 2003 Canberra Bushfires. The seasonal fire crews perform a critical role in Territory and Municipal Services (TAMS) ability to effectively implement bushfire mitigation strategies as well as whole of government bushfire suppression capabilities. The Parks and Conservation Service (a branch within TAMS) has a number of vacancies for appropriately skilled people to assist in undertaking bushfire management activities including fuel and access management and bushfire suppression. Full training will be provided to the right applicants. An information night will be held at Stromlo Depot on Cotter Road on Wednesday 24 June 2015, please RSVP to Scott Farquhar via email on scott.farquhar@act.gov.au for further information and to register your attendance.

Eligibility/Other Requirements: Applicants should note that bushfire suppression involves strenuous and physically demanding activity, often in remote locations and all successful applicants will be required to successfully pass a pre-employment medical as well as the nationally recognised arduous fire fighting fitness assessment. Applicants must be prepared to work a shift roster, weekends, public holidays or evening shifts at any site on an "as needs" basis and be prepared to wear a uniform. In addition, applicants may be required to work from helicopters.

Note: These are temporary positions available from 1 September 2015 to 30 June 2016. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and / or People with Disability, to apply.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@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

Belinda Willis 713-76793, Section 68(1), 12 June 2015

Chief Minister, Treasury and Economic Development

Building Trade \$62,715 - \$66,330

Simon Brereton 846-87857, Section 68(1), 10 June 2015

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

Kim Semple 844-83352, Section 68(1), 12 June 2015

Health

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

Luke Arsego 838-52128, Section 68(1), 12 June 2015

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

Christopher Burton 846-87988, Section 68(1), 18 June 2015

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

Rachel Chee 844-33953, Section 68(1), 11 June 2015

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

Susan Mitchell 842-88952, Section 68(1), 12 June 2015

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

Sylvia Ngwa 844-32491, Section 68(1), 11 June 2015

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

Stefanie Thomas 845-22032, Section 68(1), 18 June 2015

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

Patricia Vivian 846-86731, Section 68(1), 11 June 2015

Health Service Officer Level 4 \$47,070 - \$48,870

Terrance Willimott 840-48801, Section 68(1), 11 June 2015

Justice and Community Safety

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

Vanessa Austen 836-02196, Section 68(1), 15 June 2015

Government Solicitor 2 \$104,464 - \$125,347

Clare Besemeres 835-92418, Section 68(1), 10 June 2015

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

Alexander Burr 846-88315, Section 68(1), 12 June 2015

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

James Hackling 846-88307, Section 68(1), 12 June 2015

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

Jonathan Hancock 846-88243, Section 68(1), 12 June 2015

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

Sarah Manzano 846-88251, Section 68(1), 12 June 2015

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

Aditi Mohindra 836-02065, Section 68(1), 10 June 2015

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

Madelon Esther Rosenberg 835-63326, Section 68(1), 11 June 2015

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

Kim Smith 846-88235, Section 68(1), 12 June 2015

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

Ashleigh Tilbrook 844-75109, Section 68(1), 10 June 2015

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

Josefina Wellings Booth 846-88286, Section 68(1), 12 June 2015

TRANSFERS

Education and Training

Deputy Director General

Government and Assurance

Children's Policy and Regulation Unit

Leanne Gaye Fisher: 755-80003

From Classroom Teacher \$57,169 - \$90,388

Education and Training

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

Education and Training, Canberra (PN. 26075) (Gazetted 13 April 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Injury Management and Safety

Trent Fenton: 820-88420

From: Administrative Services Officer Class 5 \$69,797 - \$73,881
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Chief Minister, Treasury and Economic Development, Canberra (PN. 09969) (Gazetted 13 May 2015)

Shared Services ICT

Operations Branch

Platform Systems

Thomas John Lemmon: 821-09965

From: Information Technology Officer Class 1 \$60,880 - \$69,301
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$75,209 - \$86,075
Chief Minister, Treasury and Economic Development, Canberra (PN. 17398) (Gazetted 4 May 2015)

Education and Training

Office for Schools

South and Weston Network

The Woden School

Jenna Maree Blake: 779-17036

From: School Assistant 2/3 \$42,453 - \$51,770
Education and Training
To: Administrative Services Officer Class 5 \$69,797 - \$73,881
Education and Training, Canberra (PN. 00618) (Gazetted 6 May 2015)

Office for Schools

North/Gungahlin Network

Gold Creek School

Garth Bradfield: 817-93734

From: Classroom Teacher \$57,169 - \$90,388
Education and Training
To: †School Leader C \$104,319
Education and Training, Canberra (PN. 06933) (Gazetted 28 April 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.

Office for Schools

North Canberra/Gungahlin Network

Harrison School

Jason Holmes: 729-06872

From: School Leader B \$121,464
Education and Training
To: †School Leader A \$0
Education and Training, Canberra (PN. 11098) (Gazetted 20 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

Louise Marootians: 820-94011

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. 17034) (Gazetted 19 May 2014)

Health

Strategy and Corporate

Business Administration

Infrastructure Support

Don Antonakos: 774-70481

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

Health

To: Facilities Service Officer Level 7 \$55,806 - \$58,933

Health, Canberra (PN. 20053) (Gazetted 14 May 2015)

Canberra Hospital and Health Services

Sarah Drinkell: 835-71377

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

Health

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

Health, Canberra (PN. 16498) (Gazetted 30 April 2015)

Canberra Hospital and Health Services

Lauren Hargraves: 835-84784

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

Health

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

Health, Canberra (PN. 29234) (Gazetted 28 May 2015)

Canberra Hospital and Health Services

Health Care Improvement

Clinical Effectiveness

Philippa Keating: 771-97227

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

Health

To: †Registered Nurse Level 3.2 \$107,764

Health, Canberra (PN. 04547) (Gazetted 23 October 2014)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

ACT Chief Nurse

Lynne Vidas: 261-46921

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

Health

To: †Registered Nurse Level 3.2 \$107,764

Health, Canberra (PN. 14911) (Gazetted 9 April 2015)

Justice and Community Safety

Corporate

People and Workplace Strategy

Elizabeth Beattie: 747-88427

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

Justice and Community Safety

To: †Senior Officer Grade A \$129,470

Justice and Community Safety, Canberra (PN. 43635) (Gazetted 10 April 2015)

RETIREMENTS and DISMISSALS

Chief Minister, Treasury and Economic Development

Section 221 of the *Public Sector Management Act 1994* - Nathan Taylor: 816-86568, 15 May 2015

Section 143 of the *Public Sector Management Act 1994* – Michael Thornberry: 835-99150, 15 June 2015