



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 02 November 2017**

## VACANCIES

### Canberra Institute of Technology

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

#### **CIT Trades Skills and Vocational Learning**

##### **CIT Plumbing**

##### **Plumbing Teacher**

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 52071, several)**

Gazetted: 08 November 2017

Closing Date: 24 November 2017

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Plumbing Teacher to join the CIT Plumbing team. This teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the Plumbing qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT Teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CIT's organisational culture through the promotion and modelling of CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first 12 months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry experience is desirable. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) and Construction Occupations licence – Plumber, Drainer, Gasfitter is required.

Note: This is a temporary position available for a period of two years with the possibility of extension up to but not exceeding five years as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, & Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Adrian Clarke (02) 6205 2280 [adrian.clarke@cit.edu.au](mailto:adrian.clarke@cit.edu.au)

#### **CIT Corporate Services**

##### **CIT Training Initiatives Unit**

##### **Liaison Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 54184, several)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: Canberra Institute of Technology (CIT) is seeking enthusiastic individuals to work in CIT's ACT Funding Agreement Liaison Team which is part of CIT's Training Initiatives Unit (TIU). TIU is dedicated to the administrative arrangements under CIT's Funding Agreement (ACTFA) to monitor, review and support the progress of Australian

Apprentices through structured workplace visits and to foster relationships and networks with TIU, teaching departments/colleges and employers. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: A willingness and ability to hold a White Card to support Work Health and Safety (WHS) site visits; a current driver's licence; and a familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Note: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, & Section 20 – Direct promotion – general and CIT Enterprise Agreements. Applicants must include the contact details of at least two referees, address claims against the criteria and a current curriculum vitae.

Contact Officer: Stephen Bolton 02 62073620 stephen.bolton@cit.edu.au

### **College of Business Tourism and Accounting**

#### **Business Administration**

#### **Senior Teacher**

#### **Teacher Level 2 \$100,508, Canberra (PN: 34886)**

Gazetted: 08 November 2017

Closing Date: 15 November 2017

Details: The Business Administration department at the Canberra Institute of Technology (CIT) requires a highly skilled and motivated educator with experience in the vocational education and training sector to assist with leading and developing the Business Administration sector. Experience and qualifications in the Business Administration industries is required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40.

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its equivalent).

Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Degrees or higher qualifications and/or vocational qualifications in Business Administration or related disciplines. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.’ This is a temporary position available for a period of up to 12 months with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Sam Mills (02) 6207 3251 sam.mills@cit.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.

### **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](mailto:jobs@act.gov.au)**

#### **Executive Director, Corporate**

**Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E790)**

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an outstanding leader with a proven record of achievement for the senior executive role of Executive Director, Corporate. The Executive Director, Corporate, reports to the Director-General, CMTEDD and works collaboratively with the Under Treasurer, Deputy Directors-General and other Executives within CMTEDD, as well as with other key government and non-government stakeholders. This key role leads corporate governance and strategic human resources frameworks and practices across the directorate, as well as the delivery of a range of corporate services. The position requires outstanding leadership, relationship management and communications skills. A commitment to public service integrity and people management is essential. Applicants should have demonstrated leadership experience in public sector governance and people capability management, and a demonstrated capacity to contribute to and support various activities across the directorate.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$267,315 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Kathy Leigh (02) 6205 0241  
kathy.leigh@act.gov.au.

## **Treasury**

### **Shared Services**

#### **Partnership Services**

#### **Senior Manager Projects Front Door**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 00046)**

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: The role leads the Projects Front Door team who assist Directorates in identifying ICT related solutions to address business needs. The service provides preliminary scoping and assessment, assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment.

Note: This position is temporary available for four months with a possible extension.

How to Apply: Please provide a response to the Position Description of no more than two pages, along with your curriculum vitae.

Applications should be sent to the Contact Officer

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

## **Revenue Management**

### **Support**

#### **Finance and Rental Bonds**

#### **Senior Manager, Support - Finance and Rental Bonds**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 02830)**

Gazetted: 03 November 2017

Closing Date: 17 November 2017

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer. The Division is seeking a person with the highest level of personal integrity and excellent accounting, audit, investigatory, communication and interpersonal skills. This is a leadership position within the Division and the person should have a demonstrated capacity to lead and manage the Finance and Rental Bonds teams.

Eligibility/Other Requirements: CPA and ICAA membership is desirable.

Note: This is a temporary part-time position at 27.45 hours per week, available for 12 months with the possibility of extension and/or permanency. The full-time salary noted above will be paid pro rata for part-time hours.  
Contact Officer: Kim Salisbury (02) 6207 0010 kim.salisbury@act.gov.au

**Corporate**

**Corporate Management**

**Information Access**

**Information Officer**

**Senior Officer Grade A \$137,415, Canberra (PN: 39518)**

Gazetted: 02 November 2017

Closing Date: 21 November 2017

Details: Chief Minister, Treasury and Economic Development Directorate is looking for a suitably qualified person to lead the new Information Access team within Corporate Management. The successful candidate will be responsible for making decisions on the release of information based on access requests (FOI) from the public (as an Information Officer under the *Freedom of Information Act 2016*). Applicants should be able to demonstrate sound judgement, high level liaison and team management skills, and the capacity to manage competing priorities.  
Eligibility/Other Requirements: Tertiary qualifications in law is highly desirable.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

**Corporate**

**Corporate Management**

**Information Access**

**Information Officer**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39519)**

Gazetted: 02 November 2017

Closing Date: 21 November 2017

Details: Chief Minister, Treasury and Economic Development Directorate is looking for a suitably qualified person to join the new Information Access team within Corporate Management. The successful candidate will be responsible for making decisions on the release of information based on access requests (FOI) from the public (as an Information Officer under the *Freedom of Information Act 2016*). Applicants should be able to demonstrate sound judgement, high level liaison skills, and the capacity to manage competing priorities.  
Eligibility/Other Requirements: Tertiary qualifications in law is highly desirable.

Note: This is a temporary position available until 30 June 2018 with the possibility of permanency. Part-time hours may be considered for this role.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

**Shared Services**

**Partnership Services Group**

**Customer Engagement**

**Engagement Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30768)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: A temporary vacancy exists for a highly motivated and appropriately skilled person to undertake the role of Engagement Officer. The successful applicant will have high-level capacity to provide customer focused communications advice and manage multiple projects. The vacancy exists while the incumbent is on maternity leave. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Joanna Lewis (02) 6207 5507 joanna.lewis@act.gov.au

**Partnership Services**

**Service Centre**

**Service Desk and Service Support**

**Service Desk Officer**

**Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14315)**

Gazetted: 07 November 2017

Closing Date: 14 November 2017

Details: Shard Services ICT is looking for a highly motivated individual with experience in providing technical leadership to a rotating team of support staff providing technical and operational support. You will be responsible for co-ordinating the ICT support of a number of ACT Government Directorates. You will have a strong client focus and a willingness to be part of a dynamic team is essential. You will be an escalation point for more complex support issues and also an escalation point for clients. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for up to six to 12 months. Selection may be based on application and referee reports only. Interested candidates should submit an Expression of Interest of no more than two pages.

Contact Officer: Michael Bartle (02) 6205 4715 michael.bartle@act.gov.au

**Enterprise**

**VisitCanberra**

**Marketing**

**Senior Digital Development Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43456)**

Gazetted: 03 November 2017

Closing Date: 22 November 2017

Details: VisitCanberra/Events ACT is seeking a Senior Digital Development Officer to join its fast paced marketing team to develop, administer support and promote tourism and events websites and digital applications. The ideal candidate will have excellent technical skills and be comfortable leading the organisations approach to SEO, SEM and UX best practice. This person will have a passion for digital technology and marketing and will love staying current with the latest web technologies and emerging developments across social media, user generated content, search engine optimisation and web content management and love sharing these insights with the broader team.

Contact Officer: Peter Dean (02) 6205 0662 peter.dean@act.gov.au

**Shared Services**

**HR Finance and Payroll Services**

**Payroll Services**

**Payroll Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09487, several)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: Payroll Services is seeking highly motivated Payroll Officers to contribute to the effectiveness of customer focussed teams responsible for administering payroll services to the ACT Government. The role is responsible for payroll processing, with responsibility for interpretation and application of ACTPS classification based Enterprise Agreements, and associated ACTPS policies. Additionally, you will be required to contribute to a high performing and cohesive team, including ensuring effective team communications in a dynamic and fast paced work environment. The role also requires well developed communication skills to manage complex correspondence and the ability to liaise effectively with stakeholders. Applications addressing the Selection Criteria are sought from potential candidates and should include contact details of at least two referees and a current curriculum vitae. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Chris 21 experience is desirable.

Note: Selection may be based on application and referee reports only.  
Contact Officer: Mathew Yarred (02) 6205 1578 matthew.yarred@act.gov.au

### **Revenue Management Division**

#### **Support**

#### **Rental Bonds**

#### **Client Service Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42549)**

Gazetted: 08 November 2017

Closing Date: 15 November 2017

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; administering the Home Loan Portfolio; and administering residential tenancy rental bonds in the ACT. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer. The Rental Bonds Team is responsible for the receipt and management of residential tenancy rental bonds in the ACT under the *Residential Tenancies Act 1997* and the Residential Tenancies Regulation 1998. A Client Service Officer position is available to provide high level customer service to internal and external stakeholders and provide assistance to the Team Leader in the supervision and training of staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning (LGBTIQ) are encouraged to apply.

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

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

### **Shared Services**

#### **Partnership Services Group**

#### **Recruitment and Information Services**

#### **Recruitment Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 08099, expected vacancy)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: Shared Services Recruitment is seeking a motivated person to fill the position of Recruitment Officer. This position is responsible for the delivery of efficient and effective recruitment services to the ACT Government. The successful applicant will have the ability to interpret and apply legislation and provisions of ACTPS Enterprise Agreements and policies relating to recruitment processes in the ACT Government. Previous Experience working within the public service and using HR systems would be an advantage. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for up to six months with a possibility of extension and/or permanency from this process. To apply, please submit your response to the selection criteria and current curriculum vitae to the contact officer.

Contact Officer: Loraine Burns (02) 6205 4527 loraine.burns@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](mailto:jobs@act.gov.au)**

### **Housing and Community Services**

## **Housing ACT**

### **Tenancy Operations**

#### **Program Leader Tenant Relocation**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37711)**

Gazetted: 08 November 2017

Closing Date: 15 November 2017

Details: The Program Leader Tenant Relocation is responsible for the research and reporting aspects of the Tenant Relocation Strategy and outcomes. The Tenant Relocation Strategy oversees the relocation of over 1200 public housing tenants as part of the Public Housing Renewal Taskforce project. The strategy provides a framework for government, community sector and tenants to co-design their successful relocation and maximise opportunities created by planned social housing redevelopment. The position occupant will be expected to demonstrate strong budgeting, management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Current driver's licence; experience in a human services field and/or a relevant tertiary qualifications. An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services. Experience in using a range of IT business and office applications, including Microsoft Office Project is desirable but not 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available until 30 December 2018.

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 [kylie-ann.petroni@act.gov.au](mailto:kylie-ann.petroni@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](mailto:jobs@act.gov.au)**

### **School Performance and Improvement**

#### **South/Weston Network**

##### **Mawson Primary School**

###### **Principal**

##### **School Leader A \$145,868 - \$175,149, Canberra (PN: 04082)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae. Applications should be lodged via email to:

[jobs@act.gov.au](mailto:jobs@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.

Contact Officer: Wayne Prowse (02) 6205 3313 [wayne.prowse@act.gov.au](mailto:wayne.prowse@act.gov.au)

### **School Performance and Improvement**

#### **North/Gungahlin**



### **Ainslie School**

#### **Principal**

#### **School Leader A \$145,868 - \$175,149, Canberra (PN: 31572)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae. Applications should be lodged via email to:

[jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@act.gov.au)

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

### **School Performance and Improvement**

#### **North/Gungahlin**

#### **Turner School**

#### **Principal**

#### **School Leader A \$145,868 - \$175,149, Canberra (PN: 02175)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae. Applications should be lodged via email to:

[jobs@act.gov.au](mailto:jobs@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.

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@act.gov.au)

### **School Performance and Improvement**

#### **North/Gungahlin**

#### **Lyneham High School**

#### **Principal**

#### **School Leader A \$145,868 - \$175,149, Canberra (PN: 01667)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae. Applications should be lodged via email to: jobs@act.gov.au

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

## **School Performance and Improvement**

### **North/Gungahlin**

#### **Black Mountain School**

##### **Principal**

##### **School Leader A \$145,868 - \$175,149, Canberra (PN: 32055)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

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

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

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Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae. Applications should be lodged via email to: jobs@act.gov.au

Contact Officer: Judith Hamilton (02) 6205 3313 judith.hamilton@act.gov.au

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

## **School Performance and Improvement**

### **Belconnen**

#### **Mount Rogers Primary School**

##### **Principal**

##### **School Leader A \$145,868 - \$175,149, Canberra (PN: 04083)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae. Applications should be lodged via email to: jobs@act.gov.au

Contact Officer: Martin Watson (02) 6205 3313 martin.watson@act.gov.au

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

**Office for Schools**

**South/Weston Network**

**Forrest Primary School**

**School Leader – Forrest Primary**

**School Leader B \$132,814, Canberra (PN: 39219)**

Gazetted: 03 November 2017

Closing Date: 17 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Chris Pilgrim (02) 6205 5644 christine.pilgrim@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Kingsford Smith School**

**Executive Teacher**

**School Leader C \$114,067, Canberra (PN: 36449)**

Gazetted: 03 November 2017

Closing Date: 17 November 2017

Details: As a member of the Executive team, support the Senior Executive to achieve whole-school strategic goals and implement the school annual action plan; work with the primary School Executive Professional Learning team; to lead and implement a response to intervention approach across the primary school; support student social and emotional learning within a Restorative Practices framework; lead and implement a whole school project negotiated with the Principal; undertake an appropriate teaching load and other duties as determined by the Principal.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available 29 January 2018 until 28 January 2019.

Contact Officer: Paul Branson (02) 6142 3399 paul.branson@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Kingsford Smith School**

**Executive Teacher**

**School Leader C \$114,067, Canberra (PN: 15916)**

Gazetted: 03 November 2017

Closing Date: 17 November 2017

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

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@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**

#### **North Gungahlin Network**

#### **Gold Creek School**

#### **Community Coordinator**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39437)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: Gold Creek School is a P-10 school in the Gungahlin area. An opportunity exists for a Community Coordinator to lead and provide strategic and analytical support to our staff, students and families collaboratively with the Student Wellbeing Team. The successful applicant will work closely with students and families within our school community. They will build community partnerships and work collaboratively with external agencies to provide support to children and their families.

Eligibility/Other Requirements: Highly Desirable: Minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised qualification including Social Work, Community Development, Health and/or Education. Experience working with families as part of a multidisciplinary team. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019 with the possibility of extension and/or permanency.

Contact Officer: Angela Spence (02) 61432 1300 angela.spence@ed.act.edu.au

### **Office for Schools**

#### **Tuggeranong**

#### **Gilmore Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10401)**

Gazetted: 06 November 2017

Closing Date: 20 November 2017

Details: Applications are sought for the position of Business Manager at Gilmore Primary School. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and directorate compliance management. Knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Desirable: Working knowledge of the MAZE

management systems. A Current First Aid certificate or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Vicki Lucas (02) 6205 7844 [vicki.lucas@ed.act.edu.au](mailto:vicki.lucas@ed.act.edu.au)

## **School Performance and Improvement**

### **South/Weston Network**

#### **Mawson Primary School**

##### **Business Manager**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35588)**

Gazetted: 06 November 2017

Closing Date: 20 November 2017

Details: Applications are sought for the Business Manager at Mawson Primary. The Business Manager will manage the business of the school relating to Finance Management, Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills; ability to communicate effectively with all stakeholders ensuring high quality customer service is delivered. The position is required to liaise, and support the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the executive team, respond to, interpret and provide strategic reporting data and analysis to both the principal and school board. Further duties include supervision responsibility for administrative officers engaged in various designated roles and assist each with personal performance and professional development. Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available 12 February 2018 until 28 September 2018 with the possibility of extension and/or permanency.

Contact Officer: Lauren Bruhwiler (02) 6201 6269 [lauren.bruhwiler@ed.act.edu.au](mailto:lauren.bruhwiler@ed.act.edu.au)

## **Office for Schools**

### **North and Gungahlin Network**

#### **Dickson College**

##### **Building Services Officer**

##### **General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 39252)**

Gazetted: 07 November 2017

Closing Date: 14 November 2017

Details: Dickson College is looking to reclassify its Building Services Officer position from a GSO6 to a GSO8. The successful applicant will maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards, and complete emergency and other repairs to trade/industry standard OR ensure this standard when organising and overseeing these repairs.

Eligibility/Other Requirements: Desirable: First Aid Certificate. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: Selection will be based on application and referee reports only so please include two referee reports with your application.

Contact Officer: Dr John Clink (02) 6142 0131 [john.clink@ed.act.edu.au](mailto:john.clink@ed.act.edu.au)

**Tuggeranong**

**Monash School**

**Classroom Teacher - Primary**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 14894)**

Gazetted: 03 November 2017

Closing Date: 17 November 2017

Details: Monash School is a community based school committed to providing high quality learning opportunities for all students within an inclusive K-6 environment. We are seeking a dynamic team player who is innovative and passionate about teaching in our collaborative team. The successful applicant will be required to demonstrate strong inclusive practices in a mainstream setting and will be willing to work collaboratively in a team.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Shane Carpenter (02) 6142 1660 shane.carpenter@ed.act.edu.au

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

**Office for Schools**

**South/Weston Network**

**Alfred Deakin High School**

**Digital Technology + 1 other**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 03917)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: We are seeking a Digital Technology Teacher for years 7 – 10 who is a passionate educator to enhance our learning community. The successful applicant will be part of an exciting, innovative and energetic school where Bring Your Own Device (BYOD) and Google Apps for Education (GAPE) are firmly embedded with specialist IT facilities to teach the electives of coding, web applications and computing. It would be an advantage to have another subject area to teach.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Belinda Bartlett (02) 6142 3888 belinda.bartlett@ed.act.edu.au

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

**Office for Schools**

**South/Weston Network**

**Alfred Deakin High School**

**Maths + 1 other**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 04701)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: We are seeking a Maths Teacher for years 7 – 10 who is a passionate educator to enhance our learning community. The successful applicant will be part of an exciting, innovative and energetic school where Bring Your Own Device (BYOD) and Google Apps for Education (GAPE) are firmly embedded. It would be an advantage to have another subject area to teach.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Belinda Bartlett (02) 6142 3888 belinda.bartlett@ed.act.edu.au

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

**Office for schools**

**South/Weston Network**

**Yarralumla Primary School**

**Classroom Teacher - Italian**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 15683)**

Gazetted: 08 November 2017

Closing Date: 1 December 2017

Details: Yarralumla Primary School is seeking an Italian Classroom Teacher to teach full-time in a bilingual setting. The successful applicant will be working in a team teaching situation delivering the Australian Curriculum through Italian Language. The school is seeking a native or near native speaker with primary school experience and knowledge of Content and Language Integrated Learning (CLIL) methodology.

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

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position commencing 26 January 2018 until 21 December 2018.

Contact Officer: Rohan Evans (02) 6142 3250 rohan.evans@ed.act.edu.au

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

**Office for Schools**

**South Weston Network**

**Curtin Primary School**

**Classroom Teacher - Curtin Primary School**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 35468)**

Gazetted: 06 November 2017

Closing Date: 20 November 2017

Details: Curtin Primary requires a dynamic upper primary Classroom Teacher. The teacher will be committed to collaborative practice and demonstrate capacity to differentiate across a full range of abilities. With a commitment to wellbeing, the teacher will build relationships with all students, staff and parents. Curtin uses a conceptual inquiry model which enables flexibility in classroom delivery.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This position commences 29 January 2018. Selection may be based on written application and referee reports only.

Contact Officer: Merryn O'Dea (02) 6205 5622 Merryn.O'Dea@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.

**Tuggeranong**

**Monash School**

**Physical Education – Classroom Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 08565)**

Gazetted: 06 November 2017

Closing Date: 14 November 2017

Details: Monash School is a community based school committed to providing high quality learning opportunities for all students within an inclusive K-6 environment. We are seeking a team player who is innovative and passionate about teaching Physical Education and Health in a release role across the school. The successful applicant will be required to plan, adjust and modify lessons using the Australian Curriculum.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Shane Carpenter (02) 6142 1660 shane.carpenter@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Florey Primary School**

**Classroom Teacher K-6**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 04920)**

Gazetted: 06 November 2017

Closing Date: 20 November 2017

Details: Florey Primary School is seeking a dynamic, engaging educator to join our team. Florey Primary School is a Professional Learning Community (PLC) that supports all teachers to improve as educators. As a Positive Behaviour for Learning (PBL) school we engage students to improve both academically and as contributing members of society.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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.

Contact Officer: Felicity Bruce (02) 6205 8011 felicity.bruce@ed.act.edu.au

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Preschool Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 18638)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: Wanniassa P-10 School is seeking a passionate, energetic and collaborative educator for our Preschool. The successful applicant will establish strong and effective working partnerships with families and the community and continue the high level of parental engagement with our Preschool and beyond. The teacher will have strong skills and capacity in developing, implementing and evaluating relevant educational programs in line with the National Quality Framework and the Early Years Learning Framework. The successful applicant will contribute to



the P-10 vision of Wanniasa School and work collaboratively within the Preschool and across the wider school community.

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

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019 with the possibility of extension.

Contact Officer: Cymantha Cantrill (02) 6205 7566 [cymantha.cantrill@ed.act.edu.au](mailto:cymantha.cantrill@ed.act.edu.au)

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

## Office for Schools

### South Weston Network

#### Curtin Primary School

#### Classroom Teacher - Curtin Primary School

#### Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 16449)

Gazetted: 06 November 2017

Closing Date: 20 November 2017

Details: Curtin Primary requires a dynamic K-2 Classroom Teacher. The teacher will be committed to collaborative practice and demonstrate capacity to differentiate across a full range of abilities. With a commitment to wellbeing, the teacher will build relationships with all students, staff and parents. Curtin Primary uses a conceptual inquiry model which enables flexibility in classroom delivery.

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

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: Selection may be based on written application and referee reports only. This position commences 29 January 2018.

Contact Officer: Merryn O'Dea (02) 6205 5622 [Merryn.O'Dea@ed.act.edu.au](mailto:Merryn.O'Dea@ed.act.edu.au)

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

## Office for Schools

### Belconnen Network

#### Florey Primary School

#### Early Childhood Teacher P-3

#### Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 13215)

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: Florey Primary School is seeking dynamic, engaging educators to join our team. Florey Primary school is a Professional Learning Committee (PLC) that supports all teachers to improve as educators. As a Positive Behaviour for Learning (PBL) school we engage students to improve both academically and as contributing members of society.

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

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

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.

Contact Officer: Felicity Bruce (02) 6205 8011 [felicity.bruce@ed.act.edu.au](mailto:felicity.bruce@ed.act.edu.au)

#### **Office for Schools**

##### **North & Gungahlin Network**

##### **Dickson College**

##### **School Administrative Officer**

##### **School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38843)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: Dickson College is seeking a highly motivated individual to fill the position of Executive Assistant. The successful applicant will provide executive support to the Principal and executive staff including diary/calendar management and coordination and oversight of the workflow of the Principal's office. Good communications skills and the ability to liaise with all stakeholders are a prerequisite. Other key tasks include provision of professional secretariat support, coordination and support of meetings, presentations and assistance with organising other school events. The successful applicant will also perform front office duties as required and work as a key member of the front office team.

Eligibility/Other Requirements: Desirable: Certificate IV in Career Development or equivalent. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed. This will normally be two days within each stand down period, subject to negotiation with the principal. This is a temporary position available from 2 February 2018 until 1 February 2019 with the possibility of extension.

Contact Officer: Craig Edwards (02) 6142 0130 [craig.edwards@ed.act.edu.au](mailto:craig.edwards@ed.act.edu.au)

#### **School Performance and Improvement**

##### **Tuggeranong Network**

##### **Wanniassa School**

##### **Administrative Coordinator- Front Offices**

##### **School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 39501)**

Gazetted: 03 November 2017

Closing Date: 10 November 2017

Details: Wanniassa School is seeking a highly experienced, energetic, organised and self motivated officer to undertake the duties of School Administrative Coordinator – Front Office. Under the direction of the Business Manager the successful applicant will oversee the management of the front offices of Wanniassa School with high level administrative skills and attention to detail. The successful applicant will oversee the management of the front offices and have strong quality customer service skills, be proficient in the use of a variety of computer applications including, MAZE and Absence databases and spreadsheets with the ability to advise on and implement effective office work practices.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Prior to commencement in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) Desirable: Certificate IV in Government (School Support Services) or equivalent. Knowledge of office practices and procedures. Knowledge of Microsoft Office Packages. First Aid qualification or willingness to undertake appropriate training. This position requires a high understanding of administrative and financial processes, computer systems and an understanding of the school environment.

Note: This is a temporary position available for up to six months with the possibility of extension. This position will be part-time at 27:00 hours per week. The salary noted above will be paid pro rata for part-time hours. The

successful applicant may be selected from application and referee reports only. Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

Contact Officer: Maddie Mackay (02) 6205 6200 maddie.mackay@ed.act.edu.au

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Evatt School**

#### **Building Service Officer 2 (BSO2)**

#### **General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 01533)**

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: Evatt School is seeking a highly motivated individual for the position of General Service Officer Level 6 (GSO6). Evatt is a 43 year old school with an ongoing maintenance schedule. The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to determine priorities, supervise and monitor contractors, assist in implementing annual building and grounds maintenance programs., support the school's sustainability initiatives as required, possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: <https://www.accesscanberra.act.gov.au/app/home#/workhealthandsafety>.

Mandatory training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to Access Canberra

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Desirable: An industry recognised trade qualification or equivalent work experience. A good understanding of computer systems or a willingness to undertake additional training if required. Microsoft Office suite IT skills; Certificate IV in an appropriate field eg Security, Training and Assessment. A current First Aid Certificate.

Note: This is a temporary position available 22 January 2018 until 4 April 2018 with the possibility of extension and/or permanency.

Contact Officer: Jo Davies (02) 6142 1640 jo.davies@ed.act.edu.au

### **Office for Schools**

#### **North & Gungahlin Network**

#### **Dickson College**

#### **Hospitality Assistant**

#### **School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00791)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: Dickson College is looking for an experienced Hospitality Assistant. The successful applicant will be responsible for kitchen cleanliness and the preparation of materials for home science lessons, practicals and ad-hoc hospitality events.

Eligibility/Other Requirements: Desirable: First Aid Certificate. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: Selection will be based on written application and referee reports only so please include two referee reports with your application.

Contact Officer: Dr John Clink (02) 6142 0131 john.clink@ed.act.edu.au

### **Office for Schools**

#### **North and Gungahlin Network**

#### **Dickson College**

### **School Assistant**

#### **School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00814)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: Dickson College requires a flexible, experienced school administrative assistant/receptionist with a high level of understanding of the school environment. The successful applicant will have proven excellence in customer service and have demonstrated a high level of competence in managing and prioritising administrative tasks. Under the direction of the Business Manager, the successful applicant will undertake a variety of tasks including, but not limited to, receipting of monies, mail, word processing and general administrative tasks.

Eligibility/Other Requirements: Desirable: First Aid Certificate. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Dr John Clink (02) 6142 0131 john.clink@ed.act.edu.au

### **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](mailto:jobs@act.gov.au)**

### **Deputy Director-General, Sustainability and Built Environment**

#### **Executive Level 3.7 \$325,369 - \$340,021 depending on current superannuation arrangements, Canberra (PN: E699)**

Gazetted: 04 November 2017

Closing Date: 17 November 2017

Details: The ACT Public Service consists of seven Directorates which work together to deliver a diverse range of state and municipal functions for the people of the ACT and the surrounding region. As Deputy Director-General, Sustainability and the Built Environment, you will play a pivotal leadership role in a large Directorate which is responsible for delivering the ACT Government's policy reform agenda on climate change; sustainability; and energy policy; as well as statutory planning assessment and land development. This will require proactive and collaborative interactions with portfolio Ministers, other senior executives and a range of key government and non-government stakeholders. You will also provide advice on intergovernmental relations, represent the portfolio in a number of public forums and in the media, and help to promote an organisational culture that reflects an agreed set of service-wide values. To be a strong contender, you will need to be an exceptional leader and manager with well-honed policy advisory skills and a proven track record of developing and implementing successful strategic outcomes in a complex and politically sensitive environment. Ideally, you will have a demonstrable record of achievement in the development and provision of policy advice relating to some or all of the following: climate change; energy; sustainability; and land use planning and regulation. Your impressive representational skills and ability to develop strong and enduring relationships with key stakeholders, will be complemented by sound judgement, a strong achievement orientation, a collaborative approach and a personal style that engenders trust and respect.

Eligibility/Other Requirements: Relevant qualifications and experience are essential.

Remuneration: The position attracts a remuneration package ranging from \$325,369 to \$340,021 depending on current superannuation arrangements of the successful applicant. This includes a cash competent of \$266,397.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Selection documentation can be obtained by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au)

Contact Officer: For further information about the position is available from Ian Hansen [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au) 0408 306 769.

### **Executive Director, Planning Policy**

#### **Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E706)**

Gazetted: 06 November 2017

Closing Date: 20 November 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design. The directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Housing Renewal Taskforce. The Executive Director, Planning Policy, provides leadership and direction to the Planning Policy team in delivering high quality and value services across government and to the community in the areas of: Civil Infrastructure Planning; Strategic Planning; Territory Planning; and Major Projects. This position is also responsible for leading a positive culture, innovation and collaboration across areas (within EPSDD and government) to inclusively operationalise sound governance and risk management behaviours across the directorate.

Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$267,315 depending on current superannuation arrangements of the successful application. This includes a cash competent of \$205,013.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Dr Erin Brady [erin.brady@act.gov.au](mailto:erin.brady@act.gov.au) (02) 6205 4522.

#### **Director, Design and Place Strategy – City Renewal Authority**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1044)**

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: The City Renewal Authority is established under the *City Renewal Authority and Suburban Land Agency Act 2017* which came into effect on 1 July 2017.

The City Renewal Authority (CRA) is leading the transformation of the city renewal precinct, which spans Dickson, Northbourne Avenue, Haig Park, Civic and West Basin.

CRA is charged with shaping the growth of the central parts of Canberra to make it a great place to live, explore and enjoy. In partnership with the community, CRA aims to create a vibrant city heart through the delivery of design-led urban renewal with a focus on social and environmental sustainability. Reporting directly to the CEO, the Director, Design and Place Strategy, will provide strategic and technical design advice and support to the Authority. The Director will lead the branch responsible for the CRA's design, place making and activation program across the City Renewal Precinct. This includes project design, procurement and management, design review, and the formulation and implementation of place based renewal and revitalisation action plans.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash competent of \$180,124.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Malcolm Snow, [Malcolm.snow@act.gov.au](mailto:Malcolm.snow@act.gov.au) (02) 6205 1805.

#### **Office of the Director-General**

**Executive Officer to the Director-General**

**Senior Officer Grade A \$137,415, Canberra (PN: 33922)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to climate change, heritage, land, planning, energy and water, land information and place names, together with regulatory responsibilities for development and building applications, surveying, nature conservation and environment protection. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. A full-time, ongoing opportunity exists for an Executive Officer with the Office of the

Director-General. The position will report to the Director-General and work closely with the Deputy Director-General and Government Services. The successful candidate will assist the Director-General to manage workloads and priorities; provide strategic and procedural advice on directorate and government issues; undertake research and analysis; and review and prepare material for the Director-General. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.  
Contact Officer: Ben Ponton (02) 6207 8359 ben.ponton@act.gov.au

### **Planning Delivery**

#### **Office of the Surveyor-General & Land Information**

#### **Project Manager, SDMS Redevelopment**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39161)**

Gazetted: 07 November 2017

Closing Date: 14 November 2017

Details: The Office of the Surveyor-General and Land Information is seeking an experienced Project Manager to manage the Spatial Data Management System (SDMS) Redevelopment Project. The successful candidate will manage a small technical team and engage with stakeholders to implement the new SDMS as defined in the recently completed SDMS Scoping Project.

Note: This is a temporary position available for 12 months with the possibility of extension for up to six months.  
Contact Officer: Ron Jarman (02) 6205 0058 ron.jarman@act.gov.au

### **Chief Operating Officer**

#### **Executive**

#### **Executive Officer to the Chief Operating Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39532)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: The role of Executive Officer supports the Chief Operating Officer and Directors, Business, Governance and Capability for the Environment, Planning and Sustainable Development Directorate. The Executive Officer will also work closely with the Chief Operating Officer's Executive Assistant to provide high level executive support of the highest order and to promote a positive culture based on respect and collaboration across all work areas.

Contact Officer: Alexandra Magee (02) 6207 5174 alexandra.magee@act.gov.au

### **Environment**

#### **Conservation Research**

#### **Aquatic Analysis Officer**

#### **Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 24926)**

Gazetted: 08 November 2017

Closing Date: 15 November 2017

Details: Join a dynamic team providing research information for Government land management programs. The successful applicant will be responsible for analysis and write-up of long-term aquatic monitoring and research project data.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science, preferably focused on studies in Freshwater Ecology and/or statistics; a current manual driver's licence; willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field is required; a current Senior First Aid certificate is desirable.

Note: This is a temporary part-time position available until 30 November 2018 with possibility of extension until 30 June 2019 at 14:42 hours per week and the full-time salary noted above will be paid pro-rata. Applications should outline experience and ability for each of the selection criteria (no more than 200 words per criterion), and include contact details of at least two referees and a current resumé.

Contact Officer: Lisa Evans (02) 6207 2117 lisa.evans@act.gov.au

**Business Governance and Capability**

**Law Reform**

**Legal Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03083)**

Gazetted: 03 November 2017

Closing Date: 17 November 2017

Details: Applicants are sought to fill the role of Legal Policy officer in the Law Reform Section. The successful applicant will have the opportunity to work on a range of exciting projects in law reform and statutory compliance. This will include assisting with the assessment of law reform proposals and the review of documentation associated with draft bills, regulations, disallowable instruments and appointments. If you have experience in energy, environmental, property or planning law, enjoy debate on administration and legal matters and have an eye for detail then this position may be of interest.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office. Experience in government operations in the legal area.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than three pages in length addressing the attached selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: James Bennett (02) 6205 4877 jamesp.bennett@act.gov.au

**Business, Governance and Capability**

**People and Capability**

**Learning and Development Administrator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39531)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: This role is located in the People and Capability Branch and supports the Directorate through a broad range of strategic human resource (HR) management functions that create, foster and grow a culture of high performance, excellence and integrity within our Directorate. The Capability and Performance team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Learning and Development (LAD) Administrator plays a critical part in supporting and embedding the online system across the Directorate, while also contributing to the ongoing development and implementation of the system. The primary responsibilities for this position are to provide systems administration for the Environment, Planning and Sustainable Development Directorate (EPSDD) Learning Management System (LMS) – (Capability).

Eligibility/Other Requirements: Previous experience in an administrator role (or equivalent). Experience in the LMS Capability and a Certificate IV in Training and Assessment would be advantageous.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension.

Contact Officer: Rory Martin (02) 6207 9585 rory.martin@act.gov.au

**Environment**

**ACT Parks and Conservation Service**

**Various locations**

**Parks and Conservation Service Field Officer**

**General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 40956, several)**

Gazetted: 03 November 2017

Closing Date: 22 November 2017

Details: Do you enjoy working outdoors? Working in a collaborative team environment achieving conservation based outcomes? The ACT Parks and Conservation Service invites applications from suitably skilled, highly motivated candidates interested in pursuing a rewarding professional career as a General Service Field Officer working across the ACT conservation estate including fire management. The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves including the management of

Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Murrumbidgee River Corridor Googong Foreshores, water catchment areas, commercial pine plantations and rural lands. The Parks Service implements a broad suite of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfire is a function of the Parks Service across the land that it is responsible for.

Eligibility/Other Requirements: Applicants must: be able and prepared to undertake any rostered duties including participation in bushfire suppression, prescribed burning, search and rescue and other activities, incidents as required; be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually). Applicants for fire management positions are required to successfully complete the arduous level of the national fire fighting task based assessment on an annual basis. Be prepared to wear a uniform and undertake work at any Park Service worksite on an "as needs" basis. Possess a manual drivers' licence and a current Advanced First Aid Certificate or capacity to obtain one.

Note: These positions will be used to create a merit pool for permanent, long and short term temporary vacancies that may occur over a 12 month period. These positions are Designated Fire Positions. Appointment, promotion, transfer to any position will be conditional upon the successful completion of a fire fitness assessment and a pre-employment medical.

Contact Officer: Brett McNamara (02) 6207 2904 [brett.mcnamara@act.gov.au](mailto:brett.mcnamara@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>**

### **Corporate**

#### **Strategic Finance**

#### **Financial Reporting Section**

#### **Senior Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 07824)**

Gazetted: 09 November 2017

Closing Date: 23 November 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. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between Shared Services Finance for financial reporting, banking and taxation management. Overview of the work area and position: The Financial Reporting and Governance Unit provides Strategic Financial Support to the Directorate, ensuring effective efficient and accurate financial policy advice and financial reporting. This Senior Manager will play a key role in financial reporting with a particular focus on monthly financial and management reporting, external financial reporting, and compliance with financial legislation and taxation responsibilities. It will play a key role in working closely with the ACT Government Shared Services and Treasury agencies on a day to day basis. The position will report to the Senior Executive (Director, Financial Controller).

Eligibility/Other Requirements: Mandatory: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification in Commerce or Finance equivalent. Desirable: Prior experience working in complex corporate finance or similar roles including attainment of a professional qualification with a recognised body (e.g. Chartered Professional Accountant (CPA/CA)). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a permanent part-time position available at 33.75 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Michael Jeremenko (02) 6207 9329 [michael.jeremenko@act.gov.au](mailto:michael.jeremenko@act.gov.au)



**Deputy Director General Corporate  
Business and Infrastructure  
Strategic Support**

**Senior Manager Supply Services**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 20750)**

Gazetted: 09 November 2017

Closing Date: 16 November 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 Director Logistic Support. To manage all aspects of supply chain functions within ACT Health, including but not limited to all aspects of purchasing, warehousing and distribution function, security, accounting, stocktaking and financial management in a safe, efficient and professional manner. The successful candidate will be required to work within Supply Services at the Business Supply Services Branch, ACT Health.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Experience in a procurement, warehousing environment and relevant work experience and tertiary qualifications. 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: Rosemary Kennedy (02) 6205 0606 rosemary.kennedy@act.gov.au

**Canberra Hospital and Health Services**

**Corporate**

**Digital Solutions**

**Technology Change Control and Release Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 03835)**

Gazetted: 09 November 2017

Closing Date: 16 November 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. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy. Management of technology services and coordination of technology projects. Management of the relationship and service delivery by Health Directorate technology vendors. Development, implementation and maintenance of technology policies and procedures and ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams: Governance Hub - The Governance Hub is comprised of five teams: Enterprise Architecture Office (EAO) – responsible for enterprise architecture across ACT Health, the EAO defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; Finance – responsible for the development and management of the Divisional budget and oversight of all technology spending by the Directorate; National Digital Health – responsible for alignment of ACT Health's activities with the broader national digital health agenda; New Initiatives – the first point of contact for Health business units to assess proposed technology investments, the New Initiatives team assesses proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Informatics Committee in relation to technology investment; Program Management Office – responsible for the frameworks and independent oversight of the delivery of new technology capabilities. Project Hub - The Project Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate. This position sits within the Governance Hub as part of the Future Capability and Governance Branch. As the Technology Change Control and Release Manager, you will work as part of a team to facilitate the appropriate change control processes over technology changes within ACT Health. This role will also be responsible for managing the changes through environments and

scheduling changes in a coordinated way using a strong release management process. The Technology Change Control and Release Manager will be responsible for ensuring that the impact of all new or upgraded IT systems and projects is managed in an effective way to ensure the delivery of desired business outcomes. The Technology Change Control and Release Manager will work with Shared Services ICT and ACT Health areas to support and guide them through the appropriate processes to implement system related changes. The Technology Change Control and Release Manager will also be responsible for scheduling and prioritising changes in the ACT Health environment.

Eligibility/Other Requirements: Desirable: Experience in a public hospital IT environment. Demonstrated knowledge of ITIL processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sandra Cook (02) 6205 1451 [sandra.cook@act.gov.au](mailto:sandra.cook@act.gov.au)

## **Director General**

### **Population Health**

#### **Senior Policy Officer**

#### **Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 00355)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: The Health Protection Service is seeking an experienced Manager/Senior Policy Officer for the Environmental Health Policy and Projects section. The position offers an opportunity to plan and develop high level policy to protect public health in a dynamic and changing environment. The position will suit a health professional with the demonstrated ability to lead the development, review and implementation of policy, legislation and programs at the Territory and national levels in relation to food regulation, tobacco control, smoke-free areas and general environmental health issues.

Eligibility/Other Requirements: Mandatory: Tertiary qualification – Science degree in a health related field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This position is an expected vacancy and is expected to be available from 25 December 2017.

Contact Officer: Vojkan Stefanovic (02) 6205 1727 [vojkan.stefanovic@act.gov.au](mailto:vojkan.stefanovic@act.gov.au)

## **Quality, Governance and Risk**

### **Clinical Safety and Quality**

#### **Policy Advisory Team**

#### **Senior Policy Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 04538)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. CSQU is part of the Quality Governance and Risk Division and the structure of CSQU is aligned with the key elements of high quality health care, which includes: Patient Safety Unit (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico Legal Team). Clinical Effectiveness Unit (Policy Team, Data and Quality Assurance, National Standards). Patient Experience Unit (Patient Experience, Advance Care Planning, Quality Improvement). The Senior Policy Officer position is within the Clinical Effectiveness Team and works as part of a dynamic team to inform, educate, and support policy development and governance processes across ACT Health.

Eligibility/Other Requirements: Desirable: Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting. Clinical background desirable but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Josephine Smith (02) 6205 0095 josephine.smith@act.gov.au

**Director General**

**Population Health**

**Communicable Disease Control**

**Public Health Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 04831)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals, medical laboratory scientists and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. The Disease Surveillance Unit of CDC is responsible for the coordination of the ACT Communicable Diseases Surveillance Program. The overall aim of the program is to reduce the incidence of infectious diseases in the ACT community by implementing disease control measures. Data collected is also used to inform policy and programs related to communicable disease control. The position of Public Health Nurse sits with the Immunisation Unit and is responsible for responding to immunisation enquiries related to the National Immunisation Program Schedule, transcribing overseas immunisation records, providing advice on catch-up vaccination schedules, the follow-up of adverse events following immunisation, as well as the provision of public health advice to medical professionals and the public regarding communicable disease and immunisation issues. Other tasks includes the follow-up and investigation of notifiable diseases, assisting with the response to communicable disease outbreaks, and collecting and managing data related to communicable diseases. Applicants should ideally have experience as a public health nurse with a good knowledge of communicable diseases and immunisation in a public health context.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and applicants should ideally have experience as a public health nurse with a good knowledge of communicable diseases and immunisation in a public health context. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Rebecca Hundy (02) 6205 2052 rebecca.hundy@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**RACC Nursing**

**ACAT Assessor**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22718)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: The Aged Care Assessment Team (ACAT) is a multidisciplinary team that coordinates referral and assessment processes using the Aged Care Assessment guidelines developed by the Commonwealth Department of Health. The ACAT sits within the directorate of Rehabilitation, Aged and Community Care (RACC) and supports clients in either the acute health sector or Community as required.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds a current drivers licence. Desirable: Post graduate qualifications or progression towards formal qualifications in Aged Care. 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.

Note: Full-time or part-time hours will be considered.

Contact Officer: Athalene Rosborough (02) 6174 8674 [athalene.rosborough@act.gov.au](mailto:athalene.rosborough@act.gov.au)

### **Special Purpose Account**

#### **Special Purpose Accounts**

##### **Research**

##### **Clinical Trials Coordinator**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 28840)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Cardiology Department of 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 the "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.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary part-time position available for a period of 12 months with the possibility of extension at 16:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Pearle Taverner (02) 6244 3762 [pearle.taverner@act.gov.au](mailto:pearle.taverner@act.gov.au)

### **Population Health, Protection and Prevention**

#### **Health Protection Service**

##### **Scientific Services Management**

##### **Senior Microbiologist**

##### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26171)**

Gazetted: 09 November 2017

Closing Date: 16 November 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. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention is headed by

the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: ACT Government Analytical Laboratory (ACTGAL): ACTGAL comprises the three following functional units and currently holds a Quality Management System certified to AS ISO 9001. Toxicology and Forensic Chemistry: The Toxicology & Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes: Toxicology to support: Coronial investigations; ACT legislation including the *Road Transport Act*; Drug treatment programs. Forensic chemistry to support: Controlled substances legislation and Clandestine Laboratory Investigations. Environmental Chemistry: The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure and Asbestos identification and fibre counting on a fee for service basis. Microbiology: The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: Regulatory microbiological analysis as required under various ACT Acts and regulations; in partnership with Environmental Health identify sources of food poisoning; microbiological analysis of food and water on a fee for service basis. Eligibility/Other Requirements: Mandatory: Bachelor degree in Science (major in Microbiology is highly desirable); postgraduate qualifications and/or experience relevant to public health microbiology would be an advantage and a current driver's licence. 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 12 months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Deborah Denehy (02) 6205 8707 [deborah.denehy@act.gov.au](mailto:deborah.denehy@act.gov.au)

## **Quality Governance and Risk**

### **People and Culture**

#### **People and Culture Executive**

##### **Personal Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 24925)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: The People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across ACT Health. Working closely with ACT Health Branches, the People and Culture Branch portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment. The Branch also plans, designs, communicates and monitors ACT Health's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable ACT Health to deliver on its strategic agenda. Quality expert advice and support is provided through the People and Culture integrated teams. The People and Culture Executive team is responsible for the strategic and operational management of the People and Culture Branch ensuring the effective and efficient operation of strategic people management advice, policy and programs across the ACT Health Directorate. Under broad direction, you will play a key role in providing high level secretarial and administrative assistance and support to the Executive Director, People and Culture Branch. This role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jennifer Elsey (02) 6205 8683 [jennifer.elsey@act.gov.au](mailto:jennifer.elsey@act.gov.au)

**Canberra Hospital and Health Services**  
**Mental Health Justice Health Alcohol and Drug Services**  
**Office Chief Psychiatrist**  
**Personal Assistant to Chief Psychiatrist**  
**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05082)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: Mental Health, Justice Health and 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 service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Chief Psychiatrist to undertake their accountabilities. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You may be required to work at various sites, including but not limited to, 1 Moore Street. You will report to the Chief Psychiatrist.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This position may be required to work at various sites, including but not limited to, 1 Moore Street.

Contact Officer: Mandy Evans (02) 6205 0687 mandy.evans@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health Justice Health Alcohol and Drug Services**  
**Business Support Mental Health**  
**Release of Information Officer**  
**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 10205)**

Gazetted: 09 November 2017

Closing Date: 16 November 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: Reporting to the Executive Officer, this position will coordinate the release of personal health information in respect to legal statute and in accordance with the *ACT Health Records (Privacy & Access) Act 1997*. This position includes the provision of high quality customer service to the people who contact Mental Health, Justice Health, Alcohol and Drugs Services (MHJHADS).

Eligibility/Other Requirements: Mandatory: Must hold a 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: Michelle Hemming (02) 6205 5142 michelle.hemming@act.gov.au

**Canberra Hospital and Health Services**  
**Cancer Ambulatory and Community Health Support**  
**Cancer Nursing**  
**Nurse**  
**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 04204)**

Gazetted: 09 November 2017

Closing Date: 16 November 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, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 4A at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. The Haematology Outpatient Service is a dedicated unit providing a variety of procedures and treatments within an Ambulatory setting to patients with malignant and non-malignant haematological disorders. The unit is operational seven days a week between 0830-1700hrs. Nursing staff are key members of the multidisciplinary team and work within a supportive environment to develop professionally and deliver patient centred care. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and the incumbent to have medication endorsement. Desirable: Clinical knowledge and skills in haematology. 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, (OMU). Contact Officer: Kathlene Robson (02) 6174 8458 kathlene.robson@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](mailto:jobs@act.gov.au)**

#### **Legislation, Policy and Programs**

##### **Justice Planning and Safety Programs**

##### **Policy Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42743)**

Gazetted: 08 November 2017

Closing Date: 22 November 2017

Details: Legislation, Policy and Programs is seeking a motivated Senior Policy Officer to join the Justice Planning and Safety Programs Group at the Senior Officer Grade C (SOGC) level. The team has a key role in driving the Government's justice reform agenda to reduce crime, increase public safety and strengthen communities. It also advises on and develops policy and programs in relation to all aspects of the justice system and its administration. The successful candidate will be involved in working on a wide range of issues. These could include assisting to; develop innovative justice responses; coordinate strategies that invoke a whole of government and community approach to identify and respond to priority crime and safety concerns; and, developing policies and programs related to crime prevention, policing services for the ACT, justice statistic, or the needs of victims of crime. Important functions of the positions include being able to successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage contracts.

Eligibility/Other Requirements: Relevant justice related tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and/or permanency.

Contact Officer: Kym Wojcik (02) 6205 9553 [kym.wojcik@act.gov.au](mailto:kym.wojcik@act.gov.au)

**ACT Corrective Services**

**Corporate Services**

**Business Intelligence Unit**

**Data Analyst**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 46135)**

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to join the Business Intelligence Unit as a Data Analyst (ASO6). The position is responsible for data analysis within ACT Corrective Services (ACTCS) and supports the efficiency and effectiveness of the Unit. The Data Analyst should possess well developed organisational skills and proven analytical abilities in relation to data collection, checking, cleansing, administration and reporting. Further to this, you will work collaboratively with agency business units and external agencies to ensure effective and efficient routine and ad-hoc statistical reporting.

Eligibility/Other Requirements: Experience in the use of MS Excel or other statistical tools is desirable.

Understanding of database structure and entity-relationship diagram (ERD) desirable. Understanding of Basic Structured Query Language (SQL) desirable.

Note: This is a temporary position available until 31 December 2018. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

**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](mailto:jobs@act.gov.au)**

**Transport Canberra**

**Transport Planning and Active Travel**

**Manager Transport Coordination**

**Senior Officer Grade A \$137,415, Canberra (PN: 39447)**

Gazetted: 03 November 2017

Closing Date: 21 November 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. Reporting to the Director, Transport Planning and Active Travel, the Manager Transport Coordination will assist the Director-General and other Executives of TCCS with whole of government transport coordination, including responsibilities associated with the role of the Coordinator-General, Transport (including Roads, Active Travel and Parking). The Manager Transport Coordination will undertake a range of transport-related policy and project delivery functions and will manage secretariat support for whole of government committees and working groups, including high-level reporting to Cabinet. Supporting the Director, Transport Planning and Active Travel, the Manager Transport Coordination will work collaboratively with Executives and officials across the ACT Public Service to understand and support the delivery of transport priorities across government and ensure the implementation of an integrated transport network in the ACT.

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

**Chief Operating Officer Group**

**Governance and Ministerial Services**

**Ministerial Services**

**Cabinet Liaison Officer**



**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00498)**

Gazetted: 07 November 2017

Closing Date: 21 November 2017

Details: The Governance and Solutions Branch is seeking a highly motivated and committed person to fill the role of Cabinet Liaison Officer (CLO). The CLO reports to the Senior Manager, Ministerial Services and works within a small Ministerial, Assembly and Cabinet Services team. The position will have significant contact with Directorate Officers, requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: The incumbent is required to comply with the following legislation, *Freedom of Information Act 1989*, *Public Interest Disclosure Act 1994*, *Privacy Act 1988 (Cth)*, *Public Sector Management Act 1994*, and the *Territory Records Act 2002*.

Contact Officer: Clare Guest (02) 6207 9409 clare.guest@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**

**Road Maintenance**

**Streetlight Electrician**

**Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 39506)**

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: Roads ACT is seeking an enthusiastic customer focused streetlight electrician who, under general direction from the Streetlight Manager, will undertake asset management and maintenance of streetlight assets and support duties including auditing of streetlight construction works by contractors, carrying out repairs and updating databases. The role is also focused on liaising with consultants to ensure the correct standards are applied in streetlight construction projects. The successful candidate will also possess excellent written and verbal skills to liaise with members of the public, answer to ministerial and provide technical reports in relation to streetlights and other duties as required. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Note: This is a temporary position available for 24 months. The position may be filled on written application and referee reports only.

Contact Officer: Noreen Vu (02) 6205 0746 noreen.vu@act.gov.au

**APPOINTMENTS**

**Chief Minister, Treasury and Economic Development**

**Infrastructure Officer 2 \$79,919 - \$91,947**

Helene Dawson 853-72742, Section 68(1), 13 November 2017

**Senior Information Technology Officer Grade C \$100,462 - \$108,140**

Liam Samuel Mackay 853-72937, Section 68(1), 4 December 2017

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

Jing Yang 853-55037, Section 68(1), 6 November 2017

**Education**

**School Assistant 4 \$61,214 - \$66,285**

Sharon Perman 843-53857, Section 68(1), 3 November 2017

**Health**

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

Sally Blake 850-41142, Section 68(1), 2 November 2017

**Health Professional Level 2 \$61,784 - \$84,816**

Christina Donnelly 845-03712, Section 68(1), 16 October 2017

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

Jithin George 845-02023, Section 68(1), 2 November 2017

**Senior Officer Grade B \$118,319 - \$133,197**

David Jean 853-72080, Section 68(1), 20 November 2017

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

Simi Joy 834-44896, Section 68(1), 2 November 2017

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

Manjeet Khosa 845-20758, Section 68(1), 2 November 2017

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

Maydelon Maamo 853-42180, Section 68(1), 6 November 2017

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

Susan Matsika 847-00003, Section 68(1), 30 November 2017

**Senior Officer Grade C \$100,462 - \$108,140**

Christopher Millroy 852-41902, Section 68(1), 6 November 2017

**Assistant in Nursing \$48,888 - \$50,543**

Lih Hwan Tong 831-22256, Section 68(1), 1 November 2017

**TRANSFERS**

**Health**

**Jennifer Elsey: 545-56565**

From: Senior Officer Grade C \$100,462

Health

To: Senior Officer Grade C \$100,462 - \$108,140

Health, Canberra (PN. 21959) (Gazetted 6 July 2017)

**Caroline Gorecki: 821-58441**

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

Health

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

Health, Canberra (PN. 03374) (Gazetted 24 August 2017)

**Justice and Community Safety**

**Ji Robert Delander: 791-30368**

From: Administrative Services Officer Class 6 \$79,824

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43718) (Gazetted 1 June 2017)

**Transport Canberra and City Services**

**Luis Marco Alarcon: 140-931**

From: EGSO4.2 - Workshop Staff \$61,964

Transport Canberra and City Services

To: EGSO4.2 - Workshop Staff \$61,964

Transport Canberra and City Services, Canberra (PN. I17037) (Gazetted 7 June 2017)

**Frank Marando: 836-07851**

From: EGSO4.2 - Workshop Staff \$61,964

Transport Canberra and City Services

To: EGSO4.2 - Workshop Staff \$61,964

Transport Canberra and City Services, Canberra (PN. NWM035) (Gazetted 7 June 2017)

**Voluntary Redundancy/Retirements**

**Catherine Grace Campbell: 749-44872**

Chief Minister, Treasury and Economic Development Directorate

Effective Date: 30 November 2017 (*Section 123 of the Public Sector Management Act 1994*)

## PROMOTIONS

### Canberra Institute of Technology

#### **CIT Student and Academic Services**

##### **CIT Student Services**

##### **Jade Solomos: 820-81448**

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 16455) (Gazetted 17 August 2017)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management standards, Section 20, Direct Promotion - General.

### Community Services

#### **Child and Youth Protection Services**

##### **Child and Youth Protection Services**

##### **Practice**

##### **Angela Curcio: 836-01273**

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

Community Services

To: †Health Professional Level 5 \$118,319 - \$133,197

Community Services, Canberra (PN. 39179) (Gazetted 20 September 2017)

### Health

#### **Population Health, Protection and Prevention**

##### **Health Protection Service**

##### **EH Food Team**

##### **Samuel Durant: 844-83344**

From: Health Professional Level 2 \$61,784 - \$84,816

Health

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

Health, Canberra (PN. 29640) (Gazetted 21 September 2017)

#### **Canberra Hospital and Health Services**

##### **Mental Health, Justice Health, Alcohol and Drug Services**

##### **Adult Mental Health Services**

##### **Rebecca Ebbott: 848-81377**

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

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 12192) (Gazetted 5 October 2017)

### Transport Canberra and City Services

#### **Transport Policy, Planning and Coordination**

##### **Active Travel and Transport Policy**

##### **Active Travel Office**

##### **Amelia Frances Dillon: 853-29701**

From: Graduate Administrative Assistant \$66,656 - \$68,699

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Transport Canberra and City Services, Canberra (PN. 39188) (Gazetted 8 September 2017)