



ACT Government Gazette

Gazetted Notices for the week beginning 20 April 2017

VACANCIES

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

Shared Services

Business Applications Management

ICT Health

Senior Technical Project Manager

Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 21693)

Gazetted: 26 April 2017

Closing Date: 3 May 2017

Details: This position is a Senior Technical Project Manager role required to plan, direct and coordinate activities to manage and implement interrelated Information and Communication Technology (ICT) projects and programs within Shared Services ICT on behalf of ACT Health. Applicants need to be technically competent with strong experience in managing or working with a range of project methodologies and the implementation of system interfaces and data migrations and are required to liaise with vendors, users and other technical staff in relation to system governance, implementation, system support, maintenance and enhancements.

Note: This is a temporary position available until 31 December 2017.

Contact Officer: Julie Daley (02) 6207 7917 JulieP.Daley@act.gov.au

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Engagement Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02371)

Gazetted: 26 April 2017

Closing Date: 10 May 2017

Details: Skills Canberra is seeking an Engagement Manager to lead a team within the Engagement and Client Services section. The successful applicant will have strong leadership skills some understanding of Vocational Education and Training (VET) systems, current reforms, relevant legislation and current issues. The successful applicant will lead a team responsible for liaising directly with employers, industry representatives, community organisations, employment service providers, schools and other VET related bodies to support and strengthen understanding of the ACT VET system. The Engagement Manager will represent the Directorate at local industry and stakeholder events as required including the coordination of promotional, professional development and networking activities.

Eligibility/Other Requirements: A current driver's licence is essential. Detailed understanding of VET systems, current reforms, relevant legislation and current issues is desirable. 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

Note: This is a temporary position available until 1 October 2017 with the possibility of extension and/or permanency.

Contact Officer: Alice Clements (02) 6205 2578 alice.clements@act.gov.au

Strategic Finance

Manager, Capital Works and Budget Coordination

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31776)

Gazetted: 24 April 2017

Closing Date: 8 May 2017

Details: The Strategic Finance team is seeking expressions of interest for a Manager, Capital Works and Budget Coordination. The job profile includes responsibility to assist with the provision of support and advice to the Chief Finance Officer (CFO) in the areas of budget coordination; review expense and capital works business cases; review off-budget policy proposals; and maintain a robust strategic capital works management and budgeting and reporting framework, including monthly and annual financial statements. The position is also responsible for building and maintaining effective relationships with key stakeholders including Project Managers, Executives, Treasury, and carry out projects as required by the CFO.

Eligibility/Other Requirements: Microsoft Excel skills and relevant tertiary qualifications in accounting, including membership or eligibility for membership of a professional body (e.g. CPA Australia, ICA) would be desirable.

Contact Officer: Ragu Ragunathan (02) 6207 6894 ragu.ragunathan@act.gov.au

Policy and Cabinet

Regulatory Reform and Smart City

Regulatory Reform

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37085)

Gazetted: 26 April 2017

Closing Date: 3 May 2017

Details: The Regulatory Reform Team is seeking an experienced Senior Policy Officer to lead projects for whole of government regulatory reform, including legislation and policy matters.

Eligibility/ Other Requirements: Experience in leading reform projects would be an advantage.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Brett Wilesmith (02) 6205 0202 brett.wilesmith@act.gov.au

Enterprise Canberra

Cultural Canberra

Events ACT

Business Support Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31428)

Gazetted: 20 April 2017

Closing Date: 27 April 2017

Details: Cultural Canberra is seeking an enthusiastic and motivated person to provide business and financial support to the Events team. The main duties of the Business Support Manager are to provide financial management support; conduct regular expenditure reviews against budget allocations and prepare reports; provide timely advice in relation to financial, staffing and administration matters affecting the business unit; assist with human resource functions and maintain effective means of communication within the Branch. This position will also be required to provide business support to Active Canberra on a one day per week basis and undertake costing and analysis on Cultural Canberra programs as directed.

Eligibility/Other Requirements: Relevant experience working in a business support role within government, particularly in the areas of finance and human resources. Experience with ACT Government processes, specifically TM1, Oracle and TRIM is highly desirable.

Note: This is a temporary position available 30 April 2017 to 30 October 2017 with the possibility of extension.

Selection may be based on application and referee reports only.

Contact Officer: Dianne Ireland (02) 6207 5369 dianne.ireland@act.gov.au

Revenue Management Division

Operations

Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00011)

Gazetted: 26 April 2017

Closing Date: 10 May 2017

Details: The ACT Revenue Office Operations Unit is seeking an experienced and highly motivated Team Leader to join the Operations unit and undertake a range of operational and administrative tasks relating to the functions of a team involved in the provision of high quality customer service.

Contact Officer: Peter Crott (02) 6207 8053 peter.crott@act.gov.au

Treasury

ACT Insurance Authority

Senior Claims Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55753)

Gazetted: 24 April 2017

Closing Date: 11 May 2017

Details: As a Senior Claims Officer you will be part of the ACT Insurance Authority (ACTIA) Claims Management team which manages various types of claims made by ACT Government agencies and members of the community. You will work closely with all ACTIA staff to meet the operational objectives associated with the delivery of ACTIA functions. The successful applicant will be required to, under limited direction, manage a portfolio of complex or high value claims to resolution in an orderly, timely and cost-effective manner; oversee and maintain the accuracy and integrity of the data contained within the claims management systems; liaise where appropriate with ACT Government agencies, solicitors, loss adjusters, employers, other service providers, claimants and debtors; provide subject matter, policy and technical advice and expertise through coaching and mentoring as required; work closely with other staff in the Authority to achieve broader organisational objectives; and provide advice to the Claims Manager as required on claims issues.

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

Revenue Management Division

Support

Finance and Systems

Level 2 Support Officer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 38477)

Gazetted: 21 April 2017

Closing Date: 5 May 2017

Details: The Systems Support Business Unit within the ACT Revenue Office is seeking an experienced and highly motivated individual to provide Level 2 Technical Support in the unit. The unit currently provides oversight of the ACT Revenue Offices' internet and intranet presence and supports existing systems that will be retired over time as a result of the Revenue Collection Transformation Program. The unit is growing and is being repositioned to provide a greater level of in-house technical support for the ACT Revenue Office's new web platforms and revenue management system. The successful applicant will primarily be responsible for triaging, prioritising, analysing, investigating and managing Level 2 customer support tasks and implement documented solutions to known problems, as well as monitoring, maintenance and project management duties.

Note: This is a temporary position available up to eleven months.

Contact Officer: Liza Briggs (02) 6205 0578 liza.briggs@act.gov.au

Access Canberra

Customer Coordination

Complaints Management Team

Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42689)

Gazetted: 21 April 2017

Closing Date: 28 April 2017

Details: Access Canberra is seeking an enthusiastic person to fill a vacancy of Team Leader (Complaints Management Team). The successful applicant would need to be solutions focused and able to provide support and mentoring in an agile and flexible work environment.

Eligibility/ Other Requirements: 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
DISCLAIMER: Potentially Offensive or Traumatic Material. Please read the following information prior to applying for the position. Some areas of work carried out by the Complaints Management team involve sensitive and potentially distressing content such as in the areas of physical violence and abuse, sexual assault, child exploitation. The review of such matters may involve exposure of staff members to written descriptions of such matters. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role.

Note: Selection may be based on application and referee reports only. This is a temporary position available until 2019 with the possibility of extension and/or permanency.

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

Communications

Whole of Government Communications

Graphic Designer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33013)

Gazetted: 20 April 2017

Closing Date: 4 May 2017

Details: The Communications Division is seeking an enthusiastic and motivated Graphic Designer. The successful applicant will work under limited supervision; will provide high level design advice and services within the Directorate and across government on branding, creative campaigns and the production of traditional and digital communications products.

Eligibility/Other Requirements: Minimum three years experience in the use of specialised creative software applications such as Adobe Creative Suite CC which includes InDesign, Photoshop, Acrobat Professional and Illustrator. Relevant tertiary qualifications, and/or experience in a busy design role are highly regarded.

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

Contact Officer: Elena Dimcevska (02) 6207 5455 elena.dimcevska@act.gov.au

Policy and Cabinet

Territory Records Office

Archives Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14092)

Gazetted: 21 April 2017

Closing Date: 5 May 2017

Details: The Territory Records Office is seeking an enthusiastic and innovative officer to provide services to the public through ArchivesACT. We're looking for someone who is committed to efficient, high quality customer service. If you can use a variety of systems to track down the historical information our customers need, and can find clever and effective ways to share it with them, we'd like to hear from you. Ideally you'll also have experience in and understanding of archives and records management practices. You'll also need to be able to demonstrate self-awareness, professionalism, and respect for colleagues and customers.

Contact Officer: Danielle Wickman (02) 6207 0194 dani.wickman@act.gov.au

Shared Services ICT

Strategic Business

ICT ETD Program Delivery

Project Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36249)

Gazetted: 26 April 2017

Closing Date: 10 May 2017

Details: This position provides Administrative support to the Education Directorate Information and Communication Technology (ICT) Program Delivery Team and Project Managers. The successful applicant will review technical and business documentation for accuracy between scope of works, vendor contract and invoicing.

Note: This is a temporary position available for a period of 12 months.
Contact Officer: Craig Smith (02) 6205 2254 craigp.smith@act.gov.au

Revenue Management Division

Support

Finance and Systems

Level 1 Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38483)

Gazetted: 21 April 2017

Closing Date: 5 May 2017

Details: The Systems Support Business Unit within the ACT Revenue Office is seeking a highly motivated individual to provide Level 1 Helpdesk Support. The unit currently provides oversight of the ACT Revenue Offices' internet and intranet presence and supports existing systems that will be retired over time as a result of the Revenue Collection Transformation Program. The unit is growing and is being repositioned to provide a greater level of in-house technical support for the ACT Revenue Office's new web platforms and revenue management system. The successful applicant will possess demonstrated analytical problem solving skills with a focus on responding and resolving Level 1 technical service enquiries.

Note: This is a temporary position available up to eleven months.

Contact Officer: Liza Briggs (02) 6205 0578 liza.briggs@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

Contract Management

Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10575)

Gazetted: 24 April 2017

Closing Date: 8 May 2017

Details: Housing and Community Services is seeking a highly motivated Manager to join the Contract Management Team. The Team manages a high value Total Facilities Management Contract to respond to maintenance demands on public housing properties in the ACT. As the Manager of the Contract Administration Team, you will have responsibility for ensuring compliance with the Total Facilities Management contract including governance, invoicing and other obligations as prescribed in the contract. The successful applicant will be a motivated person with an eye for detail, high level administrative, organisational skills and a sound knowledge of government policies and processes.

Eligibility/Other Requirements: 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: Andrew Roylance (02) 6207 1306 andrew.roylance@act.gov.au

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 34284, several)

Gazetted: 20 April 2017

Closing Date: 8 May 2017

Details: The Health Professional Level 2 (HP2) Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One year's experience working with children, youth and/or families in a social work/case management role; a current driver's licence; 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: An order of merit may be established from this recruitment process to fill upcoming temporary vacancies which may arise over the next twelve months.

Contact Officer: Larissa Sellars (02) 6207 6643 CYPSSRecruitment@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

School Performance and Improvement

North/Gungahlin Network

Neville Bonner Primary School

Executive Teacher

School Leader C \$112,381, Canberra (PN: 38469)

Gazetted: 21 April 2017

Closing Date: 4 May 2017

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

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing this role, a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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: Fran Dawning (02) 6142 1201 fran.dawning@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.

School Performance and Improvement

South/Weston Network

Farrer Primary School

Executive Teacher

School Leader C \$112,381, Canberra (PN: 33606)

Gazetted: 24 April 2017

Closing Date: 4 May 2017

Details: As a member of the executive team the Executive Teacher position will contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan; as well as manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of 4 years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing this role, a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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: Linda Heath (02) 6205 7911 linda.heath@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.

School Performance and Improvement
South/Weston Network
Alfred Deakin High School
Executive Teacher LEAN/Wellbeing
School Leader C \$112,381, Canberra (PN: 13043)

Gazetted: 21 April 2017

Closing Date: 11 May 2017

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing this role, a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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: Richard Fox (02) 6142 3888 richard.fox@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.

School Performance and Improvement
Student Engagement
Director's Office
Finance Officer
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37496)

Gazetted: 21 April 2017

Closing Date: 28 April 2017

Details: The Student Engagement Branch is looking for a Finance Officer to work within its busy team. The role is responsible for managing the financial processes and reporting for the Branch. This includes: assisting with the preparation of and maintenance of internal budgets, managing correspondence related to Branch responsibilities, the preparation of monthly budget analysis and variance reports, and providing advice and support with HR related issues. The position requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement, aiming for best practice in the execution of the duties. To be competitive in the role, applicants should demonstrate a high level of competency in effective interrogation and interpretation of financial management information systems and data.

Eligibility/Other Requirements: Experience with TM1 and Oracle financial applications and Microsoft Office suite of programs, including Microsoft Word and Excel is essential. Knowledge of ACT Government Education policy and programs is highly desirable, including an understanding of the Territory's cash and in kind arrangements in relation to the National Disability Insurance Scheme and the application of Student Resource Allocation (SRA) in schools and experience in a similar role. 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

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Gabrielle Webb (02) 6207 2232 gabrielle.webb@act.gov.au

School Performance and Improvement
Student Engagement

Network Student Engagement Team

Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34750)

Gazetted: 21 April 2017

Closing Date: 28 April 2017

Details: The Network Student Engagement Team (NSET) is a multidisciplinary team of professionals with a diverse skill set who are working collaboratively to build capacity within students, schools, and the community. They endeavour to increase engagement and improve student outcomes. A vacancy exists for an enthusiastic and professional individual to backfill the position of Administrative Officer within the North/Gungahlin Network Student Engagement Team (NSET) Section, Student Engagement Branch. This is a great opportunity to develop your skills in a busy office environment. The successful applicant will be required to provide a high level of administration support to the NSET team, overseeing the workflow of schools referrals requesting NSET support. The applicant must also have the ability to liaise effectively with staff at all levels and possess well developed information technology skills, including excellent Excel and Word knowledge. The ability to organise, prioritise and monitor workloads is essential to the role. The successful applicant will also be required to have demonstrated administration support experience, sound organisational skills, attention to detail and the ability to learn and maintain NSET specific caseload management system and processes.

Eligibility/Other Requirements: The successful applicant will be required to work from two separate locations within the ACT (Watson and Stirling). A current driver's licence. 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

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

Contact Officer: Jackie Vaughan (02) 6207 9929 jackie.vaughan@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker School

Classroom Teacher - Kindergarten

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 12240)

Gazetted: 21 April 2017

Closing Date: 8 May 2017

Details: Hawker School is seeking an enthusiastic and outstanding Kindergarten Teacher who enjoys working collaboratively in a positive learning environment.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing this role, a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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 from 19 June 2017 to 26 January 2018 with the possibility of extension.

Contact Officer: Mandy Kalyvas (02) 6205 7733 mandy.kalyvas@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.

Environment, Planning and Sustainable 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

Planning Delivery

Territory Plan

Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14056)

Gazetted: 20 April 2017

Closing Date: 27 April 2017

Details: An opportunity exists in the Territory Plan Section for a Project Manager who will be responsible for the review of development policies in the Territory Plan. The successful candidate will possess outstanding project management, conceptual, research and communications skills, plus an excellent understanding of the ACT Planning system and the Territory Plan.

Eligibility/Other Requirements: Tertiary qualifications in urban and regional planning, architecture, social sciences, geography, other related discipline or significant work experience in urban planning are essential.

Note: This is a temporary position available until 4 December 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Strategic Planning Planning

Senior Urban Planner/Senior Urban Designer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15361)

Gazetted: 26 April 2017

Closing Date: 12 May 2017

Details: The Strategic Planning Division in the Environment, Planning and Sustainable Development Directorate is seeking a highly motivated, experienced and suitably qualified individual to fill the role of Senior Urban Planner/Senior Urban Designer. The Strategic Planning Division has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. This role will require you to develop and deliver effective urban planning and/or urban design policies, programs and projects; provide strategic planning policy and urban design advice and briefings; lead projects and assist to manage staff as part of a multidisciplinary team; and represent the Directorate in communications with a variety of government agencies, community groups and the general public.

Eligibility/Other Requirements: Tertiary qualifications in urban planning, urban design or another relevant professional area are highly desirable.

Note: This position is being readvertised and applicants who previously applied need not reapply.

Contact Officer: Steven Gianakis (02) 6207 1741 steven.gianakis@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Clinical Director Forensic Psychiatry

Senior Specialist \$222,205, Canberra (PN: 27527)

Gazetted: 27 April 2017

Closing Date: 11 May 2017

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & New Zealand College of Psychiatrists and evidence of satisfactory participation on the RANZCP continuing professional development program. Desirable: o Knowledge of the *Mental Health Act 2015* and other related legislation. Current driver's licence Demonstrated experience in the management of clinical services is highly desirable. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Elizabeth Moore, A/g Chief Psychiatrist (02) 6205 0687 elizabeth.moore2@act.gov.au 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

Mental Health Director of Clinical Services

Clinical Director Child and Adolescent Mental Health Services (CAMHS)

Senior Specialist \$222,205, Canberra (PN: 22942)

Gazetted: 27 April 2017

Closing Date: 11 May 2017

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian & 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. Demonstrated experience in the management of clinical services is highly desirable. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Elizabeth Moore, A/g Chief Psychiatrist (02) 6205 0687 elizabeth.moore2@act.gov.au 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

Deputy Director General Canberra Hospital and Health Services

Donate Life

Donation Specialist Nurse Coordinator

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 18308, several)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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. Australia is a world leader in clinical outcomes for transplant patients but has a longstanding shortage of organs and tissue for transplantation. The ACT Government is working with the Australian Government to implement a reform package of national initiatives to establish Australia as a world leader in organ and tissue donation for transplantation. DonateLife ACT coordinates all organ and tissue donor activities across the ACT and region. It works with hospitals and hospital-based organ and tissue donation medical specialists and nurses across the ACT and region to provide professional donation services and encourage best practice. The agency aims to raise awareness about organ and tissue donation, encourage discussion about donation, offer compassionate support to donor families and manage effective services in organ and tissue donation. Overview of the work area and position: The main purpose of this position is to optimise organ and tissue donation for transplantation. The Donation Specialist Nurse Coordinator will work in collaboration with the State Medical Director Agency Manager, Donation Medical Specialists and Donation Specialist Nurse Coordinators in a range of clinical processes, education and awareness raising activities, in accordance with nationally consistent programs and protocols to optimise organ and tissue donation within the ACT.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA); post-registration qualifications in a critical care specialty or a minimum of two years postgraduate experience in a critical care area; current class C unrestricted drivers licence; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*;

capacity to be part of a rotating roster which includes rotating shifts, weekends, PH and an oncall roster 24/7, 365 days of the year (as required), as well as ability to travel as required for training and conference purposes. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Notes: A permanent part-time position is available at 24 hours per week. Additional temporary positions are available at full-time and part-time hours. The advertised salary will be paid pro-rata for part-time hours. Contact Officer: Kylie Downes (02) 6174 5624 kylie.downes@act.gov.au

Corporate

Health Infrastructure Services

Building Services Officer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 38384)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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 (CHHS) 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. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Building Services Officer role reports to the Senior Manager Capital Project Delivery and will undertake activities to support the delivery of ACT Health Building Services Capital Works projects by HIS. The Building Services Officer will be responsible for managing a number of ACT Health projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various ACT Health Facilities. Stakeholder management and project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are met. The Building Services Officer will also be responsible for identifying and managing energy efficiency strategies across the asset portfolio. This will include evaluation of project scope of work to ensure energy efficiency strategies are highlighted and addressed, as well as highlighting new projects and opportunities to implement new works to lower energy consumption, with a focus on sustainability. At times this will require the Building Services Officer to liaise and take direction from the HIS Facilities Director.

Eligibility/Other Requirements: Mandatory: Must maintain tertiary qualifications in a building related discipline or a building trade qualification, and/or at least five years of building related project management experience.

Qualifications in Government procurement are also highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: James Walsh (02) 6174 7783 jack.walsh@act.gov.au

Corporate

Business Support

Security and Emergency Preparation

Manager Volunteer Services

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19979)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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: This position

manages the ACT Health Volunteer Services and its Volunteer Programs. Currently ACT Health is supported by over 400 volunteers. Client Services Security and Emergency is a section of Business Support Services. Client Services Security and Emergency is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services, including security, emergency response, fire safety, parking, fleet, and strategic support services to all acute and non-acute activities of ACT Health, including mail services and the delivery of volunteer programs across ACT Health involving the general public, staff, students and medical practitioners. To be successful in this role you will possess: Strong organisational skills with a high degree of drive; adaptability and flexibility to accommodate change; ability to provide responsive services to meet clinical needs; Well developed interpersonal, liaison, negotiation and supervisory skills; experience in and/or knowledge of the Health environment; experience in and/or knowledge of management of Volunteer Services and/or experience in the management of other Hospital Services.

Eligibility/Other Requirements: Desirable: Experience in and/or knowledge of the Health environment. Experience in and/or knowledge of management of Volunteer Services and/or experience in the management of other Hospital Services. 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* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Rob Swain (02) 6174 5378 rob.swain@act.gov.au

Innovation

Policy and Stakeholder Relations

Aboriginal and Torres Strait Islander Health Staff

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23017)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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. 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. The Policy and Stakeholder Relations Branch (P&SR) is responsible for providing advice to ACT Health and the ACT Government on strategic health policy issues of national, territory-wide and health-sector-wide importance and inter-governmental issues. P&SR assists other areas of the ACT Health with the policy development process and with liaison and negotiations with the government, non-government and private sectors as required. P&GR 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, women, youth and child health, drug and alcohol, home and community care, mental health, multicultural health and Aboriginal and Torres Strait Islander health. Overview of the work area and position: The role of the Aboriginal and Torres Strait Islander Health Unit is to manage, coordinate and contribute to a range of health policies and projects that have an impact on ACT Aboriginal and Torres Strait Islander communities. Under broad direction, you will be responsible for providing advice to the Minister for Health on issues relating to the health of ACT Aboriginal and Torres Strait Islander communities, and will assist in the development, monitoring and implementation of ACT Government priorities including managing contractual implementation of community sector (non-government) health services.

Eligibility/Other Requirements: Mandatory: Relevant tertiary qualifications. Desirable: Understanding and experience in meeting health needs of Aboriginal and Torres Strait Islander peoples. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Denise Ryan (02) 6207 9172 denise.ryan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Neuropsychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38468)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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, Alcohol and Drug Services provide 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: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community 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: MHS Neuropsychology provides comprehensive neuropsychological assessments and consultation for consumers (adults, adolescents and children) who are actively linked with any of the MH teams across the division. The service provides feedback to clients and carers, including recommendations and strategies, consultation with treating teams, is developing cognitive remediation programs and provides supervision of Provisional Psychologists and Registrars. In this position, you would be expected to: Provide neuropsychology assessment and intervention for people across various mental health settings including child and adolescent, adult, forensic and other specialty services. Promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of neuropsychological services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualification in Clinical Neuropsychology. Area of Practice Endorsement in Clinical Neuropsychology or eligibility for Registrar program in Clinical Neuropsychology is preferable. PsyBA approved supervisor status of postgraduate students is preferable. At least 12 months experience working in Neuropsychology and/or Mental Health Services. Strong understanding of mental health services. Current driver's licence. Highly Desirable: HP3: Minimum of three years (ideal five years) post qualification. 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*; Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; Comply with ACT Health occupational screening requirements related to immunisation.

Contact Officer: Lainie Hart (02) 6205 1488 lainie.hart@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
CACHS Medical
Clinical Trials Coordinator**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26874)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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 exciting opportunity is available for self-motivated and highly organised individuals to join the clinical trials team at Department of Radiation Oncology, Canberra Hospital. The successful applicant will primarily be assisting with the coordination of TransTasman Radiation OncologyGroup (TROG) studies, Radiation Oncology investigator lead studies and other collaboration studies. The Clinical Trials Coordinators will have responsibilities that arise from patient subject recruitment, clinical record collection, subject monitoring and maintaining trial records according to the trial protocol. The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics approvals, and contractual and regulatory management and

supervision of other clinical trial staff. They will act as a contact responsible for ensuring milestones are achieved allowing the engagement of future clinical trials.

Eligibility/Other Requirements: Mandatory: A degree in a relevant area, from a recognised university with significant subsequent relevant work experience OR an equivalent combination of experience and/or education. The successful applicant will show high levels of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This position is part-time at 29:24 hours per week. Hours of work are flexible.

Contact Officer: Hany Elsaleh (02) 6244 2241 hany.elsaleh@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Neuropsychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37687)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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 provide 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: Rehabilitation and Specialty Mental Health Services, Adult Acute Mental Health Services, Adult Community 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: Mental Health Services Neuropsychology provides comprehensive neuropsychological assessments and consultation for consumers (adults, adolescents and children) who are actively linked with any of the MH teams across the division. The service provides feedback to clients and carers, including recommendations and strategies, consultation with treating teams, is developing cognitive remediation programs and provides supervision of Provisional Psychologists and Registrars.

In this position, you would be expected to: Provide neuropsychology assessment and intervention for people across various mental health settings including and adolescent, adult, forensic and other specialty services.

Promote positive client outcomes through provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery.

Apply knowledge, skills, and professional judgement in the delivery of Neuropsychological services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualification in Clinical Neuropsychology. Area of Practice Endorsement in Clinical Neuropsychology or eligibility for Registrar program in Clinical Neuropsychology is preferable. PsyBA approved supervisor status of postgraduate students is preferable. At least 12 months experience working in Neuropsychology and/or Mental Health Services. Strong understanding of mental health services. Current driver's licence

Highly Desirable: HP3: Minimum of three years (ideal five years) post qualification

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* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: This is a permanent part-time position working three days a fortnight. The salary noted above will be paid pro rata for part-time hours. Selection may be based on written application and referee reports only.

Contact Officer: Lainie Hart (02) 6205 1488 lainie.hart@act.gov.au

Corporate
Business Support
Logistics Support
Contracts Lease and Sustainability Coordinator
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25230)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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 exists for a suitably experienced candidate to join the Procurement and Asset team, within Logistic Support, Business Support Services. The team delivers strategic advice and support on procurement and contracts as well as manages assets across the directorate. Responsibility Statement: Reporting to the Director, Logistic Support on the procurement, contract, lease, financial and environmental sustainability systems and projects used within the Business Support Services.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Preference of three years proven experience in Government Procurement and Contracting. Previous Experience in Government Procurement (Health Sector) and possession of a Certificate IV in Government Procurement is desirable.

Contact Officer: Elizabeth Philpott (02) 6205 4377 elizabeth.philpott@act.gov.au

Corporate
Business Support
Logistics Support
Asset Coordinator
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 20109)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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. Business Support Services (BSS) is responsible for the provision of a range of facilities and client support services to all of ACT Health acute and non-acute sites across the ACT. The BSB delivers a diverse range of critical services including food services and sterilising services, complex contract management, procurement, supply chain and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, Mitchell and Calvary Hospital. Logistic Support is responsible for Asset Management, Procurement and Contracts, Food Services and Supply Services. Overview of the work area and position: An opportunity exists for a suitably experienced candidate to join the Procurement and Asset team, within Logistic Support, Business Support Services. The team delivers strategic advice and support on procurement and contracts as well as manages assets across the directorate. The Asset Coordinator will assist team members with procurement activities, liaise with Directorate management and customer areas to ensure compliance with the Health Directorates Asset Management and Procurement policies and procedures, prepare agendas, reports and minutes, reconciliation of budgets, administer/implement strategies to ensure effective delivery of asset management including disposals and stock take as well as maintaining the administration of the computerised asset management system. The role may also include general administrative support to the team. Knowledge of and experience working in areas of finance and/or administration and/or asset management systems with attention to detail and the capacity to analyse this information will be of benefit.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. .Previous Experience in Government Procurement (Health Sector) and possession of a Certificate IV in Government Procurement is required.

Contact Officer: Tim Roach (02) 6207 9063 tim.m.roach@act.gov.au

Corporate

Business Support

Logistics Support

Cataloguing Team Leader

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 20753)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Purchasing and Cataloguing Manager. Initiate cataloguing and administration of products and services that are being procured by ACT Health and other customers on the Purchasing and Inventory Control System (PICS) with accurate data. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital; be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Highly Desirable: Certificate IV in Government Procurement and relevant work experience.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Raj Rajasegaran (02) 6207 8385 raj.rajasegaran@act.gov.au

Corporate

Business Support

Logistics Support

Purchasing Team Leader

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 20754)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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: Supply Services forms part of the Logistic Support within ACT Health Business Support Services, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Purchasing and Cataloguing Manager. The Team Leader will need to have proven experience in ACT Government (preferably ACT Health) purchasing, staff management and customer service in a large warehouse environment operating in a computerised inventory control purchasing system. The successful candidate will be required to work within Supply Services main office at Mitchell and at Canberra Hospital

Eligibility/Other Requirements: Mandatory: Current driver's licence. Highly Desirable: Certificate IV in Government Procurement and relevant work experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Raj Rajasegaran (02) 6205 0817 raj.rajasegaran@act.gov.au

Deputy Director-General

Business Support

Security and Emergency Preparation

Switchboard Supervisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20122)

Gazetted: 27 April 2017

Closing Date: 11 May 2017

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. Business Support Services is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Business Support Services is committed to timely,

responsive and client-focused services and is responsible for the provision of a range of client services and strategic support services to all acute and non-acute activities of ACT Health. Overview of the work area and position: The Switchboard Supervisor position is a hands-on role, which is responsible for the day-to-day operations of the Canberra Hospital Switchboard and Main Reception by efficiently coordinating daily activities of the Switchboard and Main Reception business units including monitoring work practices and workflow. The Supervisor ensures delivery of excellent customer service to all external and internal callers at all times, whilst coordinating staff induction, staff training, writing standard operating procedures and managing staff rosters. Occasionally the Supervisor will be required to undertake Switchboard and Main Reception duties when operationally required. It is expected that the supervisor will work closely with staff members to maintain a motivated respectful and supportive work environment, whilst adhering to the ACT Health Values.

Eligibility/Other Requirements: Desirable: Experience in and/or knowledge of the Health environment. Experience in and/or knowledge of Switchboard/Call Centre environment. Certificate IV in workplace Assessment and Training or the ability and willingness to obtain. 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*.

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

Contact Officer: Rob Swain (02) 6174 5378 rob.swain@act.gov.au

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

Allied Health Assistant

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 36096, expected vacancy)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation at Home (RaH) is a specialised multidisciplinary Allied Health team, operating within Rehabilitation, Aged and Community Care. It provides goal-orientated rehabilitation services for up to six weeks for persons over the age of 18 residing within the ACT community.

The service aims to maximize improve patients' functional impairments, performance and participation through provision of intensive rehabilitation services. The service facilitates early discharge from inpatient units at The Canberra Hospital, and prevents avoidable admission to hospital through home based rehabilitation for clients presenting with a variety of conditions. The team is made up of Physiotherapists, an Occupational Therapist and another AHA 3 Allied Health Assistant. Clinical support and supervision is provided by one of the Allied Health team.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Occupational Therapy) or recognized equivalent. Current driver's licence. 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*; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Comply with ACT Health credentialing requirements for allied health professionals .
Contact Officer: Nicole Usher 0403 127 056 nicole.usher@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Enrolled Nurse - Adult Acute Mental Health Services

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 29429, several)

Gazetted: 27 April 2017

Closing Date: 4 May 2017

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, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with 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; Adult Acute Mental Health Services; Adult Community 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: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and or treatment initiation. In this position it is expected that you will provide direct nursing care as well as provide participation in quality improvement processes within the AMHU or MHSSU. You will provide regular input into, and form an integral part of, the multidisciplinary team. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Nursing experience within a mental health, alcohol and drug service is desirable. Current driver's licence. 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: Helen Braun (02) 6205 9987 helen.braun@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 Corrective Services

Offender Services and Corrections Programs

Corrections Programs Unit

Corrections Programs Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14702)

Gazetted: 24 April 2017

Closing Date: 8 May 2017

Details: ACT Corrective Services (ACTCS) is seeking expressions of interest from passionate and motivated professionals to join the Offender Services and Corrections Programs Unit as a Corrections Programs Officer (ASO6). This position is based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody. Working closely within the Corrections Programs Unit and under the direction of the Programs Unit Manager, you will deliver therapeutic and psycho educational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation. You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and delivery within the AMC and Community Corrections. To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in research, planning, evaluation and development of programs as well as well developed group facilitation skills. You will have a proactive approach to detainee and offender management including ability to liaise with internal stakeholders and professional supervisors and be able to demonstrate an ability to compile and contribute to verbal and written reports.

Eligibility/Other Requirements: Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. The successful candidate will be required to undergo a police criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. The successful candidate may have the opportunity to perform some weekend work. A current driver's licence is essential. 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

Note: This is a temporary position available for a period of up to six months, with the possibility of extension. Applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees; and a copy of your driver's licence. Please ensure you submit all five items. One of the referees should be a current supervisor. Contact Officer: Simon Porter (02) 6207 8638 simon.porter@act.gov.au

Executive

Executive Assistant to the Director-General

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25225)

Gazetted: 26 April 2017

Closing Date: 3 May 2017

Details: Justice and Community Safety Directorate (JACSD) are currently seeking an enthusiastic and organised person for the role of Executive Assistant to Director-General. This individual will provide administrative and secretarial support of a high level including: Manage the outlook diary, which includes arranging appointments for the Executive with Ministers, other senior staff and external bodies as required; organise appropriate papers for meetings, ensuring the Executive is well prepared; examine, record and register incoming correspondence through TRIM, this includes initiating appropriate action and tracking as required; screen, manage and action incoming telephone calls; prepare draft correspondence, reports and emails as required; create, amend and control the documents for cabinet, assembly and other purposes; arrange travel and accommodation bookings for the Executive as required; manage the office of the Executive to ensure they can discharge their duties; ensure conference rooms are maintained. The suitable applicant will manage and supervise a small team of Executive Assistants (including performance management), maintain effective liaison between offices within JACSD, other directorates and external organisations while successfully organising/prioritising their own workload and providing assistance to others in their team. Secretariat support is required, including agenda preparation and the transcribing of minutes. This role also takes on minor research and project work when necessary.

Eligibility/Other Requirements: Highly developed word processing skills. The successful candidate will be required to undergo a criminal record check. This is a designated security assessed position. Confirmation of employment is subject to a satisfactory outcome of the security clearance.

Note: This is a temporary position available for up to six months.

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

Applications should be sent to the contact officer.

Contact Officer: Danielle Krajina (02) 620 74813 danielle.krajina@act.gov.au

Emergency Services Agency

Rural Fire Service

Community Bushfire Protection Team

Senior Rural liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11402)

Gazetted: 20 April 2017

Closing Date: 4 May 2017

Details: ACT Rural Fire Service (RFS) is seeking highly motivated, suitably qualified and experienced applicants for the permanent position of Senior Rural Liaison Officer. The position within the Community Bushfire Protection Team involves engaging with ACT Government Directorate, rural landholder and community stakeholders, to provide specialist advice to ensure best practice community bushfire protection. As an RFS team member, the position works with other staff members and volunteers to support fire operations or emergency support for other agencies within Emergency Services Agency (ESA). The successful applicant will plan, assist with delivery, and report on RFS programs such as the ACT RFS FarmFirewise program, and assist with a wide range of programs including community engagement. This position would suit an innovative and enthusiastic person who can meet key service objectives, whilst working within the ACT RFS and ESA workplace.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable; a sound knowledge and experience of bushfire behaviour, bushfire incident management/control, bushfire prevention and mitigation strategies; AIIMS, Incident Control Systems and the co-ordination of support to and from other agencies; a current driver's licence is essential. The occupant of this position will be required to regularly undertake parts of their duties outside normal business hours and on weekend. Applicants are required to describe their experience with, or understanding of volunteer emergency services organisations. 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: Greg Potts 0428 298 994 greg.potts@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.

Emergency Services Agency

Executive Support

Commissioner's Office

Executive Assistant to ESA Commissioner

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10371)

Gazetted: 26 April 2017

Closing Date: 3 May 2017

Details: The ACT Emergency Services Agency (ESA) is seeking a highly motivated person to fill the position of Executive Assistant to the ESA Commissioner. The successful applicant will work closely with the Commissioner, Executive Officer and the Executive Support Unit undertaking a broad range of high level administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will be experienced in working within a dynamic work environment with competing demands. The successful applicant will effectively and accurately manage the diary of the ESA Commissioner and provide high-level support to the Commissioner and the Commissioner's Office. Strong communication and liaison skills will maintain effective and supportive relationships across a broad range of stakeholders. The successful applicant will be an integral and flexible part of a collaborative executive team.

Eligibility/ Other Requirements: 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

Note: This role is being re-advertised in order to change the selection panel type and to allow for the formation of a merit pool for similar vacancies. Previous applicants will be considered and do not need to reapply. Should applicants be found suitable for this position they may be offered similar vacant positions.

Contact Officer: Anna Mitchell (02) 6207 1742 anna.mitchell@act.gov.au

Emergency Services

Fire Brigade

Operations

Firefighter

FB1 (FF 4th Class in Training) - FB5 (Senior Fire Fighter) \$69,301 - \$89,841, Canberra (PN: FB1, several)

Gazetted: 20 April 2017

Closing Date: 19 May 2017

Details: ACT Fire and Rescue (ACTF&R) is seeking applications from full-time career Firefighters who are currently serving or have served within the past twelve months in a similar capacity with another urban fire service, for lateral appointment to ACTF&R. Career Firefighters work in a fire station in a crew supervised by a Station Officer. Several stations are ACT Emergency Service Agency (ESA) shared facilities with other emergency services. ACTF&R have fire stations strategically located around the ACT to enable quick response to incidents. Depending on experience, successful applicants will be required to complete a period of induction training, but not a full training college. Applicants successful for lateral recruitment will be appointed as a firefighter 4th Class (FB1). Upon graduation from the lateral recruitment college applicants will progress to the rank of firefighter 3rd class (FB2) and will remain at this classification until their confirmation of appointment. Following confirmation of appointment, applicants may apply for progression up to and including the rank of Senior Fire Fighter (FB5).

Eligibility/Other Requirements: Applicants must be Australian citizens or be a permanent resident. 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

Further information relating to lateral recruitment and the application process, can be found on the ACT Fire and Rescue website at <http://esa.act.gov.au/actfr/careers/lateral-recruitment/> Applications close on Friday 19 May 2017. Enquiries regarding this process should be directed to Station Officer, Glenn Brewer on (02) 6207 8645 or via email to ESAactfbadminofficer@act.gov.au

Contact Officer: Glenn Brewer (02) 6207 8645 ESAactfbadminofficer@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.

ACT Law Courts and Tribunal

Magistrates Court

Magistrates Court Registrar

Legal Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 42388, several)

Gazetted: 20 April 2017

Closing Date: 8 May 2017

Details: The ACT Law Courts and Tribunal is seeking experienced lawyers for the role of Legal Officer within the Magistrates Court Registrar's office of the ACT Magistrates Court. The successful applicants will have effective legal management and analytical skills to undertake the judicial functions and the provision of legal services, including but not limited to alternative dispute resolution and Counsel Assisting the Coroners. The successful applicants will also provide legal and policy advice as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters and is expected to be able to build sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings. Applicants for this role must have at least three years post admission experience practicing as a Legal Practitioner.

Eligibility/Other Requirements: Admission to practise as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience.

Note: There are two permanent positions available however one is an anticipated vacancy. Selection may be based on written application and referee reports only. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your CV. For information on the ACT Law Courts and Tribunal please visit: www.courts.act.gov.au.

How to Apply: Applicants are required to submit a current Curriculum Vitae (CV), contact details of at least two referees and a covering letter (maximum two pages) telling us how your skills, experience and ability or qualifications, makes you the best person for this job opportunity.

Contact Officer: Amanda Nuttall (02) 6207 1054 amanda.nuttall@courts.act.gov.au

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Support

Senior Research Officer

Administration Services Officer 6 79,824 - 91,356, Canberra (PN: 255/256)

Gazetted: 20 April 2017

Closing Date: 4 May 2017

The Office of the Legislative Assembly (OLA) is seeking to permanently fill two Senior Research Officers positions with the Committee Support office. These positions are a unique opportunity for a skilled and experienced applicant who wants to be challenged by a busy and dynamic work environment. The Senior Research Officer role is to undertake detailed and complex research and analysis, contribute to the drafting of committee reports, and prepare issues papers and other background material for the Committee Support Office.

Contact Officer: Andrew Snedden, Manager Committee Support (02) 6205 0199

Andrew.Snedden@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

Chief Operating Officer Group

Human Resources

Organisational Development

Training Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15153)

Gazetted: 24 April 2017

Closing Date: 15 May 2017

Details: Human Resources (HR) within the Chief Operating Officer Group of Transport Canberra and City Services Directorate (TCCS) is responsible for the provision of people management advice and support to the directorate and Executive Leadership Team. The HR Organisational Development team delivers and coordinates strategic HR training and development, operational training for field-based employees, workforce planning, induction, training and advice on performance management and respect, equity and diversity principles. The Organisational Development team is seeking a highly motivated, organised and focused individual with experience in the design, delivery and coordination of accredited and non-accredited training. The successful candidate will have a well developed understanding of the importance of training in meeting strategic objectives and the requirements of frontline service delivery.

Eligibility/Other Requirements: Tertiary studies and/or demonstrated experience in the design, delivery and coordination of training. Certificate IV in Training and Assessment (TAE) is highly desirable.

Contact Officer: Leanne Salmond (02) 6205 9977 leanne.salmond@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

Governance

Digital Collaboration Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04765)

Gazetted: 26 April 2017

Closing Date: 3 May 2017

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a working knowledge of the functions of TCCS. Previous experience in development, implementation and promotion of a Quality Management System will be highly desirable.

Note: This is a temporary position available until 23 June 2017. This position is available to ACT Public Service employees only.

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

Applications should be sent to the contact officer.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@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

Roads ACT

Traffic Management and Safety

Senior Manager Traffic Management and Safety

Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 25035)

Gazetted: 21 April 2017

Closing Date: 5 May 2017

Details: Roads ACT is seeking a highly experienced and motivated Senior Manager to guide and lead the Traffic Management and Safety Team. The successful candidate will, under broad direction and in line with the branch's business plan, manage business operations and traffic systems. Key responsibilities include providing support and advice to the Director of Roads ACT; contribute to the development and implementation of the strategic direction for Roads ACT; manage a workforce of around 23 staff with a broad range of skills and disciplines including professional staff and administrative staff; and manage the financial budget, resources and systems within Traffic Management and Safety. 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 a disability, to apply.

Eligibility/Other Requirements: A Civil Engineering University Degree or other relevant tertiary qualification, membership of a professional institution and relevant experience is highly desirable.

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

Contact Officer: Ken Marshall (02) 6207 6588 ken.marshall@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

Calvary Health Care ACT (Public)

Registered Nurse Level 1 \$63,548 - \$84,888,
Lacey Borg, 1613550, Section 68, 26/04/2017

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Jessica Hampton, 1613538, Section 68, 03/04/2017

Staff Specialist Band 1 \$164,470
Dr Terence Ting, 1613541, Section 68, 07/04/2017

Staff Specialist Band 4 \$193,338
Dr Tony Kwan, 1613543 Section 68 08/04/2017

Administrative Services Officer Level 3 \$60,039 - \$64,616
Cassandra Barrett, 1613544 Section 68 26/04/2017

Registered Nurse Level 1 \$63,548 - \$84,888
John Francis Williams, 1613548, Section 68 26/04/2017

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$66,656 - \$72,175
Sean Michael Heavey 853-58166, Section 68(1), 1 May 2017

Health

Administrative Services Officer Class 5 \$74,081 - \$78,415
Michelina Lanzetta 847-03423, Section 68(1), 20 April 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616
Simone Taylor 842-87992, Section 68(1), 12 April 2017

Staff Specialist 1- 5 \$164,470 - \$202,960
Alfiya Mutlu, 82951554, Section 68(1), 11 April 2017

Staff Specialist 1- 5 \$164,470 - \$202,960
Nishad Samad, 82177597, Section 68(1), 11 April 2017

Staff Specialist 1- 5 \$164,470 - \$202,960
Deepa Singhal, 83824485, Section 68(1), 18 April 2017

Justice and Community Safety

Administrative Services Officer Class 5 \$74,081 - \$78,415
Nigel Johnson 848-79883, Section 68(1), 27 April 2017

Transport Canberra and City Services

Special Needs Transport Attendants (GSOS2) \$48,500 - \$50,417
Joanne Byrne 843-98430, Section 68(1), 26 April 2017

Administrative Services Officer Class 5 \$74,081 - \$78,415

Josh Hogan 853-55934, Section 68(1), 26 April 2017

TRANSFERS

Education

Erin Kaye Thompson: 848-81588

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Education, Canberra (PN. 38437) (Gazetted 12 January 2017)

Health

Michaela Iannelli: 842-87351

From: Administrative Services Officer Class 2/3 \$59,152 - \$63,661

Health

To: Administrative Services Officer Class 3 \$60,039 - \$64,616

Health, Canberra (PN. 38098) (Gazetted 16 March 2017)

Dianne McDean: 781-46720

From: Registered Nurse Level 2 \$88,249 - \$93,533

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 20588) (Gazetted 2 February 2017)

PROMOTIONS

ACT Audit Office

Financial Audit

Weiran Huang: 846-84162

From: Audit Band 1 \$51,579 - \$98,171

ACT Audit Office

To: Audit Band 1 - Senior Auditor \$80,614 - \$98,171

ACT Audit Office, Canberra (PN. 42822) (Gazetted 14 February 2017)

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Glenn Robert Wilcox: 827-4790

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Community Services

To: †Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services, Canberra (PN. 37489) (Gazetted 8 February 2017)

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

Education

Office for Schools

North Gungahlin Network

Amaroo School

Zvezdan Milosevic: 779-08500

From: General Service Officer Level 3 \$47,087 - \$48,840

Education

To: †General Service Officer Level 10 \$79,824 - \$91,356

Education, Canberra (PN. 37401) (Gazetted 10 February 2017)

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.

Health

Canberra Hospital and Health Services

Women, Youth and Children

Jennifer Cox: 813-00653

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 26522) (Gazetted 2 February 2017)

Canberra Hospital and Health Services

Patrice Ann Higgins: 789-18129

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$100,462 - \$108,140

Health, Canberra (PN. 28647) (Gazetted 2 March 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Jennifer Oliver: 836-01660

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 22659) (Gazetted 2 February 2017)