



ACT Government Gazette

Gazetted Notices for the week beginning 28 July 2016

VACANCIES

Calvary Health Care ACT (Public)

Nursing

5W

Registered Nurse

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: TBA)

Gazetted: 01 August 2016

Closing Date: 14 August 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Contact Officer: Jackie Lloyd jacquelyn.lloyd@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Chief Minister, Treasury and Economic Development

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

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

Enterprise Canberra

Innovate Canberra

Invest Canberra

Senior Investment Advisor

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 09684)

Gazetted: 29 July 2016

Closing Date: 15 August 2016

Details: Invest Canberra is seeking an experienced person to join their investment promotion, attraction and facilitation team. The position will work closely with the Manager for ACT programs, on developing initiatives and programs which highlight the ACT's growing capability as place to invest and collaborate.

Note: This position is being readvertised.

Contact Officer: David Saunderson (02) 6207 0112 david.saunderson@act.gov.au

ACT Property Group

Portfolio Management Team

Asset Management, Capital Works

Asset Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 43437, several)

Gazetted: 03 August 2016

Closing Date: 17 August 2016

Details: The ACT Property Group is in an exciting time of development and change and as such, we are looking for two Asset Managers to join our team. The Asset Manager is responsible for implementing and managing asset management strategies, plans and processes for the ACT Governments property and real estate assets. This role is also involved in new letting strategies, developing, managing and monitoring the capital works program and liaison with the tenancy officers with regard to the renewal of Government office and community accommodation and administration requirements.

Eligibility/Other Requirements: To be considered for this role you will have skills and experience in Property, Asset Management and Capital Works Management.

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

Contact Officer: David Doherty (02) 6205 8340 david.doherty@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.

Access Canberra

Registration and Fair Trade

Land Titles

Project Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36811)

Gazetted: 01 August 2016

Closing Date: 15 August 2016

Details: Under the limited direction of the Senior Manager, Registrations and Licensing: Establish and maintain a project management framework for the implementation of a system upgrade from the business (user) side; Coordinate and manage the delivery of a new business system, including enhancements to current business solutions and development and implementation of infrastructure upgrades; Build and manage complex cross directorate relationships with all internal users, technical staff, vendors, management and customers to determine and resolve issues with project implementation; Negotiate, liaise and represent the directorate at a senior level in dealings with other government agencies, industry and the public; Formally report to the Access Canberra ICT Steering Committee on a monthly basis on the status of the project management plan; Prepare regular high level reports, business cases, correspondence as required in relation to the management of the project and its progress; Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available for a period of up to 18 months.

Contact Officer: Vesna Cvjeticanin (02) 6205 1694 vesna.cvjeticanin@act.gov.au

Shared Services

Shared Services ICT

Security

Senior Agency Security Officer - Personnel

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 33062)

Gazetted: 28 July 2016

Closing Date: 11 August 2016

Details: Provide assistance in the delivery of Personnel Security for the protection of data communications and major computing infrastructure, and building used by the ACT Government in the delivery of ICT services. Responsibilities include administration of the Personnel Security Program for Shared Services and Chief Minister, Treasury and Economic Development, security assurance checks relating to personnel security, conducting Protective Security Audits and the preparation of reports.

Eligibility/Other Requirements: This is a security assessed position, NV1(Secret). Certificate IV in Government Personnel Security or other security related qualifications would be highly regarded.

Contact Officer: Peter Major (02) 6207 0073 peter.major@act.gov.au

Access Canberra

Registration and Fair Trade

Land Titles

Project Leader

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 37343)

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Details: Under broad direction: Manage establishment of project(s); Develop strategies to progress project objectives; Engage with various stakeholders to progress the project objectives; Undertake preparation and assist in the running of meetings; Examine, evaluate and take appropriate action on reports, submissions and information regarding the project to ensure relevance, completeness and accuracy; Liaise and negotiate with internal and external stakeholders at all levels while maintaining progress of project objectives; and Develop, implement and review protocols and procedures relevant to the project. Provide administrative support in managing the project including: Review and coordinate communication and documentation relating to the project, prioritising, redirecting, researching background information as required, and responding to stakeholders as

appropriate; Prepare correspondence, reports, briefs and assemble supporting documents for meetings; Manage the Land Titles system upgrade schedule; Organise meetings and secretariat arrangements as required; Contribute generally to the work of the Section; Maintain records in accordance with the *Territory Records Act 2002*; This position may involve direct supervision of personnel.

Note: This position is temporary for up to 12 months with the possibility of extension.

Contact Officer: Vesna Cvjeticanin (02) 6205 1694 vesna.cvjeticanin@act.gov.au

Access Canberra

Strategic ICT

Business Development and Information

Software Test Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 42545, several)

Gazetted: 03 August 2016

Closing Date: 17 August 2016

Details: Provide technical software and end user acceptance testing and related activities by analysing business and functional requirements documents and identifying changes required to perform the testing process; develop and write test plans, maintain or write new test scripts and test cases; carry out comprehensive testing using various test tools and techniques to test the behaviour, functionality and integrity of computer software; and document the results of tests in defect reports and related documentation; report and record test progress and test defects raised in accordance with agreed requirements and reporting timelines; participate in test plan reviews, project meetings and working groups to ensure the success of projects and defect resolution; prepare comprehensive overview documentation for projects and defects for new and modified functionality; provide advice and assistance to team members, other technical teams and business stakeholders. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Highly desirable: Several years experience as a software tester or a thorough understanding of the policies, procedures and business rules which impact on the rego.act system and the ability to apply them in a test environment. Relevant qualifications in software testing (eg. ITSQB) and/or information technology.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. An order of merit may be established to fill both temporary and permanent positions at level over the next 12 months.

Contact Officer: Indran Naidoo (02) 6205 1573 indran.naidoo@act.gov.au

Community Services

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

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

Housing and Community Services

Asset Management Branch

Manager - Procurement

Senior Professional Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37352)

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Details: Housing and Community Services is seeking an experienced professional to manage procurement activities with a major contract. The successful applicant will be responsible for providing high level procurement advice, liaising with key stakeholders and managing a small team. The successful applicant will also need well developed project management and time management skills, high level communication skills and flexibility in responding to change.

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

Contact Officer: Danny O'Mara (02) 6205 5273 danny.omara@act.gov.au

**Strategy, Participation and Early Intervention
Office for Aboriginal and Torres Strait Islander Affairs
Communications and Engagement Coordinator
Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37239)**

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Details: The Communication and Engagement Coordinator position will report directly to the Director, Office for Aboriginal and Torres Strait Islander Affairs and focus on program implementation of the seven key focus areas of the Agreement [ACT Aboriginal and Torres Strait Islander Agreement 2015-18]. The successful applicant will be required to operate strategically, manage projects and deliver outcomes within tight deadlines. This position will also require a sound knowledge and understanding of Aboriginal and Torres Strait Islander people's societies and cultures and the ability to communicate sensitively and effectively with key stakeholders.

Eligibility/Other Requirements: This is a designated Aboriginal and Torres Strait Islander position as defined in *Section 65 of the Public Service Management Act*.

Note: This is a temporary position available until 30 June 2017.

Contact Officer: Joanne Lesiputty (02) 6205 5635 joanne.lesiputty@act.gov.au

Housing and Community Services

Housing ACT

Gateway Services

Manager Gateway Services

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 26623)

Gazetted: 02 August 2016

Closing Date: 9 August 2016

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

Eligibility/Other Requirements: Experience in using a range of IT business and office applications. A current driver's licence. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable.

Contact Officer: Michael Reid (02) 6207 0913 michael.reid@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.

Cultural Facilities Corporation

ACT Museums and Galleries

Canberra Museum and Gallery

Curator (Social History)

Professional Officer Class 1 \$62,720 - \$76,114, Canberra (PN: 13973)

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Canberra Museum and Gallery (CMAG) is seeking an experienced and enthusiastic curator to fill a maternity leave vacancy in our Social History team until the 3 September 2017. You will possess formal qualifications in Australian history, social history or a related field and ideally be knowledgeable about the history of Canberra and the ACT.

The right person for this role will be experienced in the planning and delivery of exhibitions and your sound knowledge of collection management systems will be highly regarded. Applicants must submit a written statement addressing the selection criteria.

Eligibility/Other Requirements: Degree or Diploma in Australian History. A current driver's licence.
Contact Officer: Mark Bayly (02) 6207 5885 mark.bayly@act.gov.au
Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

Office for Schools

North/Gungahlin Network

Campbell High School

Principal

School Leader A \$141,588 - \$170,010, Canberra (PN: 01660)

Gazetted: 03 August 2016

Closing Date: 17 August 2016

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Judy Hamilton (02) 6205 3313 judith.hamilton@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.

Director General

Office of the Director General

Executive Officer to the Director-General

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37377)

Gazetted: 02 August 2016

Closing Date: 9 August 2016

Details: Expressions of interest are sought from a suitably skilled applicant to offer agile, innovative and sound support to the Director-General of the Education Directorate. The successful candidate will provide high level advice to the Director-General on strategic, administrative and operational matters as required. Plan and manage projects and cross Directorate projects. Prepare presentations and manage the preparation and quality assurance of speeches, reports and correspondence as required.

Eligibility/Other requirements: Knowledge of and/or experience with educational environments is desirable.

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

Contact Officer: Natalie Howson (02) 6205 9156 natalie.howson@act.gov.au

Office for Schools

Belconnen Network

Macquarie Primary School

Business Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36389)

Gazetted: 02 August 2016

Closing Date: 9 August 2016

Details: Macquarie Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate Compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met, and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers. Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Eligibility/Other Requirements: 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. Prior to commencing in this role, 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training.

Note: This is a permanent part-time position at 29:24 hours per week and the salary noted above will be paid pro-rata. The Successful applicant may be selected from written application and referee reports only. Please provide two referee reports when submitting an application.

Contact Officer: Wendy Cave (02) 6205 6077 wendy.cave@ed.act.edu.au

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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Education Strategy

Student Engagement

Student Wellbeing- Transitions and Careers

Careers and Transitions Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 33424)

Gazetted: 03 August 2016

Closing Date: 10 August 2016

Details: An opportunity exists to work as part of the Transitions and Careers team to contribute to the development and management of career education in schools, Pathways Planning, Flexible Learning Options, transition programs and projects including the annual CareersXpo. The successful applicant will also: Develop and implement promotional presentations to school communities and stakeholder groups; liaise with schools, clients and other government and non-government agencies and provide advice on career and transitions policy and programs; prepare and coordinate submissions, papers and correspondence on policy, ministerial briefings, speeches, submissions, government responses and other written material; contribute to team building, and the training and development of section and directorate staff; and assist the manager in the management of human and financial resources and setting of priorities.

Eligibility/Other Requirements: Knowledge of and experience in transitions and career education in schools is desirable.

Notes: This is a temporary part-time position at 14:24 hours per week and the salary noted above will be paid pro-rata. This temporary vacancy is available 1 September 2016 until 31 August 2017 with the possibility of extension.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Pauline Luchetti (02) 6205 7873 pauline.luchetti@act.gov.au

Education Strategy

Student Engagement

Inclusion and Engagement

Teacher Support at Preschool

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 06876)

Gazetted: 03 August 2016

Closing Date: 10 August 2016

Details: Student Engagement is seeking an experienced teacher with a commitment to inclusive practice in the early years to join the Support at Preschool (SAP) program. The SAP team works with ACT Public Schools to support the inclusion of children with developmental delay and disability in preschool. The successful teacher will work with school leaders and teaching teams to identify, implement and review adjustments necessary to support student engagement and participation. Planning and delivering targeted professional learning and supporting transitions will be key priorities for this position.

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). 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available until 26 January 2017.

Contact Officer: Jean Walker (02) 6207 9994 jean.walker@act.gov.au

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

Office for Schools

Belconnen Network

Kingsford Smith School

School Administrative Assistant (School Secretary)

School Assistant 2 \$43,736 - \$48,298, Canberra (PN: 15576)

Gazetted: 02 August 2016

Closing Date: 9 August 2016

Details: Kingsford Smith School is seeking applications for an experienced secretary/receptionist to be responsible for a variety of administrative tasks that support the efficient, flexible and responsive performance of the Front Office. The successful applicant will contribute effectively to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks. Proficient use of IT software and equipment is required for preparing the school newsletter, standard correspondence, data entry, records management, photocopying, first aid and secretariat support to the Executive team. The applicant will also be required in assisting in the planning, preparation and/or set up of school events including open nights and parent teacher interviews.

Eligibility/Other Requirements: 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 https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Desirable: First Aid qualification or willingness to undertake appropriate training.

Contact Officer: Lyndsee Mahl (02) 6142 3403 lyndsee.mahl@ed.act.edu.au

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

Office for Schools

Tuggeranong

Caroline Chisholm School

School Administrative Assistant

School Assistant 2 \$43,736 - \$48,298, Canberra (PN: 31443)

Gazetted: 02 August 2016

Closing Date: 9 August 2016

Details: Caroline Chisholm School is P-10 school. The position on the senior campus requires a flexible, experienced administrative assistant/receptionist with highly development skills and abilities as well as a high level of understanding of a school environment. The successful applicant will have proven excellence in customer service and demonstrated high level competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications including word processing, databases and spreadsheets. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks including, but not limited to, enrolments, the newsletter, records management and general administrative duties.

Eligibility/Other Requirements: Applicants are strongly encouraged to contact the Contact Officer for further information regarding this position. Desirable: Working knowledge of the MAZE management systems. First Aid qualifications or willingness to undertake appropriate training. Successful applicant must hold a current Working with Vulnerable People registration. 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available until 26 January 2017 with the possibility of extension and/or permanency from the process. Selection may be based on application and referee reports only.

Contact Officer: Jenny Mosessen (02) 6142 3529 jenny.mosessen@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

Office of the Surveyor-General and Land Information

Spatial Information Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 15369)

Gazetted: 28 July 2016

Closing Date: 18 August 2016

Details: A Senior Manager in Geographic Information Systems (GIS) is required within the Office of the Surveyor-General and Land Information, Environment and Planning, ACT Government. The successful candidate will manage a section of approximately five staff to manage and distribute foundation spatial data (cadastral, road, topographic, imagery etc), customised mapping and public catalogue applications. Proven staff management and leadership together with technical expertise in spatial data management and applications are essential.

Eligibility/Other Requirements: Degree or Diploma in Spatial Science or related qualifications are highly desirable.

Note: This is a temporary position available until December 2017.

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@act.gov.au

Environment

Parks and Conservation Service

Fire, Forests and Roads

Senior Forester

Senior Professional Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37053)

Gazetted: 28 July 2016

Closing Date: 11 August 2016

Details: ACT Parks and Conservation Service (PCS) is seeking a Senior Professional Forester to deliver the planning and implementation of all forestry operations across the Parks and Conservation Service estate. The successful applicant will be highly motivated, self directed, have advanced technical skills and relevant extensive experience in softwood plantation management with particular emphasis on harvesting. Appropriate skills and qualifications suitable for a career as a professional Forester are an essential element of this position with the ACT Parks and Conservation Service.

Eligibility/Other Requirements: Applicants must possess a relevant degree and be eligible for membership of the Institute of Foresters of Australia (IFA). Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required. Be able to meet and maintain the appropriate fire fighting fitness standards to at least the moderate level of the National Fire Fighting Task Based Assessment (assessed annually).

Note: Please note the position is a Designated Fire Position. Selection may be based on written application and referee reports only.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

**Office of the Surveyor General and Land Information
Land Information**

Spatial Data Services Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35592)

Gazetted: 01 August 2016

Closing Date: 15 August 2016

Details: A Manager in Geographical Information Systems (GIS) is required within the Office of Surveyor General and Land Information, ACT Government. The successful candidate will manage the ACT Spatial Data Distribution unit (1 staff member) while maintaining ACT Government's Geospatial Catalogue System and ArcGIS online.

Proven staff management and leadership together with technical expertise in spatial data management (including metadata) and applications are essential.

Eligibility/Other Requirements: Degree or Diploma in Spatial Science or related qualification is highly desirable.

Note: This is a temporary vacancy available until 23 December 2016 with the possibility of extension and/or permanency from this process.

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@act.gov.au

Environment

Nature Conservation Policy

NRM Programs

Aboriginal Education Program Coordinator

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37387)

Gazetted: 29 July 2016

Closing Date: 12 August 2016

Details: The Environment and Planning Directorate (EPD) is seeking an Aboriginal Education Program Coordinator to oversee the development and delivery of a new initiative in ACT schools called 'Kickstart My Career Through Culture' (Kickstart). Kickstart offers a different type of vocational education experience to students, using culture and land management and other areas of learning as a way to re-engage both Aboriginal and non-Aboriginal students in learning, improve school attendance and retention rates, and develop future leaders in the Aboriginal and Torres Strait Islander Community. Kickstart is a joint initiative between the ACT Environment and Planning Directorate, Education Directorate, and the Yurauna Centre located in Canberra Institute of Technology.

Eligibility/Other Requirements: The successful applicant will have a demonstrated capacity to be able to deliver programs in schools with Aboriginal and Torres Strait Islander youth and their families. A recognised school teaching, or career development qualification, or experience working with at-risk youth in an education or social work setting will be viewed as an asset.

Note: This is a temporary position available for a period of three years. This is an identified position to be filled by an Aboriginal and Torres Strait Islander person.

Contact Officer: Tim Wong (02) 6205 3806 tim.wong@act.gov.au

Environment

Parks and Conservation Service

Fire, Forests and Roads

Fire Management Crew Leader

General Service Officer Level 7 \$57,493 - \$60,714, Canberra (PN: 37144)

Gazetted: 03 August 2016

Closing Date: 17 August 2016

Details: ACT Parks and Conservation Service is seeking applications from suitably skilled and motivated people interested in careers as a Fire Management Crew Leader with the Fire, Forests and Roads section of the ACT Parks and Conservation Service. As a supervisor of specialised Field Officers with the ACT Parks and Conservation Service, the successful applicant will lead and work as part of a team implementing a range of bushfire management activities and assist in the protection of biodiversity and implementation of sustainable management practices in ACT's reserves and rural lands consistent with relevant legislation and management plan objectives.

Eligibility/Other Requirements: Applicants must be willing and able to undertake bushfire related activities, with nationally recognised qualifications to the ACT RFS level of Bushfire fighter (or equivalent) and demonstrated experience in bushfire suppression. Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis and possess a manual drivers' licence. Possess a current Advanced First Aid Certificate or capacity to obtain one, and be able to meet and maintain the appropriate fire fighting fitness standards to the arduous level of the National Fire Fighting Task Based assessment (assessed annually).

Note: This position is a Designated Fire Position and all shortlisted applicants must successfully complete a pre-interview Fire Fitness Assessment and a pre-employment medical. A merit list may be established to fill future short and long term temporary vacancies over the next 12 months. Late applications will not be considered.

Contact Officer: Mick Ivill (02) 6207 2545 mick.ivill@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.

Environment

ACT Parks and Conservation Service

National Parks and Catchments/Tidbinbilla

Conservation Wildlife Officer

Technical Officer Level 1 \$53,114 - \$55,686, Canberra (PN: 28870, several)

Gazetted: 28 July 2016

Closing Date: 15 August 2016

Details: The ACT Parks and Conservation Service (PCS) are seeking dynamic and experienced team players to contribute to the wildlife conservation initiatives at Tidbinbilla Nature Reserve (TNR). TNR hosts a range of threatened species recovery projects. Conservation Wildlife Officers contribute to the delivery of a diverse range of threatened species projects with multiple stakeholders and significant public engagement and visitor interaction themes. The positions are outcome focused but also have an emphasis on teamwork and flexibility. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Qualifications in Biology, Natural Resource Management, Environmental Science or similar are highly desirable. The successful applicant will be required to undertake incident management duties, work a shift roster, wear a uniform and hold a current Manual driver's licence. Bushfire related activities, including bushfire suppression, are also a mandatory component of the position.

Note: Suitable candidates will be placed on a Technical Officer Level 1 Order of Merit list which will be used to fill long term (one to five years), short term (up to 12 months) temporary vacancies with possibility of further extension and/or permanency from this process. The Order of Merit list is valid for a twelve month period.

Contact Officer: Nathan Oliver (02) 6205 1226 nathanm.oliver@act.gov.au

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Clinical Services

Clinical Director Adult Acute

Senior Specialist \$215,686, Canberra (PN: 37190)

Gazetted: 04 August 2016

Closing Date: 16 August 2016

Overview of the work area and position: This position is a permanent senior specialist position. The Clinical Director role is a three year tenure. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The role will be accountable and responsible to area Chief Psychiatrist - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Chief Psychiatrist. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation of: \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP continuing professional development program. Desirable: Knowledge of the Mental Health Act 2015 and other related legislation. Current drivers licence. Please note prior to commencement successful candidates will be required to complete a pre-employment Police check.

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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Health Program

Community Paediatrician

Specialist/Senior Specialist \$159,644 - \$197,006

Senior Specialist \$215,686, Canberra (PN: 23976)

Gazetted: 04 August 2016

Closing Date: Closing Date: 16 August 2016

Overview of the work area and position: Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Child At Risk Health Unit (CARHU) is a multidisciplinary team that provides specialist health services to children, young people and their families or carers who have been affected by abuse and/or neglect. The medical staff work in collaboration with police, child protection services and community based agencies to support the health and well being of vulnerable children. The Staff Specialist Paediatrician is responsible for providing paediatric services from the CARHU and The Canberra Hospital, including child

development, child protection and forensic assessments, and participation in the CARHU after hours forensic roster. The Specialist plays a key role in ensuring that care within the service reflects best practice and has responsibility for the supervision of registrars. The successful applicant will have clinical skills and experience in the fields of developmental paediatrics, child behaviour, child protection and forensic medical assessments, as well as strong liaison and organisational skills, for example, in building relationships with stakeholders and the timely provision of medico-legal reports. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Able to be registered as a medical practitioner in the Australian Capital Territory and a Fellow of the Royal Australasian College of Physicians; Division of Paediatric and Child Health. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Note: This position is a temporary part time position of 3 days per week for 2 years, with the possibility of an extension or a permanent position becoming available. A starting date can be negotiated from the beginning of August 2016.

Contact Officer: SEE SPECIAL CONDITIONS

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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

ENT Surgeon

Specialist/Senior Specialist/Visiting Medical Officer \$159,644 - \$197,006

Senior Specialist \$215,686, Canberra (PN: 19527)

Gazetted: 04 August 2016

Closing Date: Closing Date: 16 August 2016

Overview of the work area and position: The ENT Unit at Canberra Hospital is a busy service and has access to excellent imaging and diagnostic facilities. The current service manages a large number of patient separations per annum. The unit is currently serviced by 5 Visiting Medical Officers and supported by 2 ENT Registrars. The preferred applicant will be able to provide the current comprehensive range of emergency surgery and elective surgery with a special interest in Head and Neck surgery. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Senior Specialist: \$215,686 Visiting Medical Officer: Negotiable 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Qualifications and experience: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian college of Surgeons. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Contact Officer: Dr Tuan Pham, Unit Director (02) 6281 4075

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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Surgery and Oral

Medical Staff

Neurosurgeon

Specialist / Senior Specialist \$159,644 - \$197,006

Senior Specialist \$215,686, Canberra (PN: 07940)

Gazetted: 04 August 2016

Closing Date: Closing Date: 16 August 2016

Overview of the work area and position: The Neurosurgery Unit of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 3 full time staff specialists and 3 Neurosurgical Registrars (2 SET trainees and 1 non-accredited) and junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room - which has an intraoperative MR Scanner. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian College of Surgeons. o Post Fellowship training / qualifications in complex Spinal Surgery. Expertise and an interest in complex spinal surgery. o Hold a current ACT drivers license. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes.

Contact Officer: Dr David McDowell, Unit Director (02) 6244 3937 david.mcdowell@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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Mental Health Clinical Services

Psychiatrists

Specialist/Senior Specialist \$159,644 - \$197,006

Senior Specialist \$215,686, Canberra (PN: 15104)

Gazetted: 04 August 2016

Closing Date: Closing Date: 16 August 2016

Overview of the work area and position: There are permanent positions available in General Adult, Child and Adolescent, Older age and Forensic Psychiatry. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP continuing professional development program. Desirable: Knowledge of the Mental Health Act 2015 and other related legislation. Current drivers licence. Please note prior to commencement successful candidates will be required to complete a pre-employment Police check.

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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Division of Operations

Medical Imaging

Radiologist

Specialist/Senior Specialist \$159,644 - \$197,006

Senior Specialist \$215,686, Canberra (PN: 32620)

Gazetted: 04 August 2016

Closing Date: Closing Date: 16 August 2016

Overview of the work area and position: The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and Interventional Radiology with a complex and interesting workload. The Department has nineteen salaried staff specialists, 16 accredited Registrar training positions including one interventional fellow. The Interventional Radiology section has two state of the art interventional suites. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Senior Specialist: \$215,686. 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 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Radiologists. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Contact Officer: A/Prof Murali Guduguntla, Clinical Director Medical Imaging (02) 6244 2528

murali.guduguntla@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, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Alcohol and Drug Services Nurse Practitioner

Nurse Practitioner \$118,893, Canberra (PN: 37080)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Rehabilitation and Specialty Services; Adult Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services.

Overview of the work area and position: The Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Under broad direction, you will implement a specific Alcohol and other Drug Nurse Practitioner services to people with substance misuse disorder in the public health sector. This includes providing services in the acute care setting and in the community setting. These positions will work collaboratively with the ADS Specialist Medical Services.

Eligibility/Other Requirements: Registered as a Nurse in Australia with no conditions or undertaking on registration relating to unsatisfactory professional performance or unprofessional conduct, or eligible to register as a General

Nurse with the Nursing and Midwifery Board of Australia (NMBA) (Endorsed or eligible for endorsement as a Nurse Practitioner with the NMBA); Successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a Nurse Practitioner as determined by the NMBA. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jill Hughes (02) 6205 0947 Jill.Hughes@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Administration Officer Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 21612)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will manage the office/administrative aspects of the community based team by provision of high quality customer service to people accessing CAMHS Services, their networks and to ACT Health personnel.

Eligibility/Other Requirements: Must hold a current ACT driver's licence. Desirable: Experience in working with children and young people; Experience with medical terminology would be an advantage.

Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for two years.

Contact Officer: Elloise Barry (02) 6205 1050 elloise.j.barry@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

Support Pharmacist

Health Professional Level 5 \$114,847 - \$129,290, Canberra (PN: 36915)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Health-e Future Program has been established as part of a \$90 million investment in e-health capacity and ICT infrastructure. The objective of this program of work is to deliver digital technology innovations that put the customer at the centre of the solution. Patient Centric solutions being delivered as part of the Health-e Future Program include: Clinical Systems that provide a consolidated, shareable patient-centric health record enabling information to be available to the right person at the right place and time; Support Services that use technology to efficiently manage the resources which support the Health Directorate in the areas of patient administration and service delivery, staff management, food services, and bed management; Digital Health Infrastructure to provide the foundation to bring existing

infrastructure to the standards and capabilities necessary to support future technologies. Overview of the work area and position: Electronic Medication Management (EMM), ACT Government, Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. EMM is one of these systems currently being rolled out across ACT Health. The Clinical Systems team in the Information, Communication and Technology Branch is currently looking for an experienced Support Manager to maintain the Electronic Medication Management System and manage a small team of business system administrators. The key responsibilities of this position will be to plan, direct and coordinate activities required to manage the Electronic Medication Management System and to actively work with key stakeholders to ensure the Electronic Medication Management System keeps meeting the changing business needs. There will also be a requirement to liaise and actively participate in new pieces of work to ensure the linkages with the Electronic Medication Management System are delivered appropriately. The candidate should have strong interpersonal, leadership, communication, organisation and problem solving skills. They should be registered as a Pharmacist with the Australian Health Practitioner Regulations Agency (APHRA) and have recent experience working in a Health Environment. Eligibility/Other Requirements: Mandatory: Current registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Previous experience in management and support of health ICT systems. Relevant tertiary education in Health Informatics would be viewed favourably. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a full-time permanent position. Applicants are to address the Selection Criteria, provide a resume and two referees.

Contact Officer: Chris Jeffrey (02) 6207 9427 and Belinda Harris (02) 6205 9180

Strategy and Corporate

Policy and Government Relations

Community Policy Executive

Executive Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35670)

Gazetted: 04 August 2016

Closing Date: 18 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. Policy and Government Relations provides advice to ACT Health and ACT Government on strategic policy issues of national, territory-wide and health-sector-wide importance. Policy and Government Relations negotiates with funding bodies and service providers and manages service agreements with the non-government and government sectors, including aged care, chronic disease, primary care, sexual health, women and children's health, alcohol and other drugs, home and community care, mental health, Aboriginal and Torres Strait Islander health, and migrant and refugee health. We are seeking a highly motivated person to permanently fill the position of Executive Officer within Policy and Government Relations. The position will provide high level strategic advice and executive support to the Executive Director of the branch. The position will be responsible for the planning and reporting processes as well managing the coordination and preparation of Cabinet, Assembly and Ministerial correspondence. Provide research, liaison and written assistance to the Executive Director and the branch as well as other duties as directed.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in either Clinical, Operational Management or Policy Development including extensive analytical background within a health care system are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Ross O'Donoghue (02) 6205 0568 Ross.O'Donoghue@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Administration

Pre-Admission Clinic

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 18718, several)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Pre-Admission Clinic provides pre-operative health assessments for patients undergoing surgery. As a Registered Nurse you will work autonomously, in collaboration with the surgical and anaesthetic team to ensure the patient is in optimal health prior to surgery and is well prepared for their admission and for discharge.

Eligibility/Other Requirements: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Catherine Burns (02) 6244 2601 catherine.burns@act.gov.au

Canberra Hospital and Health Services

Critical Care

Demand Management

Acute Surgical Unit

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 19488)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity is available for suitably qualified Registered Nurses to apply for a permanent position within the Acute Surgical Unit at The Canberra Hospital. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Please submit a maximum two page expression of interest addressing the Selection Criteria, current Curriculum Vitae and the names of two professional referees. Successful applicants will be required to work a 24 hour rotating roster. Selection may be based on written application and referee reports only.

Contact Officer: Sarah Majeed (02) 6244 5738 sarah.majeed@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Wards

Neurosurgery Ward 9B, Surgery and Oral Health

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 22235)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: Ward 9B is a 29 bed inpatient unit delivering patient centred care to those requiring the services of the Neurosurgery specialty. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and students and take on Team Leadership responsibilities in the absence of the Clinical Nurse Consultant. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role at the Ward based level covering the domains; clinical care, leadership, education, safety and communication. Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A registered nurse or midwife with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field. Holds or is working towards a post-graduate qualification in Neuroscience nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jeanine Young (02) 6244 3375 jeanine.young@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Alcohol and Drug Program

Alcohol and Drug Service

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 28462)

Gazetted: 04 August 2016

Closing Date: 18 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are invited from suitably experienced Registered Nurses interested in a permanent Level 2 position at the Alcohol and Drug Service (ADS). The current vacancy sits within the Opiate Treatment Service however; the successful applicant will have the opportunity to work across all areas of the program. This is a part-time position and requires the successful applicant to demonstrate skills and knowledge of alcohol and other drug issues, an ability to work, flexibly, within a multidisciplinary team. The ADS has a comprehensive orientation program available to support area specific training needs.

Eligibility/Other Requirements: Registered or eligible for registration as a nurse/midwife with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent part-time position at 24:00 hours per week and the salary noted above will be paid pro-rata.

Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

**Canberra Hospital and Health Services
Surgery and Oral Health**

Surgical Wards

Registered Nurse - Ward 5B

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 22244, several)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Ward 5B is a 28 bed inpatient unit delivering patient centred care to those requiring the services of the orthopaedic, plastic, oral maxillofacial, and ear, nose and throat specialties. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and students and take on Team Leadership responsibilities in the absence of the Clinical Nurse Consultant. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role at the Ward based level covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A Registered Nurse or Midwife with a minimum of three years full-time post registration experience in the relevant field. Holds or is working towards a post-graduate qualification in Nursing. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are permanent, temporary, full-time and part-time positions available.

Contact Officer: Jeanine Young (02) 6244 3375 Jeanine.Young@act.gov.au

**Population Health
Health Protection Service**

Environmental Health

Public Health Officer

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 29631, several)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. A number of Environmental Health Officer positions are available in the Food Safety Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit someone with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Applicants must demonstrate adequate work experience, have a current driver's licence and undertake after hours work as reasonably necessary. Applicants must meet one of the following qualification criteria: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; OR Have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Lyndell hudson (02) 6205 0956 lyndell.hudson@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

Support Officer System Administrator, Electronic Medication Management (EMM)

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36934)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Health-e Future Program has been established as part of a \$90 million investment in e-health capacity and ICT infrastructure. The objective of this program of work is to deliver digital technology innovations that put the customer at the centre of the solution. Patient Centric solutions being delivered as part of the Health-e Future Program include: Clinical Systems that provide a consolidated, shareable patient-centric health record enabling information to be available to the right person at the right place and time; Support Services that use technology to efficiently manage the resources which support the Health Directorate in the areas of patient administration and service delivery, staff management, food services, and bed management; Digital Health Infrastructure to provide the foundation to bring existing infrastructure to the standards and capabilities necessary to support future technologies. Overview of the work area and position: The Support Officer System Administrator Electronic Medication Management, ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. Electronic Medication Management (EMM) is one of these systems currently being rolled out across ACT Health. The Clinical Systems team in the Information, Communication and Technology Branch is looking for an enthusiastic, motivated individual to provide systems administration support for the EMM system. As the Support Officer, you will work as part of a team and report to the EMM Support Manager within the Clinical Systems Program, to provide advanced clinical support, troubleshoot application components, and liaise with end users, technical staff, vendors and SSICT regarding upgrades and enhancements. The Clinical Systems Program provides program and project management for the delivery and support of clinical systems. The program includes two streams: Patient Record Systems that provide a consolidated, shareable, patient-centric

health record enabling information to be made available to the right person at the right place and time; and Clinical Decision Support Systems that provide healthcare professionals with better access to clinical research and evidence, and clinical decision-support tools to enable improvements in the quality, safety and efficiency of clinical practices. As the EMM Support Officer, you will work as part of a team and report to the Application Support Manager or Clinical Portal Support Manager of the Clinical Systems Program, to provide systems administration for e-Health Clinical Systems products.

Eligibility/Other Requirements: The candidate should have strong interpersonal, communication, organisation and problem solving skills. Experience in the administration of web based applications or information systems in a health environment is desirable. Prior to commencement successful candidates will be required to, undergo a pre-employment Police check.

Note: This is a full-time permanent position. Applicants are to address the selection criteria, provide a resume and two referees.

Contact Officer: Matthew Stephenson (02) 6174 5095 matthew.stephenson@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

Junior Business Analyst Electronic Medication Management (EMM)

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37091)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Health-e Future Program has been established as part of a \$90 million investment in e-health capacity and ICT infrastructure. The objective of this program of work is to deliver digital technology innovations that put the customer at the centre of the solution. Patient Centric solutions being delivered as part of the Health-e Future Program include:

- Clinical Systems that provide a consolidated, shareable patient-centric health record enabling information to be available to the right person at the right place and time;
- Support Services that use technology to efficiently manage the resources which support the Health Directorate in the areas of patient administration and service delivery, staff management, food services, and bed management;
- Digital Health Infrastructure to provide the foundation to bring existing infrastructure to the standards and capabilities necessary to support future technologies.

Overview of the work area and position: Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e Health systems that ensure the right information is available to the right person at the right time, regardless of their location. Electronic Medication Management (EMM) is one of these systems currently being rolled out across ACT Health. ACT Health is seeking Junior Business Analysts who will be responsible for managing delivery of business analysis activities for the Clinical Systems program. This includes developing process maps, managing the deliverable timelines, identifying business workflows, managing the use of BA tools, developing and executing business analysis documentation and liaison of with project teams and key business stakeholders. As part of a small team, you will be reporting to the Lead BA and the Program Manager of Clinical Systems.

The EMM project team is looking for an enthusiastic, motivated individual to provide business analyst support for the EMM project. As the EMM business analysts working under the direction of the EMM lead business analyst you will be responsible for managing delivery of business analysis activities for the EMM project. This includes developing process maps, managing the deliverable timelines, identifying business workflows, managing the use of BA tools, developing and executing business analysis documentation and liaison with key business stakeholders. The candidate should have strong interpersonal, leadership, communication, organisations and problem solving skills.

Eligibility/Other Requirements: Tertiary education at undergraduate or graduate level with a focus on informatics, business intelligence, system and business analysis, project management and human interaction design are desirable. Previous commercial business analysis experience. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Note: This is a full-time temporary position available for 12 months with the possibility of an additional six month extension. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based on application and referee reports only.

Contact Officer: Matthew Stephenson (02) 6174 5095 matthew.stephenson@act.gov.au

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

Assistant in Nursing

Assistant in Nursing \$47,454 - \$49,060, Canberra (PN: 32394)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About ACT Health: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are 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, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Ward 11A is a 26 bed Acute Care of the Elderly inpatient unit at the Canberra Hospital. The unit is part of the Division of Rehabilitation, Aged and Community Care (RACC). Working under the direction of Registered Nurses in a multi disciplinary team based environment. The AIN is a key role assisting patients with activities of daily living and caring for patients as part of a team model of care. You will be given the opportunity to further develop your skills in a geriatric environment through professional development and training. You may be required, at times, to be allocated to work in any of the RACC inpatient units. The successful applicant will be enthusiastic and motivated with excellent communication skills.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognised equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing). Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time position at four days, 32 hours per week, working a rotating roster which will include both weekends and night duty. The full-time salary stated above will be paid pro rata.

Contact Officer: Maria Trudinger (02) 6244 2431 maria.trudinger@act.gov.au

Director General Reports

Population Health

Environmental Health

Cadet Professional Officer

Cadet Professional Officer – Practical Training \$45,706 - \$50,280, Canberra (PN: 20401)

Gazetted: 04 August 2016

Closing Date: 11 August 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Cadet Professional position is within the Environmental Health section of the Health Protection Service that provides environmental health services including monitoring and compliance with food safety and public health. Applicants are required to undertake and progress through an external study program that aims to achieve an approved Degree of Environmental Health. Applicants currently undertaking an approved degree are encouraged to apply. The Australian Capital Territory provides a modern life style with extensive career development potential. Canberra is a dynamic multicultural environment with excellent facilities and unique lifestyle choices that are without equal. Further information about living in Canberra is available from www.liveincanberra.com.au.

Eligibility/Other Requirements: Eligibility to be accepted into an accredited Bachelor Degree program majoring in Environmental Health. Desirable: Current driver's licence is desirable. Prior to commencement successful

candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: Continuing employment is dependent upon progression through an accredited Bachelor Degree program majoring in Environmental Health.

Contact Officer: Lyndell Hudson (02) 6205 1700 lyndell.hudson@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Executive

Program Manager, Communications Centre Reform

Senior Officer Grade A \$133,383, Canberra (PN: 24407)

Gazetted: 01 August 2016

Closing Date: 15 August 2016

Details: The ACT Emergency Services Agency (ESA) is undergoing a significant change program under the Strategic Reform Agenda. A key project of the Strategic Reform Agenda is to reform the Communications Centre. The purpose of the project is to deliver "One ComCen" which meets the needs of ESA's four operational services (ACT Ambulance Service, ACT Fire and Rescue, ACT Rural Fire Service and ACT State Emergency Service) in the midst of variable demand levels to improve services to the community. ESA is seeking a highly experienced Project Manager for the Communications Centre Reform project who will deliver the key objectives of the project on time and within budget.

Note: This is a temporary position available until 4 August 2017.

Contact Officer: Mark Jones (02) 6205 9077 mark.jones@act.gov.au

ACT Law Courts and Tribunal Administration

Magistrates Court

Conferencing

Legal Manager, Alternate Dispute Resolution

Legal 2 \$131,229 - \$136,623, Canberra (PN: 37052)

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Details: The ACT Law Courts and Tribunal is seeking an experienced Lawyer and Alternate Dispute Resolution (ADR) practitioner for the role of Legal Manager within the ADR section of the ACT Magistrates Court. The successful applicant will be required to mediate complex civil litigation and workers compensation matters, triage and direct civil matters to the appropriate ADR forum and undertake ADR services in other areas of the court. The successful applicant will also manage and lead a team of ADR practitioners and provide advice to the Chief Magistrate and Magistrates Court Registrar on ADR practice and procedure. For information on the ACT Law Courts and Tribunal please visit: www.courts.act.gov.au.

Eligibility/Other Requirements: Applicants for this role must have a minimum five years experience in Law and possess current accreditation under the National Mediation Accreditation System.

Contact Officer: Philip Kellow (02) 6207 1054 philip.kellow@act.gov.au

ACT Emergency Services Agency

Support Services

ESA Training

Deputy Manager, Training (Business and Quality)

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 10969)

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Details: Emergency Services Agency (ESA) Training, within the People and Culture business unit of the ESA, is responsible for the day to day management of the ESA Registered Training Organisation (RTO), and supports the delivery of training programs to staff and volunteers of the ESA. The Deputy Manager, Training, works with internal and external stakeholders to ensure delivery of learning and development products and programs to meet business objectives and vocational education and training (VET) quality standards. The ideal candidate for this role possesses strong leadership and communication skills (including the ability to draft policy and high level correspondence) and a track record of building and maintaining relationships with stakeholders. A solid understanding of VET governance, including the Standards for RTOs; and relevant vocational qualifications are highly desirable.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (TAE40110) or higher level vocational education and training; or related qualification is highly desirable.

Note: This position is temporary for six months with the possibility of extension or permanency from this process. Some out of hours work may be required.

Contact Officer: Ken Eccles (02) 6207 0790 ken.eccles@act.gov.au

ACT Emergency Services Agency

Executive

Technical Writer, Strategic Reform Agenda

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 23498)

Gazetted: 01 August 2016

Closing Date: 15 August 2016

Details: The ACT Emergency Services Agency (ESA) is undergoing a significant change program under the Strategic Reform Agenda. ESA is seeking a highly experienced Technical Writer to assist the Director, Strategic Reform Agenda with the timely preparation of briefs, correspondence and project management documentation.

Eligibility/Other Requirements: An understanding of, or experience in, Prince 2 or MSP is desirable.

Note: This is a temporary position available until 4 August 2017.

Contact Officer: Mark Jones (02) 6205 9077 mark.jones@act.gov.au

ACT Law Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Senior Project Officer - Information and Statistics

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 31045)

Gazetted: 29 July 2016

Closing Date: 5 August 2016

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Senior Project Officer - Information and Statistics. This Section is currently implementing a new case management system (ICMS). The successful applicant will be responsible for assisting in the development and improvement of the COGNOS BI reporting capability within the ACT Law Courts and Tribunal.

They will also be responsible for the preparation of ACT Law Court and Tribunal statistics and managing the operation of the ACT Sentencing Database. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes.

Eligibility/Other Requirements: Knowledge and understanding of business intelligence is highly desired.

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

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

Law Courts and Tribunals

Supreme Court

Judiciary Staff

Personal Assistant to a Judge

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 36943)

Gazetted: 02 August 2016

Closing Date: 16 August 2016

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and professional person to perform the role of Personal Assistant to a Judge of the Supreme Court of the ACT. The duties of the position include the provision of high level administrative, secretarial and other support to the Judge, maintaining effective liaison with the Judiciary, court staff, offices of the ACT Government, external organisations and members of the legal profession, undertaking minor research, drafting documents and correspondence and assisting in court, as required. The successful applicant will have demonstrated experience in secretarial and administrative duties, sound liaison and communication skills, the ability to manage time and resources to achieve specific objectives, determine priorities and meet deadlines with a minimum of supervision.

Eligibility/Other Requirements: Previous experience working in a legal environment and familiarity with legal terminology is highly desirable as is a basic knowledge of the legal process and Court structure. Experience in a role requiring high levels of personal integrity and confidentiality is desirable.

Contact Officer: Jessica Ryan (02) 6207 1568 jessica.ryan@act.gov.au

**ACT Law Courts and Tribunal
Registry Operations**

**ACT Civil and Administrative Tribunal
Senior Support Officer**

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 34316)

Gazetted: 28 July 2016

Closing Date: 11 August 2016

Details: The ACT Law Courts and Tribunal Administration is seeking a motivated and energetic person to undertake the role of Senior Support Officer within the ACT Civil and Administrative Tribunal. The successful applicant must be flexible, have good client service and communication skills, be able to work as a member of a team and meet deadlines. Responsibilities include: assisting the Team Leader in the training of staff and in controlling the workflow of the unit, checking and processing documentation provided for under appropriate legislation and practice directions, assisting clients to access tribunal services, including via email, phone and over the ACAT counter, working collegiately with other team members across the ACAT and exercising an appointment of a Deputy Registrar as required.

Note: This is a generic position and successful applicants may be placed in any vacant Senior Support Officer position within the ACAT Registry. The order of merit established for this position may be used to fill other similar positions in the ACAT Registry over the next 12 months.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Operations

Communications Centre Call-Takers

Ambulance Support Officer 1 \$53,337 - \$56,681, plus shift penalties/overtime, Canberra (PN: 21902, several)

Gazetted: 02 August 2016

Closing Date: 18 August 2016

Details: The ACT Ambulance Service (ACTAS) is seeking to employ a number of people to work in our communications room who have a desire to assist and provide help to members of our community. The type of person we are looking for is someone who can work as part of a dedicated team, has good listening skills, can operate during times of stress and can deal with difficult situations. The position, Ambulance Call-Taker is responsible for answering E000 emergency, non-emergency, administrative and operational phone calls in the ACT Ambulance Service division of the Emergency Services Agency (ESA) Communications Centre (ComCen). You will receive, record and process requests for emergency ambulance attendance, non-emergency patient transport and general inquiries. The position requires the successful candidate/s to work rotating shift patterns as per the ACT Ambulance Service Enterprise Agreement 2013-2017. Applicants should note that future reforms to current working practices within the ESA ComCen may lead to expansion of the call taking function.

Eligibility/Other Requirements: Competency in keyboard skills (30 wpm @ 95% accuracy utilizing 10 finger touch typing must be demonstrated to be considered for a permanent position – ACTAS assessment). Competency in keyboard skills (40 wpm @ 95% accuracy utilizing 10 finger touch typing must be achieved by the end of the initial six week training course). Successful applicants will be required to undergo a criminal record check. Successful

applicants will be required to undertake a Certificate III in Ambulance Communications (Call Taking). Continued employment is dependent on attainment of this qualification. Ability to attain a Senior First Aid Qualification.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

How to Apply: Applications should contain each of the following items: a completed Application Cover Sheet; your claims/submissions against the Selection Criteria; a brief employment history/resume; a completed Statutory Declaration, a completed consent to release of personal and medical information.

Contact Officer: Jon Wood (02) 6205 4822 jon.wood@act.gov.au

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Office of the Legislative Assembly

Business Support

Senior Payroll and HR Officer

Administrative Service Officer 6 \$77,482 - 88,676, Canberra (PN: 418)

Gazetted: 29 July 2016

Closing Date: 12 August 2016

Details: The Office of the Legislative Assembly (OLA) is seeking an experienced public sector payroll professional to fill the key role of Senior Payroll and Human Resources Officer (ASO 6) As an integral member of the Business Support team, support the Manager, Human Resources and Workplace Management to provide timely, accurate and comprehensive payroll and human resource services to Non-Executive Members, their staff, the Clerk and Office of the Legislative Assembly staff. Applicants should note that a major change to the Legislative Assembly will occur at the October 2016 election when the size of the Assembly will increase from the current 17 members to 25 members which will increase the OLA payroll function.

Contact Officer: Emma Talbot (02) 6205 0150 emma.talbot@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City 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

Public Transport

ACTION

Workplace Health and Safety

Workplace Health and Safety Advisor

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 31926)

Gazetted: 01 August 2016

Closing Date: 15 August 2016

Details: ACTION is seeking an experienced person to fulfil the role of Workplace Health and Safety Advisor. The Workplace Health and Safety Advisor is responsible for the development and implementation of targeted health and safety initiatives and proactive programs Public Transport, ACTION. The successful applicant will work with the Transport Canberra Senior Management and Executive teams and other key stakeholders to manage matters relating to staff health, well being and injury management matters. 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: Current driver's licence.

Contact Officer: Katie Dunn (02) 6207 7448 katie.dunn@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.

Chief Operating Officer Group

Governance and Business Solutions

Boards and Committees

Business Coordinator, Boards and Committees

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35636)

Gazetted: 03 August 2016

Closing Date: 17 August 2016

Details: The successful applicant should be outcomes driven with an eye for detail and have proven experience in providing high level secretariat services.

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted. The successful applicant may be selected on written application and referee reports only.

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

City Services

ACT NOWaste

Education and Industry Development

Education Team Leader

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 46126)

Gazetted: 28 July 2016

Closing Date: 25 August 2016

Details: NOWaste is looking for an innovative Education Team Leader to coordinate education, marketing and communication activities and deliver effective programs to improve waste management and recycling within the ACT. The role will require high quality marketing skills and exceptional customer service, to be applied to a range of activities such as event management and community tours. Analysis skills will also be important for research, data interrogation and evaluation of programs and reporting to a range of stakeholders including the community and industry. 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: Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position is desirable. Current driver's licence.

Notes: This is a temporary position available for a period of six months with the possibility of an extension and/or permanency from this process. 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Sue Grau (02) 6207 3468 sue.grau@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.

City Services

ACT NOWaste

Education and Industry Development

Education and Community Engagement Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 14688)

Gazetted: 28 July 2016

Closing Date: 25 August 2016

Details: NOWaste is seeking a driven Education and Community Engagement Officer to deliver education, marketing and communications activities to improve waste management and recycling within the ACT. This includes the creation, promotion, delivery and evaluation of customised tours and presentations for schools and community groups. The Education team also creates and project manages a range of programs and tactical campaigns for targeted groups and provides sound advice and information to members of the public. 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: Qualifications relevant to the duties of the position and/or substantial work experience relevant to the position is desirable. Current driver's licence.

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Sue Grau (02) 6207 3468 sue.grau@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

Canberra Institute of Technology

Teacher Level 1 \$68,451 - \$91,334

Amy Lyness 844-78617, Section 68(1), 2 August 2016

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$58,278 - \$62,720

Melanie Bicket 848-78370, Section 68(1), 27 July 2016

Senior Officer Grade C \$97,514 - \$104,967

Joshua Robert Martin 838-31407, Section 68(1), 8 August 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Roy McCoy 846-97334, Section 68(1), 28 July 2016

Senior Officer Grade C \$97,514 - \$104,967

Rabuggala Nahalle Arachchige Don Harsha Perera 848-78741, Section 68(1), 1 August 2016

Senior Officer Grade C \$97,514 - \$104,967

Peter Sing 840-84757, Section 68(1), 26 July 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Andrea Skarszewski 848-75671, Section 68(1), 1 August 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Dylan Somerville 848-79015, Section 68(1), 27 July 2016

Director of Public Prosecutions

Prosecutor Grade 1 \$70,265 - \$79,696

Vienna Conliffe 846-91696, Section 68(1), 1 August 2016

Prosecutor Grade 1 \$70,265 - \$79,696

Tania Hayward 846-89094, Section 68(1), 29 July 2016

Prosecutor Grade 1 \$70,265 - \$79,696

Sofia Janackovic 844-02903, Section 68(1), 29 July 2016

Prosecutor Grade 1 \$70,265 - \$79,696

Laura Keys 843-99118, Section 68(1), 1 August 2016

Education

Senior Officer Grade C \$97,514 - \$104,967

Katherine Deacon 835-00755, Section 68(1), 1 August 2016

School Assistant 2 \$43,736 - \$48,298

Linda Kwong 843-54315, Section 68(1), 2 August 2016

Health

Registered Nurse Level 1 \$61,683 - \$82,398

Arne Cambourne 827-24298, Section 68(1), 28 July 2016

Registered Nurse Level 3.1 \$98,207 - \$102,249

Michael Carroll 848-77378, Section 68(1), 28 July 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Julie Hanson 845-520475, Section 68(1), 27 July 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Gabriela Hlavacek 845-20694, Section 68(1), 11 August 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Manibharathi Jeyasekar 848-78813, Section 68(1), 15 August 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sally Kirby 846-99313, Section 68(1), 28 July 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Anne Knobel 846-98716, Section 68(1), 28 July 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Jun Li 844-33646, Section 68(1), 19 July 2016

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Sarah Mahoney 846-98927, Section 68(1), 5 August 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Fiona McAllister 846-86440, Section 68(1), 25 July 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Roxana Munnings 847-00441, Section 68(1), 1 August 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Novi Putri 848-78899, Section 68(1), 16 August 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Rebecca Quinn 848-79170, Section 68(1), 3 August 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sally Rusbatch 846-99946, Section 68(1), 28 July 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Merryn Steer 848-20144, Section 68(1), 28 July 2016

Staff Specialist 1- 5 \$159,644 - \$197,006

Samuel Bennett 847-11124, Section 68(1), 1 August 2016

Justice and Community Safety

Health Professional Level 2 \$59,971 - \$82,328

Louise Haffenden 848-78266, Section 68(1), 8 August 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Kym Wojcik 831-23881, Section 68(1), 28 July 2016

Transport Canberra and City Services

Infrastructure Officer 4 \$115,838 - \$131,609

Dieter Gundlach 848-78290, Section 68(1), 30 July 2016

General Service Officer Level 3/4 \$45,706 - \$49,911

Alex Ollson 846-87523, Section 68(1), 28 July 2016

General Service Officer Level 3/4 \$45,706 - \$49,911

Colin Tomelty 847-04549, Section 68(1), 28 July 2016

PROMOTIONS

ACT Audit Office

Financial Audit

Chloe Woolf: 797-7022

From: Audit Band 2 \$100,537 - \$139,061

ACT Audit Office

To: †Senior Audit Manager \$114,992 - \$133,383

ACT Audit Office, Canberra (PN. 16027) (Gazetted 15 June 2016)

Chief Minister, Treasury and Economic Development

Access Canberra

Construction and Workplace Protection

Simon Grice: 827-32714

From: Senior Officer Grade C \$97,514 - \$104,967

Environment and Planning

To: †Senior Officer Grade B \$114,847 - \$129,290

Chief Minister, Treasury and Economic Development, Canberra (PN. 05752) (Gazetted 14 December 2015)

Enterprise Canberra

Cultural Canberra

artsACT

Samantha Tyler: 777-87059

From: Senior Officer Grade B \$114,847 - \$129,290

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$133,383

Chief Minister, Treasury and Economic Development, Canberra (PN. 36383) (Gazetted 14 June 2016)

Education

Education Strategy

Student Engagement

Student Wellbeing

Nadia Butler: 835-24159

From: School Psychologist \$73,188 - \$105,034

Education

To: †Senior Psychologist \$119,820

Education, Canberra (PN. 37337) (Gazetted 26 October 2015)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

North/Gungahlin Network

Gold Creek School

Hilary Kinraid: 787-47534

From: School Assistant 2/3 \$43,736 - \$53,335

Education

To: Administrative Services Officer Class 3 \$58,278 - \$62,720

Education, Canberra (PN. 30545) (Gazetted 21 June 2016)

Education Strategy

Student Engagement

Student Wellbeing

Sally Patrick-Hobbins: 835-24298

From: School Psychologist \$73,188 - \$105,034

Education

To: †Senior Psychologist \$119,820

Education, Canberra (PN. 37351) (Gazetted 26 October 2015)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Office for Schools

North/Gungahlin Network

Gold Creek School

Miodrag Zaric: 766-16629

From: School Assistant 2 \$43,736 - \$48,298

Education

To: School Assistant 4 \$59,418 - \$64,340

Education, Canberra (PN. 35117) (Gazetted 24 June 2016)

Health

Canberra Hospital and Health Services

Critical Care

Melissa Devries: 838-51483

From: Administrative Services Officer Class 3 \$58,278 - \$62,720

Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health, Canberra (PN. 23716) (Gazetted 30 June 2016)

Canberra Hospital and Health Services

Sarah Dudley: 843-90340

From: Health Professional Level 2 \$59,971 - \$82,328

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 15592) (Gazetted 17 December 2015)

Canberra Hospital and Health Services

Critical Care

Demand Management

Kelly Munstermann: 786-49109

From: Registered Nurse Level 2 \$85,659 - \$90,789

Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249
Health, Canberra (PN. 26355) (Gazetted 21 April 2016)

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Community Health Support

Jessica Nolan: 836-54957

From: Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health, Canberra (PN. 21092) (Gazetted 30 June 2016)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Lillian Veikkanen: 786-53503

From: Registered Nurse Level 2 \$85,659 - \$90,789

Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249
Health, Canberra (PN. 20150) (Gazetted 23 June 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Margaret Wooldridge: 820-99007

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789
Health, Canberra (PN. 27503) (Gazetted 7 July 2016)

RETIREMENTS AND DISMISSALS

Chief Minister, Treasury and Economic Development

Section 143 of the Public Sector Management Act 1994 Robert John Posmyk AGS 241-98971, 7 September 2016

Section 143 of the Public Sector Management Act 1994 Michael John Parkes AGS 836-09160, 8 August 2016