



ACT Government Gazette

Gazetted Notices for the week beginning 16 July 2015

EXECUTIVE NOTICES

Territory and Municipal Services

Engagement

Anthony Polinelli – Director, Governance (E618) Section 72 of the Public Sector Management Act 1994

Contract Cessation

David Whitney – Director, Governance (E217) – 10.07.2015

Capital Metro Agency

Contract Cessation

Note: The following Executive has been issued with a new contract which was gazetted on 09.07.2015. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Anita Hargreaves – Executive Director, Governance and Operations (E771) – 30.06.2015

Chief Minister, Treasury and Economic Development

Variation – Assignment

George Tomlins – Executive Director, Procurement (E404) Section 80A(1)(b) of the Public Sector Management Act 1994

VACANCIES

Capital Metro

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

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

Commercial

Transaction and Commercial Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34313)

Gazetted: 21 July 2015

Closing Date: 4 August 2015

Details: The Capital Metro Agency (CMA) has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Commercial Branch is seeking an experienced and motivated Transaction and Commercial Officer to provide high level support to the activities of the branch. Duties include, but are not limited to, the drafting and coordination of a variety of complex reports and briefings, and assisting with risk, issues, program and change management oversight activities.

Contact Officer: Brendan McAvoy (02) 6205 9799 brendan.mcAvoy@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Economic and Financial Group

Macroeconomics Branch

Director, Macroeconomics Branch

Executive Level 1.2 \$201,559 to \$211,802 depending on current superannuation arrangements, Canberra (PN: E811)

Gazetted: 21 July 2015

Closing Date: 11 August 2015

Details: Within the ACT Government, the Macroeconomic Branch is responsible for actively monitoring and forecasting economic and financial activity in the Territory, providing advice across government to enable effective economic and fiscal planning.

Responsible for economic and revenue forecasting, the Branch makes an important contribution to the delivery of the government's budgets.

The Branch provides demographic and statistical analysis and is establishing new capabilities in the areas of long term fiscal modeling and CGE modeling. In these areas the Branch provides a central area of expertise to provide information and support across government to facilitate rigorous economic policy analysis and advice.

We are looking for an experienced manager to lead the Branch, and to bring an innovative and collaborative approach to developing these capabilities and providing a valuable service to the rest of government.

To be successful in this role you will be results oriented, able to work with small teams to achieve outcomes. You will have strong technical abilities, complemented by sound policy judgement. High level communications skills and good interpersonal skills are essential to building a collaborative approach.

Make a valued contribution to the medium term policy and fiscal planning in the Territory.

Eligibility/Other Requirements: Qualifications and experience: Degree qualified in economics, econometrics, actuarial studies or other related disciplines.

Remuneration: The position attracts a remuneration package ranging from \$201,559 - \$211,802 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$157,588.

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: Karen Doran (02) 6207 0337 karen.doran@act.gov.au

Economic and Financial Group

Financial Framework Management and Insurance

Senior Policy Officer

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 33803)

Gazetted: 22 July 2015

Closing Date: 6 August 2015

Details: Financial Framework Management and Insurance is seeking an experienced officer with expertise in the provision of policy and technical advice in relation to policy formulation and legislation development. The successful applicant will be a key officer developing legislative reform in the Territory's injury insurance arrangements and will be required to give strategic and robust advice, exercise initiative, have excellent communication skills and use good judgement. The successful applicant will have well developed policy, legislation development and implementation skills, and the demonstrated capacity to work effectively in a small team environment, plan work, balance competing priorities and meet deadlines. You will have well developed written and oral communication skills, including liaison and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in law, business or economics are highly desirable.

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

Contact Officer: Andrew Philip (02) 6207 0018 andrew.philip@act.gov.au

Shared Services

Finance and Human Resources

Publishing Services

Multimedia Manager

Public Affairs Officer 3 \$99,358 - \$117,241, Canberra (PN: 12488)

Gazetted: 21 July 2015

Closing Date: 28 July 2015

Details: Publishing Services are seeking a dynamic Manager to promote the key design and multimedia areas of the business. In addition to managing a small staff undertaking design, video and multi-media production, the successful applicant will manage the unit's Apple network. The successful applicant will have strong knowledge of design, software and emerging communication technologies.

Eligibility/Other Requirements: A degree in Communication, Public Relations or a related discipline and/or substantial equivalent experience is required.

Notes: This is a temporary position available from 15 August 2015 until 15 March 2016.

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

Estate Development Branch

Gungahlin and Industrial

Engineering

Project Manager

Infrastructure Officer 3 \$94,873 - \$104,145, Canberra (PN: 35900)

Gazetted: 21 July 2015

Closing Date: 28 July 2015

Details: The Land Development Agency is seeking an experienced Project Manager to manage the development, control, delivery and reporting of implementation strategies for major projects in Greenfields Land Development or Urban Development.

Eligibility/Other Requirements: Tertiary qualifications in Civil Engineering or any other relevant field are required.

Contact Officer: Guna Seelan (02) 6207 5434 guna.seelan@act.gov.au

Access Canberra

ACT Gambling and Racing Commission

Compliance and Investigations

Assistant Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 55365)

Gazetted: 21 July 2015

Closing Date: 28 July 2015

Details: The ACT Gambling and Racing Commission is seeking to fill the position of Assistant Manager in the Compliance and Investigations Section. The successful applicant will require excellent coordination, writing and time management skills within a government regulatory context. Duties include (but not limited to): co-ordinate the implementation of the Commission's compliance audit and inspection programs relating to gambling service providers; supervise a team of Authorised Officers performing audit, inspection and investigative functions; investigate the more complex compliant issues and breaches; conduct periodic reviews of the Commission's audit and inspection program to ensure it reflects current risks and priorities; undertake research into gambling compliance issues and prepare briefs, reports and correspondence as required; coordinate training and development of compliance Authorised Officers; and represent the Commission at meetings and undertake other administrative duties as required.

Eligibility/Other Requirements: Experience in compliance monitoring, audit and investigation. Certificate IV in Government Investigation or equivalent highly desirable. Current driver's licence.

Contact Officer: Dan Curtin (02) 6205 0882 daniel.curtin@act.gov.au

Shared Services

Partnership Services Group

Business Application Development

ICT Support Officer

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 09325, several)

Gazetted: 17 July 2015

Closing Date: 31 July 2015

Details: These positions will support ICT initiatives and provide advice on ICT related matters.

Eligibility/Other Requirements: A white card for accessing a construction site is essential.

Contact Officer: Dawn Gillies (02) 6207 7378 dawn.gillies@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

Enterprise Systems Admin and Development Officer

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 19767)

Gazetted: 16 July 2015

Closing Date: 30 July 2015

Details: The successful applicant is to manage and support the daily tasks required to ensure the ACT Health Data Warehouse suite of systems runs efficiently and effectively and will assist with the implementation of system upgrades, service releases and enhancements.

Eligibility/Other Requirements: Qualifications in Information Technology, Computer Science or a related discipline are desirable. Educational and professional qualifications checks may be undertaken prior to employment. Qualifications or knowledge of ITIL are desirable.

Contact Officer: Phil Crawford (02) 6205 4380 philip.crawford@act.gov.au

Access Canberra

Registration and Fair Trading

Working with Vulnerable People (Background Screening)

Senior Investigator

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 42553)

Gazetted: 22 July 2015

Closing Date: 29 July 2015

Details: Under the broad direction of the Senior Manager, Compliance supervise staff as required. Plan and conduct proactive compliance activities. Issue and monitor work flows and report on activities and outcomes. Conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Where required provide assistance analysing complex registrations under the Working with Vulnerable People scheme. Where required undertake complex risk assessments under the Working with Vulnerable People Risk Assessment Guidelines. Deal appropriately with confidential and sensitive information. Assist to foster an environment of working together across the various disciplines within Access Canberra. Establish effective working relationships with stakeholders, both internal and external. Perform the functions of an authorised Inspector in accordance with relevant legislation. Prepare complex correspondence, reports, and briefings. Maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: The successful applicant must also hold a General Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*, or be eligible to gain registration upon commencement. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp. A current driver's licence is required. Preparedness to work after hours, or be on call. The completion of a Police check is a mandatory requirement prior to engagement in all ACT Public Service positions.

Notes: This is a temporary position available until 31 January 2016.

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: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

Access Canberra

Transport Regulation

Public Transport Regulation

Regulatory Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 23599)

Gazetted: 20 July 2015

Closing Date: 27 July 2015

Details: The occupant of the position will, with minimal direction of the Senior Manager, Public Transport Regulation: Provide sound advice on a wide range of public transport issues; Implement a range of public transport initiatives; Manage a small team overseeing the licensing and accreditation of public passenger services; Manage, investigate and respond to complaints; Prepare reports, submissions, briefings and correspondence; Assist in reviewing projects and manage specific projects as allocated; Negotiate and liaise with other government agencies, industry and the public.

Note: This is a temporary position available 27 July 2015 to 19 October 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Kerry Bell (02) 6207 6185 kerry.bell@act.gov.au

Access Canberra

Registrations and Fair Trading

Assistant Manager Background Screening

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 21139, several)

Gazetted: 21 July 2015

Closing Date: 28 July 2015

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing; Perform administrative functions and support relating to complex transactions in accordance with relevant legislation, statutory responsibilities and delegations; Undertake responsibilities as the assistant manager of a business unit including the supervision, training and development of business unit staff; Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*; Liaise with representatives of government, industry and members of the public in various contexts while fostering effective relationships with key stakeholders and representing the organisation in a professional manner; Contribute to workplace diversity and participative work practices, and promote WH&S principles.

Eligibility/Other Requirements: Knowledge and experience in; the Background Checking Scheme, and the Promadis Business System is preferred but not mandatory. The successful applicant will be required to hold a Working with Vulnerable People General Registration and a current Driver's Licence.

Notes: This is a temporary position available asap to 02 October 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 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: Nathan Buckley (02) 6205 3461 nathan.buckley@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Executive

Business Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 00400)

Gazetted: 22 July 2015

Closing Date: 5 August 2015

Details: Sport and Recreation Services is seeking a highly motivated and organised officer to undertake the permanent role of Business Support Officer with the Executive Section of the Branch. Key duties include managing the Office of the Director and acting as the first point of contact for enquiries for both the Director and the Branch. The provision of high level and efficient executive support to the Director, including management of the appointment diary, maintenance of various record registers, typing of confidential and general correspondence, filing and photocopying are also primary duties. The position is also required to manage the Ministerial workflows and monitor all responses to requests made by Senior Officers and the Minister, on behalf of the Branch.

Contact Officer: Jenny Priest (02) 6207 2070 jenny.priest@act.gov.au

Land Development Agency

Land Development and Corporate

City to the Lake

Coordination and Administration Officer

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

Gazetted: 17 July 2015

Closing Date: 24 July 2015

Details: The Land Development Agency is seeking a Coordination and Administration Officer to provide support and assistance across a range of services within the City to the Lake Project Team. The successful applicant will have demonstrated experience in managing private sector stakeholders, budget management, procurement, contract management, and will demonstrate high attention to detail. The role also requires exceptional communication skills and an ability to prioritise tasks across the City to the Lake project. Additional responsibilities will also include the coordination and/or preparation of regular briefings, day-to-day correspondence, responses to FOI requests, ministerials and the upload of documents to TRIM, whilst maintaining records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Experience working in or closely with the private sector is highly desirable.

Notes: This is a temporary position available asap for six months. Selection may be based on application and referee reports only.

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

Applications should be sent to the contact officer.

Contact Officer: Ash Balaretnaraja (02) 6205 7189 ash.balaretnaraja@act.gov.au

Infrastructure Finance and Advisory

Executive Assistant

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33946)

Gazetted: 20 July 2015

Closing Date: 27 July 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) has an exciting opportunity available for a person with high-level organisational and administrative support skills. As the Executive Assistant within the Infrastructure Finance and Advisory Division you will work closely with the Executive Director and will be responsible for the management of project tasks, communication activities and the monitoring and management of correspondence and calendars. The role involves extensive liaison across Government, and provides the opportunity to contribute to high profile ACT projects. You will also be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. The successful applicant will be a strong communicator, with exceptional interpersonal skills. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

Note: This is a temporary position available asap to December 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: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Access Canberra

Registration and Fair Trading

Registration and Client Services

Client Services Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 12430)

Gazetted: 17 July 2015

Closing Date: 24 July 2015

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing. Assess and critically examine the lodgement of documents for compliance with various legislation such as: *Agents Act 2003*; *Associations Incorporation Act 1991*; *Charitable Collections Act 2003*; *Security Industry Act 2003*; *Sale of Motor Vehicles Act 1977*; *Second-hand Dealers Act 1906*; *Fair Trading (Motor Vehicle Repair Industry) Act 2010*; and *Work Health and Safety Act 2011*. Perform administrative functions in accordance with statutory responsibilities and delegations; Accept and account for a range of fees and duties as a collector of public monies where delegated; Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*; Assist with the training and development of other staff within the business unit to ensure business objectives are achieved; Contribute to workplace diversity and participative work practices, and promote Workplace Health and Safety principles.

Notes: This is a temporary position available until 11 November 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 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: Tony Friend (02) 6205 1185 tony.friend@act.gov.au

Access Canberra

Registrations and Fair Trading

Rental Bonds

Client Service Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 16357, several)

Gazetted: 17 July 2015

Closing Date: 24 July 2015

Details: Under the general direction of the Manager provide high level client service, either at the counter, over the phone, or in writing. Receive and process lodgements relating to the *Residential Tenancies Act 1997*. Undertake cashier duties in accordance with *Financial Management Act 1996*, including managing cash and daily banking. Provide general administrative functions such as data entry, scanning, indexing, searching of databases, opening and distribution of mail. Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity and participative work practices, and promote WH&S principles.

Note: This temporary position is available for twelve months.

Contact Officer: Amanda Anastasi (02) 6207 1180 amanda.anastasi@act.gov.au

Community Services

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

Housing and Community Services

Housing ACT

Gateway Services

Team Leader

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 03365)

Gazetted: 17 July 2015

Closing Date: 24 July 2015

Details: Gateway Services is seeking an enthusiastic and motivated person who enjoys interaction with a diverse client group to contribute as a Team Leader. The successful applicant will be required to demonstrate the ability to exercise sound judgement, manage multiple tasks and provide professional, high quality client focussed service delivery. The position occupant will manage the day-to-day operations of a busy frontline operational area that is responsible for providing housing assistance in a human services environment and supporting clients apply for social housing. Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT business and office applications.

Contact Officer: Paul Bink (02) 6205 3878 paul.bink@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.

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

North/Gungahlin Network

Gold Creek School

Associate Principal

School Leader B \$121,464, Canberra (PN: 04143)

Gazetted: 17 July 2015

Closing Date: 31 July 2015

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

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

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

Contact Officer: Linda Baird (02) 6205 1814 linda.baird@ed.act.edu.au

Office for Schools

Tuggeranong Network

Namadgi School

School Leader C - Executive Teacher

School Leader C \$104,319, Canberra (PN: 32755)

Gazetted: 21 July 2015

Closing Date: 4 August 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 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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Charlie Morrice (02) 6142 0900 charles.morrice@ed.act.edu.au

Organisational Integrity

Planning and Performance

Performance and Systems

Assistant Performance Analyst

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 35711)

Gazetted: 17 July 2015

Closing Date: 24 July 2015

Details: The successful applicant will support the Directorate in national reporting requirements through the collection of pre-school, school census and attendance data and assist in the analysis and interpretation of a range of educational data. Duties will include liaising with schools, staff in the Directorate and other organisations in the collection, analysis and reporting of performance data for use by clients in evidence based decision-making.

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

Contact Officer: Martin Simon (02) 6207 5892 martin.simon@act.gov.au

Education Strategy

Student Engagement

Disability Education

Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 04611)

Gazetted: 22 July 2015

Closing Date: 29 July 2015

Details: An exciting opportunity exists for a skilled early childhood classroom Teacher to join the Student Engagement Branch in Disability Education's Support at Preschool (SAP) program. The SAP program provides consultancy support and professional learning to schools to support the inclusion of children who have significant developmental delay and disability within the preschool setting. The successful applicant will: Value relationship building, diversity and have a strong commitment to inclusive education; Build capacity of school teams to create inclusive, engaging and accessible preschool programs; Support schools to work collaboratively with parent/carers and other involved professionals; Plan and deliver professional learning; Support school teams to embed best practice universal strategies, and support school teams to plan for children's transitions.

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 26 January 2016 with the possibility of extension. School based conditions apply. 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: Jean Walker (02) 6205 7903 jean.walker@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.

Education Strategy

Student Engagement

Disability Education

Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06876)

Gazetted: 21 July 2015

Closing Date: 4 August 2015

Details: An exciting opportunity exists for a skilled early childhood classroom Teacher to join the Student Engagement Branch in Disability Education's Support at Preschool (SAP) program. The SAP program provides consultancy support and professional learning to schools to support the inclusion of children who have significant developmental delay and disability within the preschool setting. The successful applicant will: Value relationship building, diversity and have a strong commitment to inclusive education; Build capacity of school teams to create inclusive, engaging and accessible preschool programs; Support schools to work collaboratively with parent/carers and other involved professionals; Plan and deliver professional learning; support school teams to embed best practice universal strategies, and support school teams to plan for children's transitions.

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: School based conditions apply. 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: Jean Walker (02) 6205 7903 jean.walker@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

Belconnen Network

Miles Franklin Primary School

Classroom Teacher-Year 3

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 07124)

Gazetted: 20 July 2015

Closing Date: 3 August 2015

Details: An opportunity exists for a Classroom Teacher to work in an International Baccalaureate candidate school aiming to achieve verification in 2016. We have excellent ICT resources, our teams plan and work collaboratively (all straight-age classes) and we are a restorative practices school. There is a strong emphasis on Literacy, Numeracy and the Arts and we are supported comprehensively by our parent community each year.

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 the end of the year teaching a Year Three class. 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: Chris Jones (02) 6205 7533 chris.jones@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

Harrison School

Classroom Teacher - Primary

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 16167)

Gazetted: 21 July 2015

Closing Date: 4 August 2015

Details: Harrison School is a P-10 school with an established community culture based on core values including: respect, inclusion, teamwork, resilience, integrity and endeavour. High expectations for learning are achieved through a commitment to supporting all children in becoming curious, critical, creative and reflective thinkers in order to make connections and learn in purposeful contexts. We are looking for a Primary Teacher (K-6) who demonstrates similar values and dedication to our school community. Areas of strength to focus on include student directed learning, differentiation, collaborative learning, and formative and summative assessment. The successful applicant will have the skills in using the Australian Curriculum to meet the individual learning needs of all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised teaching qualification. Current 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: Allison Edmonds (02) 6142 2200 allison.edmonds@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.

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>

Office of the Director General

Executive

Executive Officer

Senior Officer Grade A \$129,470, Canberra (PN: 35879)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: The Health Director General is seeking an experienced Executive Officer to join the Executive Office Team working directly to the Director General to deliver high priority outcomes for the Directorate. The Office of the Director General provides strategic support to the Director General undertaking high level coordination, liaison, and research, as well as providing advice on specific issues.

Notes: This is a 12 month temporary vacancy with the possibility of extension, and/or permanency. 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:

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Contact Officer: Liesl Centenera (02) 6205 1086

Canberra Hospital and Health Services

Women, Youth and Children

Child at Risk Assessment

Manager Child Health Targeted Support Services

Health Professional Level 5 \$111,478 - \$125,497, Canberra (PN: 28548)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: An exciting opportunity exists for a Psychologist or Social Worker who is an experienced clinician; and has extensive experience in managing primary and secondary health services for children and their families within a multi-disciplinary context.

Eligibility/Other Requirements: Mandatory: Health Professional, registered as applicable to practice in the ACT, and a member of or eligible for membership of relevant professional body. Highly Desirable: Relevant qualifications in Management.

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.

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Contact Officer: Christine Long 0403 061 391 christine.long@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Clinical Educator

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 34420)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: An exciting opportunity has arisen to be a crucial part of Justice Health Services as we prepare for the opening of the Secure Mental Health Unit in late 2016. The Forensic Mental Health Clinical Educator will actively develop and expand clinical knowledge, expertise and practice in regards to secure mental health care in a multidisciplinary environment. This position is to assist in enabling workforce readiness for when the Secure Mental Health Unit is commissioned in late 2016. The post holder would be expected to take on a clinical case load as part of Justice Health Services, the demands of which would reduce as more staff were recruited to work in the Secure Mental Health Unit and its opening got closer.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Experience in service delivery within mental health secure inpatient environment. Experience delivering education and development to professional groups. Certificate IV in Training and Assessment.

Notes: This is a temporary vacancy available for 10 months commencing in August 2015. To complete your application you must prepare responses to the selection criteria (maximum two pages) and upload this as part of your application along with a current curriculum vitae and contact details for two professional referee contacts. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Dannielle Nagel (02) 6205 1062 dannielle.nagle@act.gov.au

Canberra Hospital and Health Services

Pathology

Biochemistry

Medical Laboratory Scientist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 26294)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: ACT Pathology is a department of The Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region. The Canberra and Calvary Hospital laboratories operate 24 hours, seven days a week, offering a wide range of testing procedures. The successful applicant will be responsible for the day to day management of the diagnostic Clinical Chemistry department providing leadership in strategic planning and optimal operational management, be involved in procurement processes for new equipment, prepare financial and staffing budgets and monitor budget programs. A commitment to own personal development is essential.

Eligibility/Other Requirements: A Science Degree or equivalent relevant qualification. A relevant post Graduate or professional qualification would be an advantage. A minimum of five years relevant management experience in a diagnostic clinical chemistry laboratory.

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

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

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Contact Officer: Monica Brady 0412 229 499

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Senior Food Service Dietitian

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 31092)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: The Canberra Hospital is seeking a Dietitian with keen interest and skills in food service dietetics. The Senior Food Service Dietitian will work with senior management and staff of the Nutrition Department and other ACT Health Nutrition Teams to provide guidance and support to the Food Service Department. Knowledge of food service management systems, trends in food service delivery and high level dietetic skills are essential. This role will also assist with the management of the Special Diet Service and Infant Feeding Service. The Senior Food Service Dietitian also undertakes a team leader role for Nutrition Technicians and Dietitians undertaking food service roles within the Nutrition Department.

Eligibility/Other Requirements: Eligible to hold Dietitians Association of Australia Accredited Practising Dietitian credential. Current driver's licence. Commitment to furthering qualifications in an area/s relevant to the position as appropriate.

Note: This is a temporary position available immediately for approximately six months. This is a full-time position however part-time and job share arrangements will be considered within operational requirements, including opportunities to undertake clinical dietetics. This position(s) may be required to participate in an overtime, on call, and/or rotation roster. *Working with Vulnerable People (Background Checking* The successful applicant may be required to be registered under the *Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/> . Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Narelle Luff (02) 6244 2211

Population Health

Health Protection Service

Pharmaceutical

Senior Pharmacist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 19118, several)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: Pharmaceutical Services is seeking experienced Pharmacists for two Senior Pharmacist positions. The Pharmaceutical Services section is responsible for regulating the supply of medicines, poisons and therapeutic goods in the ACT in accordance with local legislation. It is also responsible for regulating community pharmacy ownership and premises in the ACT. Pharmaceutical Services also acts as the Territory Recall Coordinator for distributing information across the ACT community about recalled medicines and medical devices. The primary duties of these Senior Pharmacists will be to administer controls relating to the prescribing of controlled medicines under delegation of the Chief Health Officer and conduct associated monitoring activities.

Eligibility/Other Requirements: Be registered or have applied for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: There is one permanent and one expected temporary position available for a period of 12 months with possibility of extension. An Attraction and Retention Incentive also currently applies for pharmacists employed by the Health Directorate, this will be reviewed annually. 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. Applicants should also provide contact details for at least two referees.

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Contact Officer: Vivien Bevan (02) 6205 0961

Canberra Hospital and Health Services

Women, Youth and Children

Children, Youth and Women's Health Program

Casual Audiometry Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: C07080)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: Are you a qualified Audiometry Registered Nurse? Would you like to work primarily with children? If so, you may be interested in a casual position with the Community Health Programs. You will be working with an experienced and friendly team of Audiometry Nurses at the new Belconnen Health Centre. Work hours are 0830-1700hrs and clinics run from Monday to Friday each week. If you would like to discuss this opportunity please call the contact officer who will be happy to provide you with more information.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (APRAH) or eligible for registration. Post graduate Audiometry Nursing qualification.

Notes: This is a casual position available from 3 August 2015 to 31 December 2015.

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

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

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Contact Officer: Carolyn Thomas and Erin Cronin (02) 6205 1575

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Allied Health

Senior Social Worker

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 14822, several)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: The Cancer Psychosocial Service has two dynamic positions available for experienced Senior Social Workers in its hospital based service. Based in the newly opened Canberra Region Cancer Centre, this service provides psychosocial care for individuals and groups to people with a diagnosis of cancer pre-treatment and during treatment, their spouses, family members and meaningful others that are affected by cancer. Service is provided to both inpatients and outpatients within the Canberra Hospital. Social Workers in the service work within the multidisciplinary team environment to provide contemporary evidence based service guided by the principles of best practice in oncology, survivorship and palliative care service provision. Social Workers provide counselling, practical support and interventions to address the needs of those accessing the range of oncology services at the Canberra Hospital. These positions offer to the right people access to professional development, a supportive progressive work environment that incorporates diverse theoretical approaches along with opportunity for practitioner research projects.

Applications are invited from experienced Social Workers with acute care experience, preferably in oncology, to provide high quality oncology clinical assessments and interventions within the hospital setting.

Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of Social Work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence. The successful applicants are required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are two positions available, one full-time and one part-time working 18:22 hours a week.

These positions may be required to participate in an overtime, on call and/or rotation roster.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application with two current referee reports.

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Contact Officer: Toni Ashmore (02) 6174 8540

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

Occupational Therapist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 17704)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: There is an opportunity for a skilled and enthusiastic Occupational Therapist to join the Rehabilitation, Aged and Community Care (RACC) Occupational Therapy team. We are a friendly team with strong supportive links across our facilities and meet regularly to share knowledge and develop services via quality improvement activities. We are staffed with senior clinicians and a clinical specialist who provide a wealth of knowledge and expertise to foster professional development, peer support and excellent patient outcomes. The Community Care Occupational Therapy service aims to enable adults with physical disabilities to remain living independently and safely in the community. The service is a multidisciplinary team and operates from health centres. The successful applicant will conduct clinics, home visits and prescribe modifications and equipment that will promote safety and independence in the performance of daily living skills.

Eligibility/Other Requirements: Appropriate Degree or Diploma in Occupational Therapy or equivalent qualification and registration with the Occupational Therapy Board of Australia. Current driver's licence.

Notes: This is a temporary position available for nine months. Applicants seeking part-time employment will also be considered but full-time is preferred. This position 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. At least two written referee reports are to be included with applications.

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Contact Officer: Kari Moore (02) 6205 1224

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services**

Adult Mental Health Services

Clinical Manager (Psychologist/Occupational Therapist/Social Worker)

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 31328)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: Adult Mental Health Services are contemporary evidence based services providing high quality mental health care that is guided by principles of Recovery. The services aim to provide collaborative care involving the consumer, their carer's and other key services. At this level, it is expected that you will provide high quality interventions and

support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional level 1 and 2 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Occupational Therapy or Social Work with current AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation.

Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service.

Current driver's licence. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with AHPRA. Mandatory registration requirements: AHPRA Psychology Board approved principal and secondary supervisor for 4+2 Internship and 5+1 program.

Notes: This is a temporary position for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Kalvinder Bains (02) 6205 1478

Canberra Hospital and Health Services

Medicine

Pharmacy

Pharmacy Preceptor

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29809)

Gazetted: 23 July 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. An exciting development opportunity exists to work as a Clinical Pharmacy Preceptor under direction from the Clinical Lead for education and training.

This is a full-time position specifically designed to facilitate pharmacy student placements and the Canberra Hospital pre-registration Pharmacist training program.

This position will be required to provide a range of pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. A minimum of three years experience as a registered Pharmacist in a hospital pharmacy. Pharmacy preceptor validation/certificate completed (or enrolled and working towards completion) as per AHPRA Pharmacy Board of Australia recommendations.

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

An Attraction and Retention Incentive also currently applies for pharmacists employed by Health Directorate, and will be reviewed annually.

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

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Contact Officer: Jessica Parker (02) 6244 2721

Strategy and Corporate

Business and Infrastructure

Supply Administration

Purchasing and Cataloguing Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 25173)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: Supply Services forms part of the Logistic Support Section within the Business and Infrastructure Branch of ACT Health, delivering efficient, customer focused and competitive supply chain solutions to the Directorate and the ACT.

This key position reports to the Senior Manager of Supply Services. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital. The successful applicant will need to have proven experience in purchasing, staff management and customer service in a large warehouse environment operating in a computerised inventory control purchasing system.

Eligibility/Other Requirements: Current driver's licence, Certificate IV in Government Procurement or higher qualification in Procurement and Contracting and relevant work experience are highly desired.

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

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Contact Officer: Ursula Helmy (02) 6207 8385

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Consumer Consultant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 19542)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: Applications are sought from an enthusiastic and innovative individual for permanent appointment to the Consumer Consultant position within Adult Mental Health Services. Adult Mental Health Services encompasses the 35 bed inpatient Adult Mental Health Unit, the Mental Health Assessment Unit in the Canberra Hospital Emergency Department and four Community Mental Health Teams. The key role of the Consumer Consultant in this program is to utilise their lived experience as a consumer of mental health services in order to influence the culture of staff to support consumer empowerment and to strengthen staff understanding of the principles of recovery and collaboration.

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

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Contact Officer: Deborah Plant deborah.plant@act.gov.au (02) 6205 9987

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Social Worker

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 17267)

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: The Adult Mental Health Unit (AMHU) is a contemporary evidence based service providing high quality professional mental health care that is guided by principles of recovery. The service aims to provide collaborative, consumer and family centred care, and other key government and non government community services. The successful applicant will join a dynamic, professional, creative, innovative and supportive multidisciplinary team providing therapeutic services to individuals, groups and families. This is an extended hours position which allows for Carer and Consumer's contact with health professionals on the unit to be able to provide support, education and resources for improved outcomes.

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

Notes: This is a permanent full-time position with extended hours and will require some weekend hours.

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

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Contact Officer: Fiona Keddie (02) 6174 5406

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer, Ambulatory and Community Health Operational Management

Administrative Officer

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 34363, several)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: These positions would suit people with strong customer focus who wish to develop their skills to include broader administration duties. This includes collaboratively providing the booking and coordination of patient appointments, creation and management of patient files and the processing of accounts and billing. The successful applicant/s will be required to have a demonstrated customer focus, attention to detail for the input of data, the ability to maintain patient files and general receptionist skills. Experience within a health administration area including the use of ACTPAS would be an advantage however area specific training and support will be provided.

Eligibility/Other Requirements: ACTPAS, CHARM, ARIA or CAS training desirable but not mandatory. Ability to work varying start/finish times between 7:30am and 6:00pm to meet the operational requirements of the centre.

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

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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: Nicole Burke (02) 6174 8536

Canberra Hospital and Health Services

Medicine

Renal

Assistant in Nursing - Personal Care Worker

Assistant in Nursing \$46,061 - \$47,621, Canberra (PN: 18263, several)

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: Canberra Hospital and Health Services' Division of Medicine Inpatient Wards is seeking applications from dynamic, motivated applicants with good interpersonal and communication skills for the role of Assistant in Nursing (AIN). The specialty areas across the division include: Gastro-medical; Respiratory/Cardiology/Endocrinology/Rheumatology; Infectious diseases/Neurology/Stroke; and Renal/General Medicine.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

Notes: The successful applicants will be expected to work a rotating roster within the division, working predominantly Monday to Sunday, morning and evening shifts. Positions will be offered on a temporary basis for 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application along with a current curriculum vitae and the names of two professional referees. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Zivai Maburuse (02) 6244 2657

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

Public Advocate of the ACT

Public Advocacy

Children and Young People

Senior Advocate

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 43227, expected vacancy)

Gazetted: 16 July 2015

Closing Date: 31 July 2015

Details: The successful applicant will be required to assist the Principal Advocate administer functions of the *Public Advocate ACT 2005* relating to individual and systemic advocacy for children and young people and compliance monitoring of child protection services. They will be expected to provide high level advice to the Principal Advocate, to assist in representing the best interests and welfare of children and young people before courts, tribunals, to provide appropriate reports and undertake research where required. The successful applicant will need to have high level demonstrated experience and knowledge of the issues involved in child protection and youth justice. A thorough knowledge of relevant services also an advantage.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Social Work, Human Services, Psychology, and/or related disciplines are mandatory. This is a position of trust and applicants must be aware of confidentiality and privacy provisions. Prior to commencing in this role, a current registration issued under the

Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is temporary, available from 17 August 2015 to 26 March 2016 with the possibility of permanency from this process. Interested applicants should submit an application which addresses the selection criteria. A curriculum vitae and contact details of two referees also to be submitted. This position is being readvertised, previous applicants will be considered and need not reapply.

Contact Officer: Patricia Mackey or Christina Thompson (02) 6207 0707 patricia.mackey@act.gov.au

ACT Corrective Services

Community Corrections

Probation and Parole

Team Leader

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35177, several)

Gazetted: 21 July 2015

Closing Date: 4 August 2015

Details: ACT Corrective Services (ACTCS) is seeking expressions of interest from people with demonstrated leadership and management talent to join Community Corrections as Probation and Parole Team Leaders. The successful applicant/s will be responsible for leading and managing teams and providing guidance, training and advice on case management practice. Applicants will therefore be experienced in mentoring individuals and motivating teams. The successful applicant/s will also compose and edit complex written material, as well as ensure the provision of high quality written and verbal advice to Courts and releasing authorities. Successful applicant/s will possess high level analytical, research and organisational skills, as well as an ability to adapt to new and challenging situations. While experience in community corrections and relevant tertiary qualifications are highly desirable, we are interested in hearing from individuals with relevant experience. Please see attached Duty Statement for further detail.

Notes: Temporary positions available asap for up to six months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Expressions of interest 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 BSWDT@act.gov.au

Contact Officer: Kate Milner (02) 6207 0205 kate.milner@act.gov.au

ACT Corrective Services

Custodial Operations

Corrections Psychological and Support Services

Health Professional Level 1 and 2

Health Professional Level 1/2 \$54,591 - \$79,912, Canberra (PN: 35025, Several)

Gazetted: 16 July 2015

Closing Date: 30 July 2015

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become Clinicians within a small but challenging unit. An interest in rehabilitation, 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, in a correctional environment is essential. These positions are based at the Alexander Maconochie Centre in Hume. The successful applicant(s) will be employed as Health Professional Officers (level 1 or 2), varying from recently graduated to highly experienced Psychologists or Occupational Therapists, to be members of a psychology and support services team in a correctional facility. These roles will provide a range of assessment and treatment services to assist the team. The successful applicant(s) will also be provided with an opportunity for supervision, on site mentoring and orientation. The successful applicant(s) will be expected to promote positive client outcomes through the provision of high quality therapeutic, psychosocial services

and rehabilitation promotion activities as part of a small team. They will provide individual or group service delivery and apply knowledge, skills, and professional judgement in the delivery of routine services.

Eligibility/Other Requirements: Mandatory Qualifications: Tertiary qualifications in Psychology, Social Work or Occupational Therapy. Current registration with Australian Health Practitioner Regulation Agency.

Note: These positions will be filled based on the different experience and qualifications required for each classification. New Graduates with less than 12 months professional experience will only be eligible for employment at the Health Professional Level 1 classification.

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

Contact Officer: Ahu Kocak (02) 6207 7776 ahu.kocak@act.gov.au

Corporate

People and Workplace Strategy

Organisational Development

Administrative Support Officer

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 43611)

Gazetted: 16 July 2015

Closing Date: 30 July 2015

Details: The Organisational Development team within People and Workplace Strategy are seeking a motivated person for the position of Administrative Support Officer. This role is to provide a range of administrative support to the unit, which includes but is not limited to: responding to general enquiries, drafting basic correspondence, data entry, contributing to the revision/development of administrative procedures and undertaking less complex research and correspondence. The suitable applicant is expected to have high attention to detail, good client service skills and be willing to assist with the co-ordination and scheduling of training courses and other educational/awareness activities for the Directorate, including venue hire and catering.

Note: This is a temporary position available until 25 March 2016.

Contact Officer: Anne Edwards (02) 6205 1034 anne.edwards@act.gov.au

Office of the Legislative Assembly

Governance and Communications

Financial Accountant

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 603)

Gazetted: 22 July 2015

Closing Date: 29 July 2015

Details: The Office of the Legislative Assembly is seeking an experience Financial Accountant to undertake a wide range of accounting related tasks in its Governance and Communications area. Working directly to the Office's Chief Finance Officer and supported by an Assistant Finance and Administration Officer, the successful candidate will be responsible for: maintaining the Office's financial accounts (MYOB), accounts receivable, accounts payable, internal budget reporting, banking, and the first stages of the Budget Development Application process for 2016-2017 (refer to position description for additional information). The successful candidate will work well under pressure and be able to meet tight deadlines.

Experience in use of Treasury's Budget Development Application platform and the preparation of budgets will be highly regarded.

Eligibility/Other Requirements: Qualifications in accounting or accounting related discipline and/or extensive relevant experience would be an advantage.

Notes: This is a temporary position available from August 2015 to November 2015. 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. More information is available on our website -

<http://www.parliament.act.gov.au/functions/jobs>

Applications close date 9am on Monday 3 August 2015.

Applications should be sent to: LAOLARecruitment@parliament.act.gov.au

Contact Officer: Melody Carr (02) 6205 0443 melody.carr@parliament.act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Christine Creed 846-87494, Section 68(1), 16 July 2015

Senior Officer Grade A \$129,470

Fiona Louise Dolan 846-88008, Section 68(1), 13 July 2015

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

Luke Seal 827-61937, Section 68(1), 22 July 2015

Education and Training

Infrastructure Officer 2 \$75,299 - \$86,631

Stuart Hunter 835-38075, Section 68(1), 15 July 2015

Health

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

Divya Anilraj 839-26414, Section 68(1), 16 July 2015

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

Sandhya Bibin 834-44642, Section 68(1), 16 July 2015

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

Annette Burke 840-51402, Section 68(1), 20 July 2015

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

Avnita Chand 845-19140, Section 68(1), 22 July 2015

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

Seema Chopra 847-26051, Section 68(1), 27 July 2015

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

James Eastlake 825-49768, Section 68(1), 17 July 2015

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

Mary Eastlake 836-55108, Section 68(1), 16 July 2015

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

Melissa Elsey 833-46145, Section 68(1), 1 August 2015

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

Anitta Jose 843-90914, Section 68(1), 17 July 2015

Senior Specialist \$199,231

Megan Louise Lavieuville 829-57171, Section 68(1), 2015

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

Gerrard Marmor 829-57227, Section 68(1), 16 July 2015

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

Kathryn Matheson 845-19300, Section 68(1), 10 July 2015

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

Asha Mathew 824-31743, Section 68(1), 16 July 2015

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

Anshu Prasad 840-48983, Section 68(1), 22 July 2015

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

Deepa Skaria 825-49434, Section 68(1), 16 July 2015

Justice and Community Safety

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

Zoe Beatrice Hutchinson 834-09214, Section 68(1), 21 July 2015

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

Zoe Catherine Robens 846-87953, Section 68(1), 13 July 2015

TRANSFERS

Calvary

Tami Murrells: 799-96444

From: Registered Nurse Level 3.1 \$95,326- \$99,249

ACT Health

To: Registered Nurse Level 5.5 \$147,043

Calvary Health Care Bruce, Canberra (PN.7549) (Gazetted 28 May 2015)

Health

Fiona Le Mesurier: 607-96039

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

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 22666) (Gazetted 28 May 2015)

Paramjeet Virk: 833-45505

From: Health Service Officer Level 3 \$45,588 - \$47,070
Health
To: Health Service Officer Level 3 \$45,588 - \$47,070
Health, Canberra (PN. 23463) (Gazetted 19 March 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Operations Branch

Networks and Communications Services

Anthony Albert Driver: 821-18490

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. 14629) (Gazetted 6 May 2015)

Revenue Management

Policy, Legislation and Objections

Timothy Hitches: 827-61013

From: Administrative Services Officer Class 5 \$69,797 - \$73,881
Justice and Community Safety
To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Chief Minister, Treasury and Economic Development, Canberra (PN. 05246) (Gazetted 23 July 2015)

Community Services

Office for Children, Youth and Family Support

Child and Youth Protection Services

Child and Youth Protection Services Operations

Rebecca Cormack: 792-34933

From: Health Professional Level 4 \$94,653 - \$101,888
Community Services
To: †Health Professional Level 5 \$111,478 - \$125,497
Community Services, Canberra (PN. 07420) (Gazetted 4 June 2015)

Office for Children, Youth and Family Support

Care and Protection Services

CYPS Operations

Margaret Anne Tobin: 835-8530

From: Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)
Community Services
To: †Health Professional Level 4 \$94,653 - \$101,888

Community Services, Canberra (PN. P09257) (Gazetted 23 July 2015)

Education and Training

Office for Schools

Belconnen Network

University of Canberra Senior Secondary Collage, Lake Ginninderra

Daniel Gordon: 824-53256

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

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 20808) (Gazetted 3 June 2015)

Office for Schools

South/Weston Network

Mawson Primary School

Lauren Richardson: 779-24578

From School Leader C \$104,319

To: † School Leader B \$121,464

Education and Training, Canberra (PN. 15955) (Gazetted 5 May 2015)

Education Strategy

Learning and Teaching

Curriculum

Emma Taber: 747-84266

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

Education and Training

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

Education and Training, Canberra (PN. 34836) (Gazetted 9 June 2015)

Health

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Sarah Barry: 771-93365

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

Health

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

Health, Canberra (PN. 22759) (Gazetted 28 May 2015)

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Oliver Campos: 831-21819

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. 29459) (Gazetted 21 May 2015)

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

Brett Fittler: 755-61427

From: Registered Nurse Level 4.1 \$107,764
Health

To: †Radiation Therapist Grade 5 \$127,053 - \$136,913
Health, Canberra (PN. 26284) (Gazetted 11 June 2015)

Territory and Municipal Services

Infrastructure, Roads and Public Transport

Roads ACT

Traffic Management and Safety

Pawel Potapowicz: 772-3815

From: Infrastructure Officer 3 \$94,873 - \$104,145
Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 28575) (Gazetted 12 June 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.

CORRIGENDA

Community Services

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

Jessica Nematic: 846-88200, Section 68(1), 13 July 2015

Note: Officer declined the Appointment.