



ACT Government Gazette

Gazetted Notices for the week beginning 22 October 2015

VACANCIES

ACT Audit Office

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

Financial Audit

Audit Manager

Audit Band 2 - Audit Manager \$99,051 - \$106,799, Canberra (PN: 10742)

Gazetted: 27 October 2015

Closing Date: 10 November 2015

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Audit Managers are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional Postgraduate qualifications is also highly desirable. These include accounting and audit qualifications provided by CPA Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Note: As an Audit Manager you will receive a salary between \$99,051 to \$106,799 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Financial Audit

Senior Auditor

Audit Band 1 - Senior Auditor \$77,093 - \$93,883, Canberra (PN: 42819, several)

Gazetted: 23 October 2015

Closing Date: 6 November 2015

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Senior Auditors are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional Postgraduate qualifications is also highly desirable. These include accounting and audit qualifications provided by CPA Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian

Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Note: As a Senior Auditor you will receive a salary between \$77,093 to \$93,883 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Contact Officer: Mr David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Calvary Health Care ACT (Public)

Senior Physiotherapist Medical

Health Professional Level 3 \$85,967 - \$95,076 Canberra (PN: 8809)

Gazetted: 29 October 2015

Closing Date: 13 November 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: Jason Whittingham (02) 6201 6960 jason.whittingham@calvary-act.com.au

Clinical Development Nurse - Post Anaesthesia / Anaesthetics Nurse

Registered Nurse Level 2 \$84,394 - \$89,447 Canberra (PN: 7874)

Gazetted: 29 October 2015

Closing Date: 11 November 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: Benjamin Gardiner (02) 6201 6180 benjamin.gardiner@calvary-act.com.au

Medical Contracts and Credentialing Officer

Administrative Services Officer Level 5 \$72,986 - \$77,257 Canberra (PN: 7635)

Gazetted: 29 October 2015

Closing Date: 20 November 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: Miffany Trener (02) 6201 6059 miffany.trener@calvary-act.com.au

Registered Nurse - Scrub/Scout Nurse

Registered Nurse Level 1 \$60,772 - \$81,180 Canberra (PN: 7868)

Gazetted: 29 October 2015

Closing Date: 11 November 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: Benjamin Gardiner (02) 6201 6180 benjamin.gardiner@calvary-act.com.au

Registered Nurse - Post Anaesthesia / Anaesthetics Nurse

Registered Nurse Level 1 \$60,772 - \$81,180 Canberra (PN: 8187)

Gazetted: 29 October 2015

Closing Date: 11 November 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: Benjamin Gardiner (02) 6201 6180 benjamin.gardiner@calvary-act.com.au

Enrolled Nurse - Anaesthetics Nurse

Enrolled Nurse Level 1 \$55,118 - \$58,888 Canberra (PN: Various)

Gazetted: 29 October 2015

Closing Date: 11 November 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: Benjamin Gardiner (02) 6201 6180 benjamin.gardiner@calvary-act.com.au

Enrolled Nurse - Scrub/Scout Nurse

Enrolled Nurse Level 1 \$55,118 - \$58,888 Canberra (PN: Various)

Gazetted: 29 October 2015

Closing Date: 11 November 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: Benjamin Gardiner (02) 6201 6180 benjamin.gardiner@calvary-act.com.au

Junior Occupational Therapist

Health Professional Level 1/2 \$57,085 - \$83,567 Canberra (PN: Various)

Gazetted: 29 October 2015

Closing Date: 17 November 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: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Corporate Services

CIT Safety and Employment Relations

Manager, Employment Relations

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 54053)

Gazetted: 27 October 2015

Closing Date: 3 November 2015

Details: The Manager, Employment Relations is directly responsible for all the activities associated with the development, implementation and maintenance of CIT's employment framework including CIT's Enterprise Agreements and employment policies. CIT Safety and Employment Relations seek suitable candidates with extensive knowledge and experience of the ACT Public Service industrial/employment framework and highly developed communication skills. The position works closely with the Senior Manager on industrial/employment relations issues and is instrumental in managing the relationship with relevant staff associations and in assisting in the development and negotiation of CIT's Enterprise Agreements.

Eligibility/Other Requirements: Qualifications relevant to Human Resource Management are desirable.

Contact Officer: Gerard Johnston (02) 6207 3561 gerard.johnston@cit.edu.au

CIT Student and Academic Services

CIT Student and Academic Services Management

Project Administrator

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 54301)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: The Project Administrator position for the Australian Apprenticeships Quality Improvement and Sustainability Project will support the management to provide high quality customer service, attend to complex inquiries and manage the communication with all stakeholders. Coordinate client service operations including management of project team's diaries and travel arrangements.

Eligibility/Other Requirements: Desirable: Certificate IV in Business Administration or equivalent. Understanding of User Choice/Apprenticeship requirements.

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

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.edu.au

Capital Metro

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

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

Procurement and Delivery

Project Management Office

Project Controls Manager

Senior Officer Grade A \$131,412, Canberra (PN: 32510)

Gazetted: 27 October 2015

Closing Date: 9 November 2015

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Project Management Office (PMO) is a function of the Procurement and Delivery Branch and is responsible for project procurement/cost management, risk, issues and change management, master program management, information management, project reporting and other aspects of the project. Reporting to the Director PMO, the Project Controls Manager will undertake a range of duties including, but not limited to, the development and management of the project risk, change and issues management frameworks, procedures, templates and tools, and management of the CMA project schedule and analysis and reporting on the construction program.

Eligibility/Other Requirements: Experience in project risk, change, issues and schedule management is required, along with experience within public private partnership projects or complex infrastructure projects. Applicants will also require experience with Primavera P6 software and/or MS Project.

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

Procurement and Delivery

Project Management Office

Project Governance Manager

Senior Officer Grade A \$131,412, Canberra (PN: 32259)

Gazetted: 27 October 2015

Closing Date: 9 November 2015

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. The Project Management Office (PMO) is a function of the Procurement and Delivery Branch and is responsible for project procurement/cost management, risk, issues and change management, master program management, information management, project reporting and other aspects of the project. Reporting to the Director PMO, the Project Governance Manager will undertake a range of duties including, but not limited to, the development and implementation of a project governance framework, and development and maintenance of the Project Plan. The position will work closely with staff and project advisors across the CMA and within the ACT Government as necessary.

Eligibility/Other Requirements: Experience in developing and implementing project management frameworks and systems in a project delivery environment is required, along with experience within public private partnership projects or complex infrastructure projects.

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

Land Development Agency

Urban Renewal

Urban Projects

Director, Urban Projects

Executive Level 1.3 \$218,514 to \$228,851 depending on current superannuation arrangements, Canberra (PN: E333)

Gazetted: 22 October 2015

Closing Date: 29 October 2015

Details: The Land Development Agency (LDA) is seeking an experienced and high performing officer to fill the position of Director, Urban Projects. The Director, Urban Projects reports to the Executive Director, Urban Renewal and leads the delivery of urban projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT. The position has responsibility for providing advice to senior LDA officials and the Board, as well as other staff and agencies; assessing the integrity of business development initiatives and proposals and making related recommendations; building effective working relationships with various stakeholders; representing the LDA at meetings with statutory authorities and other stakeholders; and ensuring that effective risk management processes and practices are developed and implemented for all projects. Applicants should have the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team, an understanding of working in a Government environment and an extensive knowledge of urban and residential land development programs and related issues. Appropriate qualifications such as engineering, project management, planning and urban design would also be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$218,514 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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: Ben Ponton (02) 6205 7346 ben.ponton@act.gov.au

Workforce Capability and Governance

Public Sector Management

Activity Based Work

Senior Manager

Senior Officer Grade A \$131,412, Canberra (PN: 35018)

Gazetted: 27 October 2015

Closing Date: 3 November 2015

Details: The Public Sector Management Group is seeking a Senior Manager to deliver a series of exciting projects to implement Activity Based Working in the ACT Government; and to develop and implement a change management strategy to maximise workforce benefits of the ACT Government's new accommodation strategy through the adoption of Activity Based Working. The role is high paced and varied, spanning both project delivery and strategic thinking. The successful candidate will be required to build effective relationships with the Senior Executive in the ACT to influence decision makers in the development of the new office accommodation strategy.

Note: This is a temporary position available 3 December 2015 to 30 June 2016.

Contact Officer: Paul McGuinness (02) 6205 4711 paulm.mcguinness@act.gov.au

Shared Services

Strategic HR and Corporate

Change and Communications

Senior Communications Advisor

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 30768)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: Shared Services Change and Communications is currently seeking a motivated Senior Communication Advisor to join the team. In this role you will be required to provide operational, tactical and strategic communications advice to Shared Services business units and managers. You will also be responsible for contributing to the implementation and promotion of all Shared Services communications initiatives.

Contact Officer: Joanna Lewis (02) 6205 7986 joanna.lewis@act.gov.au

Asbestos Response Taskforce

Administration Support Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 35062)

Gazetted: 23 October 2015

Closing Date: 30 October 2015

Details: A temporary position is available for an enthusiastic person at the Administrative Service Officer 5 level, supporting the Risk, Quality and Compliance function of the Asbestos Response Taskforce (the Taskforce). The dynamic applicant will be required to provide administrative and technical assistance to create and maintain the Taskforce Governance arrangements which help deliver the Taskforce's strategic objectives.

Note: This is a temporary position available until 30 June 2016. Selection for this position may be based on written application and referee reports only.

Contact Officer: Anthony Bailey (02) 6205 9543 anthony.bailey@act.gov.au

**Land Development and Corporate
Policy, Projects and Legislation
Economic Development Policy and Data
Policy Officer**

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 33462)

Gazetted: 23 October 2015

Closing Date: 6 November 2015

Details: The Economic Development Policy and Data Section is looking for a highly motivated policy analyst with a keen eye for detail. The opportunity is available on a permanent basis. The Economic Development Policy and Data Section provides strategic policy and advice and analysis for the Directorate on economic and development issues including topics such as higher education and research, innovation, trade and investment, skills, tourism, events and sports and recreation. The Section also assists with providing research and analysis for the Division on the above subjects, as well as demographic issues, estimates on housing demand and the Canberra Construction Snapshots. Advice provided by the Section is supported by research into current practices, strategic linkages between policy agendas, new thinking and future trends with a particular focus on growing the economy.

Note: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Andrew Abel (02) 6205 2758 andrew.abel@act.gov.au

Treasury

ACT Insurance Authority

Insurance and Risk Support Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 55835)

Gazetted: 23 October 2015

Closing Date: 6 November 2015

Details: The Insurance and Risk team provide a range for risk management support and advice services to ACT Insurance Authority (ACTIA) client agencies. The Insurance and Risk Support Officer plays an important role aiding the delivery of services including management of the ACTIA risk management training program, assisting in the preparation of information for the annual reinsurance program and providing general administrative support to the team.

Contact Officer: Marion Lynch (02) 6207 0302 marion.lynch@act.gov.au

Treasury

Economic and Financial Group

ACT Insurance Authority

Claims Officers

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 56085, several)

Gazetted: 23 October 2015

Closing Date: 6 November 2015

Details: As a Claims Officer you will be part of the Claims Management team which manages various types of claims made by ACT Government agencies and by members of the community against the Territory. You will work closely with all ACT Insurance Authority (ACTIA) staff to meet the operational objectives associated with the delivery of ACTIA functions.

Contact Officer: Kylee Martin (02) 6205 7358 kylee.martin@act.gov.au

Shared Services

Finance

Tax and Salary Packaging

Salary Packaging Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 08250, several)

Gazetted: 26 October 2015

Closing Date: 9 November 2015

Details: The Salary Packaging Team is looking for highly motivated team members with a customer service focus in a fast paced environment. The successful applicants will be responsible for delivering Salary Packaging services to ACT Government employees and have demonstrated understanding of the relevant taxation legislation.

Eligibility/Other Requirements: Relevant Tertiary qualifications (Accounting and/or HR related) are highly desirable.

Contact Officer: Desley Croker (02) 6205 7634 desley.croker@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.

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

Service Strategy and Community Building

Executive Director, Service Strategy and Community Building

Executive Level 2.6 \$299,682 to \$314,419 depending on current superannuation arrangements, Canberra (PN: E406)

Gazetted: 28 October 2015

Closing Date: 11 November 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 Executive Director is a member of the Community Services Directorate's Board of Management. The position has significant contact with Community Services Directorate executives and the Minister's Office. 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 \$299,682 to \$314,419, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,620.

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) 6205 0839 sue.chapman@act.gov.au

Housing and Community Services

Executive Director, Housing and Community Services

Executive Level 2.6 \$299,682 to \$314,419 depending on current superannuation arrangements, Canberra (PN: E270)

Gazetted: 28 October 2015

Closing Date: 11 November 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 role of the Executive Director is to lead the delivery of housing services in the ACT and is responsible for the strategic leadership of Housing ACT, including the development of policy, planning, research and management of service delivery agreements, funding of specialist homelessness services and prevention and intervention services that will assist in reducing the likelihood of clients experiencing homelessness. The Executive Director is also responsible for providing leadership in the capital works portfolio, such as construction, procurement, and business systems management that will deliver community needs and is expected to lead all functions in accordance with the priorities of the ACT Government and the ACT Public Service values and behaviours. The Executive Director should have a proven record, as well as demonstrable skills, in management, community sector reform and development, business and project planning and management and effective leadership.

Remuneration: The position attracts a remuneration package ranging from \$299,682 to \$314,419, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,620.

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) 6205 0839 sue.chapman@act.gov.au

Housing and Community Services

Social Housing and Homelessness Services

Senior Policy Officer, Social Housing and Homelessness Services

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 00041)

Gazetted: 23 October 2015

Closing Date: 6 November 2015

Details: Social Housing and Homelessness Services plays a pivotal role in ensuring that people who are homeless, or who are at risk of experiencing homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of Community Services. The Senior Policy Officer is responsible for administering service funding agreements with community organisations; managing organisational and departmental compliance with contractual obligations; and contributing to Human Services policy and program development.

Eligibility/Other Requirements: The successful applicant will possess highly developed contract management skills, highly developed written skills and well developed negotiation skills.

Contact Officer: Winsome Willow (02) 6205 0364 winsome.willow@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

ACT Board of Senior Secondary Studies

Office of the Board of Senior Secondary Studies

Curriculum Officer

School Leader B \$125,135, Canberra (PN: 36348)

Gazetted: 27 October 2015

Closing Date: 10 November 2015

Details: The role requires a comprehensive knowledge of curriculum development with high organisational, communication and leadership skills. In particular, the successful applicant will lead the development of curriculum and associated quality assurance processes at the senior secondary level, represent the BSSS at local and national forums, provide advice to the BSSS on the accreditation of courses and deliver professional learning on senior secondary curriculum to stakeholders including those in schools overseas. The officer will also monitor the Board's work in VET and Moderation.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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.

Contact Officer: John Stenhouse (02) 6205 7162 john.stenhouse@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

Student Wellbeing

Senior Psychologist

Senior Psychologist \$116,304 From 1 November 2015 the salary for this vacancy will increase by 1.5% to \$118,049, Canberra (PN: 02823)

Gazetted: 26 October 2015

Closing Date: 10 November 2015

Details: An exciting opportunity exists for an innovative leader to join the Student Wellbeing Section as a Senior Psychologist. Senior Psychologists work as part of a multi-disciplinary team, from an ecological perspective, to address the needs of students. The successful candidate will also use their psychological expertise to lead the development and implementation of evidence based practice, and work within a multidisciplinary school network team and provide professional practice support to School Psychologists.

Eligibility/Other Requirements: Applicants must have, Registration for at least three years as a Psychologist with the Psychology Board of Australia, or Registration for at least three years as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au

Contact Officer: Billieann Bambrick (02) 6207 6986 billieann.bambrick@act.gov.au

Tertiary Education and Performance

Office of the Board of Senior Secondary Studies

Assistant Technical Advisor

School Leader C \$107,472 From 1 November 2015 the salary for this vacancy will increase by 1.5% to \$109,084, Canberra (PN: 31807)

Gazetted: 27 October 2015

Closing Date: 3 November 2015

Details: Within a culture of high performance, collaboration and innovation, we are seeking a motivated and dynamic school leader to join the Certification section of the Board of Senior Secondary Studies. The Assistant Technical Advisor needs to: Provide timely and quality technical support for management and enhancement of the ACS (ACT Certification System) database. Assist with SQL (Structured Query Language) analysis of the ACS database. Provide support and professional learning for ACT college assessment, reporting and certification procedures. Provide advice on ACT college assessment, reporting and certification procedures to a wide range of clients, including students, teachers and the wider community. Demonstrate strong communication, ICT and team work skills. Assist in ensuring data integrity and validity of the certification data. Undertake other duties as required to meet the needs of the section.

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). IT qualifications and/or experience with IT, VET and the ACS database are highly desirable.

Note: Position commences 4 January 2016.

Contact Officer: Lyn Mernagh (02) 6205 7174 Lyn.mernagh@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

Belconnen High School

Business Manager

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 32170)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: Belconnen High School is seeking a highly motivated individual to fill the position of Business Manager. The successful applicant will be required to manage and administer all the school's finance, budgetary and operational tasks and provide administrative support to the Principal and School Board. This position includes leadership of non teaching staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands including but not limited to Human Resource (HR), Finance, Risk and Compliance Management.

Eligibility/Other Requirements: This position requires a high level understanding of financial and HR management, computer systems and an understanding of the school environment. 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: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training. 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 commencing 18 January 2016 to 23 September 2016 with the possibility of extension or permanency from this process. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Contact Officer: David McCarthy (02) 6205 6844 david.mccarthy@ed.act.edu.au

Office for Schools

South Weston Network

Charles Weston School - Coombs

Building Services Officer 2

General Service Officer Level 6 \$52,549 - \$54,936, Canberra (PN: 36176)

Gazetted: 23 October 2015

Closing Date: 30 October 2015

Details: Charles Weston School – Coombs is a new primary school opening at the beginning of 2016. We are seeking to employ a motivated and skilled Building Services Officer to take responsibility for maintenance and general upkeep of buildings and grounds. Applicants must be willing to work with the school, contractors and wider community to build an emerging school community.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training. Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to – www.worksafe.act.gov.au/health_safety

Mandatory Training in other WHS procedures will be required during employment. For example, Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate. A sound understanding of computer systems and a willingness to undertake additional training if required. An understanding and/or experience of a school environment. 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 Vincent 0466 385 710 suzanne.vincent@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

Strategic Planning

ACT Heritage

Conservation Officer - Advice

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 16008)

Gazetted: 27 October 2015

Closing Date: 10 November 2015

Details: The Strategic Planning Division is looking for a suitably qualified Conservation Officer to assist ACT Heritage and the ACT Heritage Council in the provision of heritage advice on places and objects nominated and registered to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Relevant experience or qualifications in Cultural Heritage Management, Heritage Architecture and/or Archaeology are highly desirable.

Contact Officer: Fiona Moore (02) 6205 9974 fionaf.moore@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

Surgery and Oral Health

Shock Trauma Service

Deputy Director Trauma

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

Senior Specialist \$199,231, Canberra (PN: 31804)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

The Position: The Deputy Director Trauma will be responsible for assisting the Director Shock Trauma Service with leadership in the management of trauma patients at Canberra Hospital. The successful candidate will work closely with the Shock Trauma Service team to ensure excellence in trauma care of all multi-trauma patients admitted to Canberra Hospital. Apart from clinical duties, this role includes development and updating of trauma protocols and clinical guidelines, quality assurance activities, active participation in the ACT Trauma Committee, education of junior doctors, as well as supervision of research. The successful candidate will also be expected to participate in the Acute Surgical Service and General Surgery on call roster. 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: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Surgeons or equivalent qualification. Essential Requirements: EMST current, preferably an instructor. Completed DSTC (Definitive Surgical Trauma Care). Research interest. Certificate of Currency for Continuous Professional Development.

Note: The tenure of the role of Deputy Director will be for a period of 3 years.

Contact Officer: Dr Ailene Fitzgerald (02) 6244 2727 ailene.fitzgerald@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

Mental Health, Justice Health and Alcohol & Drug Services

Mental Health Director of Clinical Services

Consultant Psychiatrists

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

Senior Specialist \$199,231, Canberra (PN: 19391, Several)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

The Position: There are permanent positions in the Adult & Child Adolescent Mental Health Services. The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals. 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 10% superannuation, ranges from \$242,052 - \$320,753.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@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

Strategy and Corporate

Business and Infrastructure

Security and Emergency Preparation

Critical System Senior Manager

Senior Officer Grade A \$131,412, Canberra (PN: 26959)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: The Health Infrastructure Program (HIP) is a response to meet the future healthcare requirements of the ACT and regional population. The program links the expansion and development of facilities to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients in the safest and most efficient way. This position will be responsible for the delivery of the Health Critical Infrastructure Systems Program of Work. The position will provide management of all agreed projects including reporting to standing committees in relation to all aspects of the program of work. The aim of the Critical Systems Program of Work will be to manage several critical infrastructure systems deployed within healthcare facilities including Canberra Hospital and Community Health Centres. These systems are primarily responsible for the safety and security of consumers and staff and it is critical that they meet the ACT Health's business requirements, have adequate internal and vendor support arrangements and are designed and operated in a manner consistent with ACT Health's strategic direction.

Eligibility/Other Requirements: Experience in an ICT environment or health domain is highly desirable.

Note: This position is available until June 2016, with the possibility of extension. To be considered for this role, please provide a written response outlining your experience against the selection criteria. Successful applicants may be found suitable on the basis of written applications 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. Checks 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: Karen Chudleigh (02) 6174 8013

Health Planning and Infrastructure

Executive Office

Executive Officer

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 35822)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Health Planning and Infrastructure Group has corporate responsibility for leading and facilitating the development of whole of government plans (as they relate to ACT Health and Health services), the ACT Health Corporate plan, territory-wide strategic plans and clinical service plans that have a territory-wide impact. The Group also directs and manages ACT Health's, Health Infrastructure Program, which includes health planning, coordination, management and implementation. It is also responsible for strategic accommodation, the Capital Upgrades Program and the Arts in Health Program. The Executive Officer is responsible for leading the provision of high level confidential administrative and management support to the office of the Deputy Director-General, Health Planning and Infrastructure. This includes management and co-ordination of activities undertaken within the Executive Office, with supervision on day-to-day activities of all staff within the office and direct management of the TRIM Administrative Officer. To be considered for this role, you will be able to provide leadership in the management of government business relevant to the Group, often in a time critical environment. You will effectively coordinate process and manage staff to ensure the team delivers timely outcomes to a high standard. Eligibility/Other Requirements: Experience in provision of administrative support and coordination in a health services environment is desirable.

Notes: This permanent full-time position is available from January 2016. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. Selection may be based on application and referee reports only. 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: Paul Carmody (02) 6205 0907 paul.carmody@act.gov.au

Strategy and Corporate

People, Strategy and Services

People, Strategy and Services Executive Services

Employment Inclusion Officer

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 30694)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: This role is to assist the ACT Government and its managers increase the diversity of staff who are employed within the ACT Public Service. In particular, providing support to the Aboriginal and Torres Strait Islander Employment Program and the Disability Employment Program.

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

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: Liesl Centenera (02) 6207 1535 (02) 6207 1535

Health Infrastructure and Planning

Health Service Planning

Manager, Health Services Planning

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 29709)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: An opportunity exists for a suitably experienced candidate to join the ACT Health Services Planning Unit (HSPU) to lead the Strategic Health Planning Team. The HSPU delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The HSPU coordinates the development of the Health Directorate Clinical Services Plan, along with the service level plans and strategies that are aligned with it, and the Directorate Corporate Plan, with the Business Plan that cascades from it. The HSPU directly contributes to the ACT Health Infrastructure Program by undertaking capital and facility planning, including working with clinical divisions to develop Models of Care and Service Delivery. The HSPU also works with consumers and service providers to identify health service needs, and analyses health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. You will lead the Strategic Health Planning Team to ensure development, delivery and where relevant, the implementation of strategic health planning outputs that relate to the provision of health services in the ACT. These include but are not limited to health services plans, frameworks and strategies; business plans; feasibility studies; implementation plans; models of care and business cases. You will be a forward looking professional who can confidently engage with risk. You will build organisation capacity and responsiveness, guide develop and mentor team members and confidently contribute to advice, briefings and other material relating to key strategic health planning matters.

Eligibility/Other Requirements: Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable. Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management is desirable.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Liz Sharpe (02) 6205 0525 liz.sharpe@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Units

Senior Nursing Clinician

Registered Nurse Level 4.1 \$109,381, Canberra (PN: 30642)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: An exciting opportunity exists for a Senior Nursing Clinician within the ACT Health Diabetes Service. This nursing position will require appropriate experience and knowledge to lead the diabetes nursing team working across outpatient clinics and with patients at the Canberra Hospital. We invite you to apply for this position by addressing the selection criteria. This is an ideal opportunity to work within our multidisciplinary team within the tertiary and primary health care setting. This is a full-time permanent position.

Eligibility/Other requirements: Registered or eligible to register as a nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications from a university or tertiary institution with recognition and status as a Credentialed Diabetes Educator™ (Australian Diabetes Educators Association). Post graduate qualifications from a university or tertiary institution in management or public health experience are both highly desirable. Holds a current driver's licence.

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: Chris Nolan (02) 6244 4228

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Registered Nurse Supported Accommodation Team

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 27384)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: The Mobile Intensive Treatment Team is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The Supported Accommodation Team will provide intensive clinical input for mental health consumers living with significant chronic and severe mental health issues in various supported accommodations. 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 expertise to the multidisciplinary team, provide supervision to all staff participating in the roster and support the Team Leader in change processes. You will be required to undertake professional development and supervision; participate in quality initiatives and contribute to the multidisciplinary team processes. In this position you are also expected to uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity.

Eligibility/Other Requirements: Current registration or eligibility for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated mental health knowledge and practice. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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

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: Kristine Taylor (02) 6205 1565

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Intensive Inhome Support Nurse

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 15149)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: Applications are invited from enthusiastic Registered Nurses who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. This service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in the community as an alternative to inpatient admission. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician as a member of a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Current registration or eligibility for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated mental health knowledge and practice. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Rod Menere (02) 6205 1979

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Dispensary Lead Pharmacist

Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 26204)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an exciting opportunity to join the team as the Dispensary Manager for a 12 month period. The Dispensary Manager will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia is mandatory. Postgraduate qualifications in Clinical Pharmacy,

Management, Education or Research or extensive clinical pharmacy experience deemed equivalent. SHPA membership is highly desirable.

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

An Attraction and Retention Incentive also currently applies for Pharmacists employed by 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 for this position 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: Monica Rayson (02) 6244 2121

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

ACT-Wide Mental Health Services

Consultation Liaison Nurse

Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 26875)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Applications are invited from enthusiastic Registered Nurses who wish to work with the Mental Health Consultation and Liaison (MHCL) service on a part-time capacity (2-3 days per week). MHCL is located at the Canberra Hospital and works with various hospital ward clinical teams in providing care to inpatients who have mental health concerns in addition to their medical/physical issues. MHCL is a multidisciplinary team staffed by Nursing, Allied Health and Medical Professionals. The successful applicant will be required to undertake complex mental health assessments and work as a clinician as a member of a multi disciplinary team, providing high standard clinical skills in the assessment of people with mental health issues and provide consultation and advice to medical ward staff. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/ Other requirements: Current unconditional Nursing registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: This is a part-time position at 19 hours per week. 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: Bruno Aloisi (02) 6205 1048

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
ACT-Wide Mental Health Services
Registered Nurse Level 2
Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 29932)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: Older Persons Mental Health Community Team is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. This position is aimed at providing intensive support for people with psychogeriatric conditions who are in residential care, as well as assertive case management to further assist in the transition of older people from acute inpatient settings. 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 supervision, high quality care to achieve positive outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/ Other requirements: Current registration or eligibility for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated mental health knowledge and practice. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

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

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: Kylie Henson (02) 6205 1957

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

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 36274)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: Forensic Mental Health Services (FMHS) is a specialist mental health service comprising four separate teams that provide mental health services in custodial and community settings: Court Assessment and Liaison Service; Alexander Maconochie Forensic Mental Health Service; Bimberi Youth Justice Forensic Mental Health Service; and Forensic Community Outreach Service. FMHS is a part of Justice Health Services which is in the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. The Psychologist will form an integral part of the multidisciplinary team of FMHS. In addition to well developed skills in mental health practice, the psychologist will provide ongoing and continuous care and engagement for people receiving treatment in custodial or community settings, providing high quality assessments, and providing therapeutic interventions both on an individual and group level that address psychological issues, criminogenic and target problem behaviours, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: General registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Psychologist. Neuropsychologist: Endorsement with AHPRA as a Clinical Neuropsychologist. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence, experience in alcohol and drug services, mental health and/or forensic mental health settings. Psychologist: Endorsement with AHPRA as a Clinical or Forensic Psychologist highly desirable. Notes: Applicants are asked to submit a one page pitch which outlines how your interest, relevant skills, experience and qualifications make you suitable for the role. There is no requirement to address individual selection criteria. The successful applicant will be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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Contact Officer: Dannielle Nagle (02) 6205 1062

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women's Health Program

Counsellor

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 26151, several)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: An exciting opportunity exists for experienced Counsellors to join a dedicated inter professional health care team providing holistic nursing, medical and counselling services to vulnerable women in the ACT. There are currently two on-going permanent positions, (one full time, and one 4 days/week), and a temporary position 4 days/week, until August 2017. From this process an order of merit may be used to cover positions at level over the 12 months. These positions are protected positions and are being advertised to women only as the Health Directorate, consistent with section 34(2) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the Women's Health Service.

Eligibility/Other Requirements: Mandatory For Social Work tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers.

For Psychology: A minimum of 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 the Psychology Board of Australia (AHPRA).

Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program.

For Counselling: *Eligible qualification pathways*

Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course.

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course.

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course.

OR

(ii) Three year part-time ANZAP training in the Conversational Model.

Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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

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Contact Officer: Helen Cutler or Anna Weatherly (02) 6205 1078

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Breast Screen ACT

Radiographer - Mammographer

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 11571)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: BreastScreen ACT has a dynamic workplace environment and is seeking a motivated Radiographer to join our team of excellence. A permanent position has opened for a Radiographer, preferably who has mammography skills (but is not essential if one is willing to undertake post-graduate studies in mammography). Your future studies will be supported and nurtured by a dedicated team of experienced mammographers.

Eligibility/Other Requirements: Degree or Diploma in Applied Science (Medical Imaging). Registration with the Australian Health Practitioner Regulation Agency (AHPRA). Registration and ACT Radiation Licence (or eligibility for). Eligible for membership of the Australian Institute of Radiography. On the job training will be offered to the successful applicant (if required)

Note: This position is part-time at 11:02 hours per week this translates to a minimum three day fortnight and backfill for radiographer leave when required. Commencement is ASAP. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Angela Belluomo (02) 6205 1932

Strategy and Corporate

Business and Infrastructure

Business Services

Finance and IT Support Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 29394)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Expressions of interest are sought for an experienced individual to fill the position of Finance and IT Support Officer of Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. The primary role of the position is to oversight the financial operations of the Sterilising Services, including ordering and invoicing, using approved corporate processes and procedures. Prepare annual budgets, and develop and analysis monthly financial management reports, including analysis of variance against budget. Also manage the sterilising Services' IT support systems (T DOC) to facilitate the tracking system and lead continuous improvement projects to enhance and integrate the system, to agreed objectives.

Eligibility/Other Requirements: Relevant Accounting or Financial Management to certificate/diploma level, desirable. Competency in MS Office and IT support system is essential.

Notes: This temporary position is based at Mitchell and available for an immediate start for a three months period with the possibility of extension. Applicants are required to submit a two-page application addressing the Selection Criteria, a current CV and two recent referees. Selection may be based on written applications 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.

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Contact Officer: Kavitha Kugathas (02) 6213 3299 kavitha.kugathas@act.gov.au

Office of the Director General

Internal Audit

Internal Auditor

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 22781)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: Audit and Risk Management Branch is looking for a dynamic individual with strong and effective verbal and written communication skills to fill the position of Internal Auditor. The successful applicant will also have a strong customer focus and the ability to work as part of a small team.

Eligibility/Other Requirements: Audit and/or Risk Management qualifications will be highly regarded.

Note: This is a temporary position available for a period of six to twelve months with the possibility of permanency from this process. Expressions of interest are sought from potential candidates and must include a supporting statement of no more than two pages outlining relevant experience and ability required in the selection criteria, contact details of at least two referees and current curriculum vitae.

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: Christopher Borg (02) 6205 4687

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Dementia Care in Hospitals Program

Administration Support Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 17234)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Expressions of Interest are sought from dedicated and enthusiastic individuals with excellent communication skills to work as part of a small team implementing the Dementia Care in Hospitals Program (DCHP). The DCHP is an all-of-hospital program funded by the Department of Social Services to improve the acute hospital experience for older patients with cognitive impairment, and their families/carers. Canberra Hospital is one of four sites nationally to implement and evaluate the DCHP. The successful applicant will provide broad administrative support to the DCHP, and assist with data collection under the direction of the Project Officer. This will include liaison with staff on the acute wards of Canberra Hospital, patients with cognitive impairment, and their families/carers.

Notes: This part-time temporary position available at 22:03 hours per week (hours negotiable) available until 30 June 2016, with the possibility of extension. The position will be based at Canberra Hospital. Candidates are invited to submit a maximum of two pages addressing the selection criteria and attach a recent CV including the contact details of two referees. Selection may be made on written application and referee reports only.

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

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

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Contact Officer: Raelene McNaughton (02) 6244 3129 or Linda Kohlhagen, (02) 6244 3579

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Enrolled Nurse

Enrolled Nurse Level 2 \$59,831, Canberra (PN: 24129)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Correctional Centre (SCC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that in this position you will provide clinical support to assist in the clinical nursing care and treatment of a patient in a custodial or secure environment. You will be required to undertake professional development and supervision participate in quality initiatives and contribute to the multidisciplinary team process.

Qualifications/Eligibility Requirements: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) as an Enrolled Nurse. Prior to commencing in this role, current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. Current driver's licence is desirable.

Notes: This part-time position is available at 36 hours per week. Rather than address Selection Criteria individually, candidates are encouraged to submit a one page response outlining your interest, relevant skills, experience and qualifications which make you suitable for the role.

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: Liza Marando (02) 6205 1062 liza.marando@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Radiation Oncology

Intern Radiation Therapist 2016

Radiation Therapist Grade 1 \$59,425, Canberra (PN: 12111)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: The Department of Radiation Oncology, Canberra Hospital is recruiting an Intern Radiation Therapist to undertake their Supervised Practice Program. The Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: A tertiary qualification in Radiation Therapy and provisional registration or have applied for provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA). ACT Radiation Council License to operate radiation emitting apparatus used for radiation therapy purposes.

Notes: This is temporary full-time position for up to 12 months commencing February 2016.

Applicants will be shortlisted on the basis of written application, which must address the selection criteria and be uploaded through the ACT Health jobs portal. Current curriculum vitae and written referee reports must also accompany the application. Further information about referee reports and the referee report template are available from the ACT Health website.

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: Kym Allen (02) 6244 3881

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

ACT Wide Mental Health Services

Intensive In-home Crisis Support

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 31483)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. This service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in the community as an alternative to inpatient admission. The successful applicant will be required to undertake complex mental health assessments and work as a member of a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership with the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and Registered with Australian Health Practitioner Regulation Agency, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with Australian Health Practitioner Regulation Agency. Applicants must also have a minimum of 12 months work experience in a related/relevant organisation/service. Current driver's licence.

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

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: Rod Menere (02) 6205 1979

Canberra Hospital and Health Services

Medicine

Acute Support Services

Aboriginal and Torres Strait Liaison Officer Assistant

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 35277)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: The successful applicant will provide support to the Aboriginal and Torres Strait Islander Liaison Service to work with inpatients, outpatients and their families. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way. A knowledge of local Aboriginal and Torres Strait Islander communities and health issues is a requirement.

Eligibility/Other Requirements: This is a Designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position. Current driver's licence is also required.

Notes: This temporary position is part-time at 25 hours per week, for a period of six months with the possibility of an extension. 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: Joyce Graham (02) 6244 2316

Canberra Hospital and Health Services

Medicine

Acute Support Services

Speech Pathologist

Health Professional Level 1 \$55,410 - \$70,598, Canberra (PN: 01123, several)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Exciting opportunities exist for newly graduated Speech Pathologists within Health Directorate (ACT). Rehabilitation Aged and Community Care and Acute Support Speech Pathology services offer two full time new graduate positions, which will be available from January 2016. These positions provide six month rotations across two clinical settings, with the successful applicants gaining experience in acute hospital settings and community based services. Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of Canberra Hospital and the surrounding community. The positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/other requirements: Degree or diploma in Speech Pathology from a recognised tertiary institution and eligibility for practising membership of Speech Pathology Australia. A current driver's licence is essential.

Note: This is a temporary position available for a period of 12 months. Successful applicants are expected to commence in early January 2015. 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. In addition please provide your CV and 2 written referee reports. Written referee reports on the ACT Health template are preferred. Applications are to be uploaded on ACT Government Health website.

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Contact Officer: Chantal Harrison or Felicity Martin (02) 6244 2230 felicity.martin@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Crisis Assessment and Treatment Team

Crisis Assessment and Treatment Team - Intensive in-home support

Health Professional Level 1 \$55,410 - \$70,598, Canberra (PN: 16278)

Gazetted: 29 October 2015

Closing Date: 12 November 2015

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. This service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in the community as an alternative to inpatient admission. Under close supervision, the successful applicant will be required to undertake mental health assessments and work as a member of a multi disciplinary team, providing assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: 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 Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. Applicants must also have a minimum of 12 months work experience in a related/relevant organisation/service. Current driver's licence.

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

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Contact Officer: Rod Menere (02) 6205 1979

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Wards

Assistant in Nursing Surgery and Oral Health

Assistant in Nursing \$46,752 - \$48,335, Canberra (PN: 18262, several)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Expressions of interest are sought from dynamic and motivated Assistants In Nursing looking for 12 month temporary positions on the Surgical Wards at The Canberra Hospital.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent (e.g. working toward a Diploma in Nursing).

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

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

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Contact Officer: Jeanine Young (02) 6244 3375 jeanine.young@act.gov.au or Clair Collins (02) 6244 2364 clair.collins@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
RACC Administration**

Assistant in Nursing

Assistant in Nursing \$46,752 - \$48,335, Canberra (PN: 31106)

Gazetted: 29 October 2015

Closing Date: 5 November 2015

Details: Rehabilitation, Aged and Community Care (RACC) are offering the opportunity for an enthusiastic, motivated and suitably qualified Assistant in Nursing to join the Sub-acute Geriatric Unit (Ward 11B) at The Canberra Hospital. This exciting opportunity involves working under the direction of Registered Nurses in a team based environment, assisting patients with activities of daily living and caring for patients on a one to one basis. Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent, for example working towards Diploma in Nursing or Bachelor of Nursing.

Notes: This position involves working a 24/7 rotating roster including weekends and nightshift. Part time applications 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.

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Contact Officer: Hazel Hurrell 0434 674 442

Justice and Community Safety

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

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

ACT Law Courts and Tribunal Administration

Executive

Executive Assistant

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 42325)

Gazetted: 26 October 2015

Closing Date: 9 November 2015

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

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

Note: This is a temporary position available from 17 December 2015 to 15 July 2016.

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

ACT Corrective Services

Administration

Contracts, Procurement and Fleet

Administration Officer, Contracts, Procurement and Fleet

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 11242)

Gazetted: 23 October 2015

Closing Date: 6 November 2015

Details: ACT Corrective Services (ACTCS) is seeking a motivated and highly organised person to fill the role of Administrative Officer, Contracts, Procurement and Fleet. The successful applicant will work under the direction of the Finance Coordinator, Procurement and Contracts, and will provide administrative support surrounding the development, delivery and management of contracts and procurement for ACTCS. They will also be required to develop related documents, including less complex advice and reports and general correspondence. Other duties include, but are not limited to, the maintenance of ACT Corrective Services Vehicle Fleet Leasing, including maintaining a vehicle register, notifying areas before leases expire, assisting staff with enquiries, and all end of financial year FBT requirements, and associated record keeping. The successful applicant will display sound communication skills and demonstrate a capacity to work as part of a team. They will also possess excellent time management skills and a demonstrated ability to manage personal work priorities. The successful applicant will also display probity and ethical behaviour.

Eligibility/Other Requirements: Eligible persons will be required to undergo a police check.

Note: To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Kate Walton (02) 6207 0438 kate.walton@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

Public Transport

ACTION

Belconnen Workshop Manager

Senior Technical Officer Grade C \$96,073 to \$103,416, Canberra (PN: NMW001)

Gazetted: 27 October 2015

Closing Date: 17 November 2015

Details: ACTION is seeking to employ a suitably qualified and experienced individual to fill the role of Manager of Belconnen Workshop. The position requires a person with proven Workshop management skills and the ability to implement a continuous improvement and quality service culture to manage all aspects of Workshop operations. This includes ensuring planned and unplanned maintenance and repair tasks are completed on time and to a high standard to ensure bus availability for daily operations. The successful applicant will be responsible for managing a diverse workforce and ensuring that budget, administrative, compliance and accreditation standards are met. 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.

Eligibility/Other Requirements: Appropriate Trade qualifications and or relevant certificates. The occupant of this position must hold a current HR licence.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au

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

Infrastructure, Roads and Public Transport

Public Transport

Network and Systems

Scheduling Assistant

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 35987)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: The Public Transport branch is seeking a dynamic individual with demonstrated experience in public transport network design and scheduling. The successful applicant will be required to schedule bus services efficiently using the Hastus vehicle and crew scheduling system and update the geographical database as required. This person will have strong communication, analytical and strategic thinking skills. Further, a demonstrated knowledge of public transport scheduling systems would be an advantage. The ACT Public Service is committed to building a culturally diverse workforce and 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.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be highly regarded. Extensive experience in the use of Hastus is essential.

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

Contact Officer: Ian McGlenn (02) 6207 8000 ian.mcglinn@act.gov.au

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

Infrastructure Roads and Public Transport

Public Transport

ACTION

Business Support Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 35976)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: ACTION is seeking a person with high level administrative and business coordination skills to fulfil the role of Business Support Officer. The successful applicant will have the ability to identify, develop and implement administrative systems and processes to support the whole of ACTION and corporate office administrative functions. The ability to prepare a wide range of documents and progress with limited supervision, a variety of projects will be essential. The successful applicant will be required to possess high level administrative support to the Director ACTION and also have strong oral and written communication and interpersonal skills to ensure effective liaison with other interdependent business units within Territory and Municipal Services (TAMS) and the ACT Government. 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.

Note: This position is temporary available for six months with the possibility of extension or permanent filling from this process.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@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

Parks and Conservation Service

Biosecurity and Rural Services

Rural Programs Coordinator

Technical Officer Level 4 \$76,337 - \$87,366, Canberra (PN: 09900)

Gazetted: 27 October 2015

Closing Date: 25 November 2015

Details: As the Rural Programs Coordinator working in the Parks and Conservation Service you will be a member of a team which provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management, livestock production, vertebrate pests, invasive plants and kangaroo population management. You will lead a small Rural Programs team in delivering rural land management programs and extension activities to rural landholders in accordance with the principles of ecologically sustainable land management consistent with legislation and the ACT Nature Conservation Strategy. The successful candidate will possess considerable experience working in agriculture with a focus on sheep and/or cattle production. An appreciation of rural land management issues pertinent to the ACT and surrounding region will be an advantage. 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.

Eligibility/Other Requirements: Tertiary Qualifications in Agriculture with a focus on sheep and/or cattle production, or other science degree (natural Resource Management, Agronomy, Environmental Science etc) and / or relevant experience. Be willing and physically able to participate in biosecurity and bushfire incidents (including fire training, standby and fire fighting); Be prepared to work alternate hours if required; Be prepared to wear a uniform; and have a valid licence to drive a manual car.

Contact Officer: Bruce Lambie (02) 6207 2264 bruce.lambie@act.gov.au

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

Infrastructure, Roads and Public Transport

Public Transport

Network and Systems

Business Improvement Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 35982)

Gazetted: 26 October 2015

Closing Date: 2 November 2015

Details: The Public Transport branch is seeking a dynamic individual with demonstrated experience in identifying business improvements and solution development in a public transport environment. The successful applicant will be required to provide ongoing critical analysis of public transport performance using a range of key business systems. The ACT Public Service is committed to building a culturally diverse workforce and 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.

Eligibility/Other Requirements: Qualification in Performance Analysis or Public Transport Network Design, or equivalent experience in a related discipline will be highly regarded.

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

Contact Officer: Peter Steele (02) 6205 2179 peter.steele@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

Parks and Conservation Service

Biosecurity and Rural Services

Rural Services Officer

Technical Officer Level 3 \$66,127 - \$74,731, Canberra (PN: 36283)

Gazetted: 27 October 2015

Closing Date: 25 November 2015

Details: As a Rural Services Officer working in the Parks and Conservation Service you will be a member of a team which provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management, livestock production, vertebrate pests, invasive plants and kangaroo population management. As the member of a small Rural Programs team you will deliver rural land management programs and extension activities to rural landholders in accordance with the principles of ecologically sustainable land management consistent with legislation and the ACT Nature Conservation Strategy. The successful candidate will possess considerable experience working in agriculture with a focus on sheep and/or cattle production. An appreciation of rural land management issues pertinent to the ACT and surrounding region will be an advantage. 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.

Eligibility/Other Requirements: Tertiary Qualifications in Agriculture with a focus on sheep and/or cattle production, or other science degree (natural Resource Management, Agronomy, Environmental Science etc) and or relevant experience. Be willing and physically able to participate in biosecurity and bushfire incidents (including fire training, standby and fire fighting); Be prepared to work alternate hours if required; Be prepared to wear a uniform; and Have a valid licence to drive a manual car.

Contact Officer: Bruce Lambie (02) 6207 2264 bruce.lambie@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

Yarralumla Nursery

Plant Sales Officer

General Service Officer Level 5/6 \$49,918 - \$54,936, Canberra (PN: 17127)

Gazetted: 28 October 2015

Closing Date: 11 November 2015

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows cool climate plants from its own plant stock and seed bank including local, rare and endangered species. 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. We are seeking an experienced Plant Sales Officer to provide high quality customer service.

Eligibility/Other Requirements: Current driver's licence and the ability to undertake physical outdoors work.

Note: Selection may be based on application and referee reports only. Interviews may not be held.

Contact Officer: Farley Hayward (02) 6207 2447 farley.hayward@act.gov.au

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

Infrastructure, Roads and Public Transport

Public Transport

Contracts and Assets

Senior Manager, Contracts, Service Performance and Assets

Senior Officer Grade A \$131,412, Canberra (PN: 35988)

Gazetted: 23 October 2015

Closing Date: 30 October 2015

Details: The Public Transport Branch is seeking a dynamic individual with demonstrated experience in the development, negotiation and management of Service Level Agreements. The successful applicant will oversee the administration and interpretation of contracts, including compliance, variations and warranty issues. Experience in the implementation of both business and organisational change initiatives will also be highly regarded. The ACT Public Service is committed to building a culturally diverse workforce and 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.

Eligibility/Other Requirements: Qualifications in Contract Management or equivalent experience in a related discipline. Further qualifications in Finance and/or Project Management highly regarded.

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

Contact Officer: Ian McGlenn (02) 6207 8000 ian.mcglinn@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

Chief Minister, Treasury and Economic Development

General Service Officer Level 8 \$61,383 - \$64,862

Daniel Jason Boyle 846-93368, Section 68(1), 26 October 2015

Administrative Services Officer Class 3 \$57,417 - \$61,793

Nadine Margaret Brown 846-89772, Section 68(1), 21 October 2015

Senior Officer Grade B \$113,150 - \$127,379

Helena Verna Cataldo 846-94387, Section 68(1), 26 October 2015

Administrative Services Officer Class 4 \$63,744 - \$69,022

Jemma Dalley 846-93683, Section 68(1), 12 October 2015

Administrative Services Officer Class 4 \$63,744 - \$69,022

Madeleine Anne Gane 846-87451, Section 68(1), 23 October 2015

Community Services

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Benedict Chapman 846-84672, Section 68(1), 27 October 2015

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Kim Hefren-Webb 844-82077, Section 68(1), 19 October 2015

Health

Registered Nurse Level 1 \$60,772 - \$81,180

Samantha Bain 827-24917, Section 68(1), 23 October 2015

Senior Officer Grade C \$96,073 - \$103,416

Jacqueline Brooker 848-19370, Section 68(1), 26 October 2015

Building Trade \$63,656 - \$67,325

Nicholas Dawson 846-93376, Section 68(1), 26 October 2015

Health Professional Level 2 \$59,085 - \$81,111

Dalbir Grewal 846-92947, Section 68(1), 26 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Jinu Joseph 834-44693, Section 68(1), 22 October 2015

Registered Nurse Level 2 \$84,394 - \$89,447

Deanne MacLeod 821-23361, Section 68(1), 21 October 2015

Administrative Services Officer Class 2 \$50,676 - \$55,957

Natasha Martinoska 845-20483, Section 68(1), 23 October 2015

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

Kwok Wai (rick) Tang 825-50013, Section 68(1), 24 October 2015

Administrative Services Officer Class 3 \$57,417 - \$61,793

Lydia Thomas 839-26967, Section 68(1), 26 October 2015

Registered Nurse Level 4.1 \$109,381

Wendy Woodman 846-94256, Section 68(1), 19 October 2015

Justice and Community Safety

Administrative Services Officer Class 5 \$70,844 - \$74,989

Linda Alice Barthelson 827-49794, Section 68(1), 8 October 2015

TRANSFERS

Health

Tonia Alexander: 846-93501

From: Senior Officer Grade C \$96,073 - \$103,416

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 23879) (Gazetted 30 July 2015)

Lisa Haigh: 741-08903

From: Administrative Services Officer Class 4 \$63,744

Health

To: Administrative Services Officer Class 4 \$63,744 - \$69,022

Health, Canberra (PN. 26946) (Gazetted 17 September 2015)

PROMOTIONS

Capital Metro

Corporate Governance and Communications

Governance and Business Solutions

Vilma Antonieta Bell: 843-59124

From: Administrative Services Officer Class 5 \$70,844 - \$74,989

Capital Metro Agency

To: Administrative Services Officer Class 6 \$76,337 - \$87,366

Capital Metro, Canberra (PN. 34483) (Gazetted 23 September 2015)

Chief Minister, Treasury and Economic Development

Access Canberra

Ash BalaretnaRaja: 799-84953

From: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 35718) (Gazetted 8 September 2015)

Access Canberra

Derise Margaret Cubin: 783-13381

From: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 31036) (Gazetted 8 September 2015)

Access Canberra

Dragana Cvetkovski: 772-39474

From: Senior Professional Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 35192) (Gazetted 8 September 2015)

Access Canberra

Jerome Philip Freestone: 793-07231

From: Senior Officer Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 35193) (Gazetted 8 September 2015)

Access Canberra

Tracey Lianos: 828-30170

From: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 35631) (Gazetted 8 September 2015)

Access Canberra

Josh Rynehart: 778-10693

From: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$131,412

Chief Minister, Treasury and Economic Development, Canberra (PN. 18870) (Gazetted 8 September 2015)

Health

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Adult Community and Older Persons

Chrysta Bridge: 836-56733

From: Registered Nurse Level 1 \$60,772 - \$81,180

Health

To: †Registered Nurse Level 3.1 \$96,756 - \$100,737

Health, Canberra (PN. 17692) (Gazetted 28 May 2015)

**Canberra Hospital and Health Services
Executive Director of Medical Services
Gillian Fox: 795-54056**

From: Administrative Services Officer Class 3 \$57,417 - \$61,793
Health

To: Administrative Services Officer Class 4 \$63,744 - \$69,022
Health, Canberra (PN. 18751) (Gazetted 24 September 2015)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Fatihia Gathunga: 786-52746**

From: Registered Nurse Level 1 \$60,772 - \$81,180
Health

To: †Registered Nurse Level 3.1 \$96,756 - \$100,737
Health, Canberra (PN. 33754) (Gazetted 20 August 2015)

**Canberra Hospital and Health Services
Medicine
Cardiology**

Susan Jenness: 835-82359

From: Registered Nurse Level 1 \$60,772 - \$81,180
Health

To: Registered Nurse Level 2 \$84,394 - \$89,447
Health, Canberra (PN. 17706) (Gazetted 27 August 2015)

**Canberra Hospital and Health Services
Medicine**

Felicity Leslie: 844-75846

From: Health Professional Level 2 \$59,085 - \$81,111
Health

To: Health Professional Level 2 \$59,085 - \$81,111
Health, Canberra (PN. 12872) (Gazetted 22 October 2015)

This promotion is to a non-advertised vacancy in accordance with Clause N.2 of the Health Professionals Enterprise Agreement 2013-2017.

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

Kirsten Anne Madsen: 749-69172

From: Registered Nurse Level 2 \$84,394 - \$89,447
Health

To: †Registered Nurse Level 3.1 \$96,756 - \$100,737
Health, Canberra (PN. 18505) (Gazetted 20 July 2015)

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

Patricia McLaren: 795-56270

From: Administrative Services Officer Class 3 \$57,417 - \$61,793
Health

To: Health Professional Level 2 \$59,085 - \$81,111
Health, Canberra (PN. 14458) (Gazetted 3 September 2015)

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

Child and Adolescent Mental Health

Elissa Ruth See: 827-43536

From: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)
Health

To: †Health Professional Level 4 \$96,073 - \$103,416
Health, Canberra (PN. 27585) (Gazetted 13 August 2015)

Justice and Community Safety

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Various

Samantha Cunningham: 827-42154

From: Administrative Services Officer Class 3 \$57,417 - \$61,793
Justice and Community Safety

To: Administrative Services Officer Class 4 \$63,744 - \$69,022
Justice and Community Safety, Canberra (PN. 43462) (Gazetted 5 March 2015)

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Various

Samantha Jansen: 827-59562

From: Administrative Services Officer Class 3 \$57,417 - \$61,793
Justice and Community Safety

To: Administrative Services Officer Class 4 \$63,744 - \$69,022
Justice and Community Safety, Canberra (PN. 34715) (Gazetted 5 March 2015)

CORRIGENDA

Health

Health Professional Level 2 \$59,085 - \$81,111

Georgina Tozer: 846-93835, Section 68(1), 09 November 2015

Note: Correction to the commencement date should be 9 November 2015 originally published in the gazette of 22/10/2015.