



ACT Government Gazette

Gazetted Notices for the week beginning 12 April 2018

VACANCIES

Calvary Health Care ACT (Public)

Various

Physiotherapist

Health Professional Level 1/2 \$65,757 - \$84,816, Canberra (PN: Several)

Gazetted: 18 April 2018

Closing Date: 13 May 2018

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

Reference Number 17191

Contact Officer: HR@calvary-act.com.au 0262016982 HR@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Various

Enrolled Nurse

Enrolled Nurse Level 1 \$57635 - \$61578, Canberra (PN: Several)

Gazetted: 18 April 2018

Closing Date: 21 March 2018

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

Reference Number 17131

Contact Officer: HR@calvary-act.com.au (02) 6201 6982 HR@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Various

Registered Nurse

Registered Nurse Level 1 \$63548- \$84888, Canberra (PN: Several)

Gazetted: 18 April 2018

Closing Date: 21 March 2018

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

Reference Number 17128

Contact Officer: HR@calvary-act.com.au 0262016982 HR@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Various

Registered Nurses

Registered Nurse Level 1 \$63548-\$84888, Canberra (PN: Several)

Gazetted: 18 April 2018

Closing Date: 30 April 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,
<https://calvary.mercury.com.au> Reference Number 17444

Contact Officer: (02) 62016 982 HR@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Shared Services

Partnership Services Group

Projects Front Door

Senior Analyst

Senior Officer Grade A \$137,415, Canberra (PN: 36326)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: Projects Front Door (PFD) is a business unit of Partnership Services Group within Shared Services. PFD consists of a small team of highly skilled Business Analysts and Solution Architects and provides a free service to assist Directorates with initial problem solving by identifying viable options to address their business needs and requirements. PFD provides strategic advice as business engagement, scoping and assessment of options including options that are supported by industry and will assist clients to decide on their next steps on how to best move forward considering the outcomes of the assessment undertaken.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Tertiary qualifications in a related field are highly desirable. Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory.

Note: This is a temporary position for up to four months and as a result of this advertisement, may lead to permanency. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining their experience and/or ability in the above areas by addressing the Selection Criteria. Please also provide contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Cary Laue (02) 6207 5914 cary.laue@act.gov.au

Infrastructure Finance and Capital Works

Civil Infrastructure

Senior Project Officer

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: P39949, Several)

Gazetted: 17 April 2018

Closing Date: 1 May 2018

Details: Infrastructure Finance and Capital Works (IFCW) is a dynamic workforce that is responsible for over \$600 million in Capital Work Projects. IFCW are looking for several Infrastructure Officer 4's (IO4) with a high level of procurement knowledge and skills, including the ability to project manage a broad range of design and construction projects for the ACT Government. IO4 responsibilities include being able to deliver a range of complex and high risk projects within time, cost and scoping targets and act on behalf of the partner directorate and provide exceptional procurement, project, and contract management while exercise appropriate delegations and develop projects while monitoring and controlling time, cost and quality aspects. You will need to compile and write technical specifications, financial reports and briefs, and review technical content of submissions and tender documents for adequacy, compliance and fitness for purpose and adhere to the Government's procurement processes in line with The Capital Framework (TCF).

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Interested candidates interested in applying should address the selection criteria and send a current Curriculum Vitae (CV) with details of two referees via email to jobs@act.gov.au by the closing date of this advertisement.

Contact Officer: Leslie Leung (02) 6207 5433 leslie.leung@act.gov.au

Shared Services

Finance and Payroll Services

Finance and HR Applications Support

Manager, Finance Applications Support

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11121)

Gazetted: 18 April 2018

Closing Date: 30 April 2018

Details: Chief Minister, Treasury and Economic Development Directorate – Finance and HR Applications Support is seeking applications from suitable candidates to undertake the role of the Manager Finance Applications Support. The position leads a section comprising of up to ten team members which provide support to the Senior Manager and undertake the role finance related including Oracle application and governance functions. The position works closely with stakeholders within and external to Shared Services to ensure the services delivered by the section are delivering for current requirements and prepared for future and emerging requirements. This opportunity will suit candidates looking to broaden their experience and who are interested in engaging in a dynamic environment with significant opportunity to influence change.

Note: This is a temporary position available asap 21 December 2018 with the possibility of extension. Expressions of interest from potential candidates should include a supporting statement of no more than two pages outlining experience and/or ability for the above area with the duties/responsivities and selection criteria in the position description attached, contact details of at least two referees and a current curriculum vitae. Selection may be based on written application and referee reports only.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@act.gov.au

Treasury

Commercial Services and Infrastructure

Business Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38965)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: The Commercial Services and Infrastructure Division of ACT Treasury is seeking to appoint an experienced person to undertake the role of Business Manager. The role is responsible for liaising with senior executives and their business units on behalf of the Deputy Under Treasurer in a busy and dynamic work environment. The successful candidate will have a proven ability to demonstrate strong organisational, communication and attention to detail skills in the government sector, with a high degree of drive. The role requires flexibility and the ability to reprioritise at short notice in order to respond to emerging issues.

Contact Officer: Matthew Colman (02) 6207 6020 matthew.colman@act.gov.au

Infrastructure Finance and Capital Works

Health Infrastructure

Project Manager

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 37834, Several)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: Have you ever wanted to deliver exciting multi-million dollar social infrastructure projects, working with a diverse range of people in a 24/7 health network? Do you have project, risk and contract management skills for the procurement and delivery of medium to high risk architectural, engineering and construction related services. Then you are the person that we are looking for!!! Our staff need to have a proven ability to deliver infrastructure projects within time, cost and scope targets and multi task the technically complex aspects of project delivery in a dynamic environment. If you can engage with a diverse range of people and negotiate with them (both in writing and orally) please put in an application as we would love to meet you. This is a significant and important role that engages with stakeholders across our community and provides the opportunity to truly make a difference for the ACT and surrounding region. 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 LGBTIQ are encouraged to apply.

How to Apply: Interested candidates should submit no more than a two page pitch addressing the selection criteria with an attached Curriculum Vitae including details for two referee contacts via email to jobs@act.gov.au by the closing date of this advertisement.

Contact Officer: Nicky Foote (02) 6207 8208 nicky.foote@act.gov.au

Access Canberra

Licensing and Registration

Manager - Projects and Reform

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40186)

Gazetted: 16 April 2018

Closing Date: 23 April 2018

Details: Do you often find yourself asking the question why we do things a particular way? Do you get frustrated with the statement "but we've always done it this way"? If this sounds like you and you enjoy working with people to get improvements for teams and citizens in our community, then this could be the job for you. Access Canberra is looking for a highly motivated individual to fill this important role. To be successful in this role you will have had experience working with teams to deliver outcomes for internal and external clients. If you want to help make good things better, and have fun working with others, then we want to hear from you.

Eligibility/Other Requirements: You will have formal qualifications in Project Management, at a minimum of a diploma level, and experience working in a regulatory environment is highly desirable.

How to Apply: All you need to do to be considered for this position is send through your Curriculum Vitae; contact details of at least two referees and a two page pitch demonstrating what makes you the best person for this opportunity. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. You should detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Ben Green (02) 6207 7387 or 0402 612 399 ben.green@act.gov.au

Enterprise Canberra

Management Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40268)

Gazetted: 16 April 2018

Closing Date: 24 April 2018

Details: Enterprise Canberra, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a professional Management Accountant with relevant experience and a proven track record in financial management. The successful applicant will be responsible for the divisional overview of the finance function and should be prepared to deal with the day to day routine tasks as well as the higher level analytical work which often results in findings and recommendations being put forward.

Eligibility/ Other Requirements: Tertiary Qualifications in Accounting along with professional membership of Certified Practising Accountant (CPA)/ Chartered Accountant (CA) or comparable bodies is highly desirable

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Shared Services ICT

Business Applications and Management

Business Applications and Strategy

Senior Software Developer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02232)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: Business Applications and Strategy team are seeking a highly experienced and motivated Senior Officer to fill the role of Senior Application Developer. This role is part of a small SCRUM based team providing software development and delivery adhering to standard Systems Development Life Cycle (SDLC) and Information Technology Infrastructure Library (ITIL) processes. The successful applicant will have strong technical and leadership skills as well as knowledge and experience in SCRUM and ITIL frameworks. It would be expected that the successful applicant will have experience developing and testing (unit/integration) contemporary software applications/services using the Microsoft technology stack with a focus on ASP.NET (MVC), C#, JavaScript frameworks (Bootstrap, AngularJS), SQL Server and SSRS.

Note: This is a temporary position available until the 30 April 2019.

Contact Officer: Narelle Raftery (02) 6205 4744 narelle.raftery@act.gov.au

Communications and Engagement

Whole of Government Communications

Senior Digital Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36213)

Gazetted: 12 April 2018

Closing Date: 29 April 2018

Details: The Whole of Government Communications team in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for an innovative Senior Digital Communications Officer to assist in managing a small team to source, create and publish written and digital content for whole-of-government publications, websites and social media channels. We are especially looking for someone who is experienced in: Developing, managing and growing digital and social media channel; Identifying and implementing innovative ideas to improve communications tools, channels and processes; Taking written content and transforming it into engaging digital content (including video) and/or a campaign; and mentoring and supporting team mates and providing direction on daily operational tasks.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Tania Navarro (02) 6205 0192 tania.navarro@act.gov.au

Revenue Management

Compliance

Debt Management

Debt Specialist

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10576)

Gazetted: 17 April 2018

Closing Date: 3 May 2018

Details: The ACT Revenue Office Compliance Team are looking for an experienced and highly capable individual to play a lead role in transforming its approach to debt management in conjunction with the enhanced analytics and data matching capability being delivered by the new Business Intelligence team. The Debt Management Specialist will have a lead role in defining, initiating and overseeing projects to encourage taxpayers to comply with their obligations under the ACT's Taxation Laws by paying outstanding liabilities.

Eligibility/Other Requirements: Applicants should have a minimum of five years experience in an appropriate debt management and recovery environment.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 evelyn.mccarthy@act.gov.au

Shared Services

Finance and HR Support Systems

HR Systems

Senior Applications Administrator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36871)

Gazetted: 17 April 2018

Closing Date: 4 May 2018

Details: Shared Services is seeking applications for a Senior Applications Administrator to work as part of the team responsible for the introduction and implementation of Kronos Workforce Central (WFC) to relevant ACT Government Directorates and Integrate Kronos WFC with current Human Resource Information Management systems, related Employee Self Service systems and peripheral software and interfaces. The following capabilities are required to perform the duties and responsibilities of the position. Shared Services utilises the Skills Framework for the Information Age (SFIA) to define the required ICT skill set. The following generic SFIA skills apply to this role. Further information on SFIA skills can be found at <https://www.sfia-online.org/en/sfia-6/a-to-z-skills-collection>. For more information about skills required please see selection documentation. 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 LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: Specialist technical skills and knowledge required include: Kronos Work Force Central along with SQL scripting skills; technical specialism TECH to maintain knowledge of specific specialisms would be advantageous The specialism can be any area of information or communication technology, technique, method, product or application area; release and deployment RELM 4 - Assesses and analyses release components. A current baseline security clearance or ability to obtain and hold a baseline security clearance and a current driver's licence is mandatory. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Pieta Maguire (02) 6205 3598 pieta.maguire@act.gov.au

Business Application Management

Shared Services

Shared Services ICT

Senior Database Administrator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10898)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: The successful applicant will be required to deliver high level technical support in a complex LINUX/Oracle enterprise environment. To co-ordinate with application support specialist to troubleshooting systems hosted on LINUX or Oracle platforms including installation, configuration, patching and monitoring of LINUX operating systems and Oracle database servers.

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

How to Apply: Potential candidates should supply a brief Curriculum Vitae of no more than three pages, contact details of at least two referees and two pages outlining why they are the best person for the job. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

Contact Officer: Baldev Mandhan (02) 6207 5167 baldev.mandhan@cit.edu.au

Technology and Design

Creative and Design Industries

Creative and Design Industries Administrative Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31354)

Gazetted: 12 April 2018

Closing Date: 19 April 2018

Details: Canberra Institute of Technology (CIT) Creative and Design Industries seek a motivated and experienced administrator to support the teachers and Head of Department with a range of high level duties including: Knowledge of eLearn and Banner as well as excellent organisation skills. The ability to work in a team on complex issues relating to the department and CIT is essential. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Julianne Abbot (02) 6207 3717 julianne.abbot@cit.edu.au

Health, Community and Science

Human Services

Nursing Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 40322, several)

Gazetted: 17 April 2018

Closing Date: 1 May 2018

Details: Two exciting opportunities have opened up for Registered Nurses who are interested in teaching in the Vocational Education and Training sector at Canberra Institute of Technology (CIT) Human Services Department in

the Diploma of Nursing program. The Department of Human Services delivers a range of programs from the National Training Packages in Community Services and Health Care. These include the Certificate III in Individual Support (Ageing, Disability and Home and Community), Certificate IV in Ageing and Disability and the Diploma in Nursing, as well as a range of non-accredited, industry specific programs for the continual education of industry professionals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome Aboriginal or Torres Strait Islander peoples and/or people with a disability to apply.

Note: These are temporary positions available for one year with the possibility of extension up to but not exceeding five years in total. '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.'

Contact Officer: Lily Muthurajah (02) 6207 3447 lily.muthurajah@cit.edu.au

Student and Academic Service

Education Services

Web Designer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 55516)

Gazetted: 13 April 2018

Closing Date: 20 April 2018

Details: Canberra Institute of Technology (CIT) is seeking a suitably experienced Web Designer to work as part of a dynamic Education Design team. In this position you will complete task to tight timelines, design and develop accessible and web-responsive digital learning resources and assessments and work within a customer focused team ensuring quality production and output of learning resource content is in line with best practice and CIT Standards. As part of this team, the key duties include: Creating aesthetically pleasing, accessible, web-responsive digital learning resources and assessments. Ensure the quality production and output of learning resource content is in line with best practice and CIT Standards using style guides and templates. Work both independently and as part of a collaborative team to accomplish project outcomes. Be well organised and demonstrate initiative. Model CIT's cultural traits. Undertake other duties as directed. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Emma Hawkings (02) 6207 4318 emma.hawkings@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Enterprise Canberra

Visit Canberra

Events ACT

Senior Digital Development Officer

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

Gazetted: 12 April 2018

Closing Date: 30 April 2018

Details: Visit Canberra/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 Search Engine Optimisation (SEO), Search Engine Marketing (SEM) and User Experience (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. 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 LGBTIQ are encouraged to apply.

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

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

Access Canberra

Transport Licensing

Business Support

Training Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 01870)

Gazetted: 13 April 2018

Closing Date: 20 April 2018

Details: Are you keen to join the engine room of Transport Licensing? Can you juggle multiple priorities? Do you live and breathe for training? We are looking for an energetic and results driven person to fill the position of the Training Officer with multiple priorities varying from managing stakeholders, developing and facilitating training courses, working on the Helpdesk, drafting operating procedures -amongst many more! This team works in a fast-paced environment also researching and implementing solutions in rego.act.Help and Sharepoint to reflect policy, legislative and client needs.

Contact Officer: Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Executive Assistant to Director Finance and Payroll Services

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 10203)

Gazetted: 12 April 2018

Closing Date: 19 April 2018

Details: Within this role you will provide effective and confidential executive support to the Director, Finance and Payroll Services and in supporting senior management in a dynamic and changing environment. You will have excellent organisational, negotiation and co-ordination skills, along with demonstrated high level communication abilities. 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 LGBTIQ are encouraged to apply.

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

How to Apply: After reviewing the job description and you feel that you have the necessary skills for this role, send in your one page 'pitch' along with your resume.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@act.gov.au

Access Canberra

Parking Operations / Traffic Camera Office

Team Leader

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03318, several)

Gazetted: 16 April 2018

Closing Date: 30 April 2018

Details: Access Canberra Parking Operations and Traffic Camera Office is seeking enthusiastic and dedicated applicants to fill the role of Team Leader. The Team Leader will be required to supervise staff in a range of compliance and enforcement activities. The successful applicants will perform duties in relation to parking operations, mobile and fixed speed camera enforcement and pay parking machines. The successful applicants will be given possible conflicting priorities and deadlines as well as provide accurate and timely information and statistics for the purposes of analysis and reporting. The successful applicants will coordinate workflow and staff supervision and training.

Eligibility/Other Requirements: A current driver's licence required.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in

relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below, contact details of at least two referees and current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. (1) Detail your greatest achievements in the last five years and how they relate to this position and its duties. (2) Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Cassandra Keppell (02) 6205 9876 kassandra.keppell@act.gov.au

Commercial Services and Infrastructure

Procurement, Property and Venues

Venues Canberra/National Arboretum Canberra

Horticulture Field Officer

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 30924)

Gazetted: 17 April 2018

Closing Date: 18 May 2018

Details: The National Arboretum Canberra is looking for a motivated and skilled person to join a small horticultural team as a field officer. Working in a busy and reactive environment the successful candidate will undertake a range of physical tasks associated with the management and development of the Arboretums living collections and landscape, including: enhancing the presentation of the National Arboretum and the recreational experience of visitors; carrying out general horticultural and arboricultural maintenance activities and landscape construction duties; and providing a visible presence in the Arboretum, interacting with visitors to present a professional and welcoming image to the public.

Eligibility/Other Requirements: To be successful in the role you will have qualifications and experience in Horticulture and Urban Landscape Management.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Matt Parker (02) 6205 4210 matt.parker@act.gov.au

Commercial Services and Infrastructure

Procurement, Property and Venues

Venues Canberra/National Arboretum Canberra

Horticulture Field Officer

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 38123, Several)

Gazetted: 18 April 2018

Closing Date: 18 May 2018

Details: The National Arboretum Canberra is looking for two motivated and skilled people to join a small horticultural team as field officers. Working in a busy and reactive environment the successful candidates will undertake a range of physical tasks associated with the management and development of the Arboretums living collections and landscape, including: Enhancing the presentation of the National Arboretum and the recreational experience of visitors; carrying out general horticultural and arboricultural maintenance activities and landscape construction duties; and providing a visible presence in the Arboretum and interacting with visitors to present a professional and welcoming image to the public. 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 LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: To be successful in the role you will have qualifications and experience in Horticulture and Urban Landscape Management.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Matt Parker (02) 6205 4210 matt.parker@act.gov.au

Infrastructure, Finance and Capital Works

Major Projects

Associate Director, Major Projects

Infrastructure Manager/Specialist 3 \$174,951, Canberra (PN: 04465)

Gazetted: 17 April 2018

Closing Date: 30 April 2018

Details: Come and work in the diverse and the ever interesting and changing Major Projects branch within Infrastructure Finance and Capital Works ensuring the delivery of high quality outcomes on the Territory's most challenging projects. We are searching for someone that has experience in the management and direction of significant infrastructure projects (above \$100m in value). We procure and deliver high value and high risk capital projects on behalf of partner Directorates and the Government. The most significant project currently in delivery is the Law Courts Public Private Partnership (PPP). It is also expected that subsequent PPPs and other major projects will be managed by the Major Projects team in the future. If this sounds like something that you would enjoy please send an application addressing the selection criteria with your current resume (including 2 referees details). The 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.

Contact Officer: Lloyd Esau (02) 6205 3552 lloyd.esau@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

Business Services Division

People and Performance

Director People and Performance

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E222)

Gazetted: 13 April 2018

Closing Date: 27 April 2018

Details: The Director People and Performance is responsible for planning, developing, co-ordinating and implementing human resources strategies, policies and processes for the Directorate to optimise use of human resources in achieving corporate goals. The Director is responsible for working with senior colleagues to build the workforce capability of all staff and to improve business productivity and learning outcomes. The position reports to the Executive Director Business Services and provides the Director-General and Senior Executive Team with strategic advice across the full range of human resource management functions.

As a leader in the Business Services Division, the Director will contribute to the design and delivery of significant human resources improvement initiatives aligned with the directions and priorities of the Directorate's Strategic Plan.

The goals of the Strategic Plan 2018 – 2021 are:

Build a united leadership team;

Demonstrate evidence informed decision making;

Foster our learning culture;

Invest early; and

Create schools where each students loves to learn.

Key Accountabilities: Providing high quality, client focused human resources services to ensure the Directorate maintains a highly skilled, sustainable workforce; Ensuring the safety of our workforce and proactively intervening for positive outcomes for individuals and workplaces; Maintaining relations with external stakeholders and partners; Providing accurate, timely and strategic advice, data and analysis to support executive decision making; Supporting the implementation of the transformational reform agendas; and Shaping the direction, structure, systems and culture of the Directorate, as a member of the Corporate Executive leadership team, and representing the organisation as required.

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 component of \$180,124.

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 contact officer, David Matthews, david.matthews@act.gov.au (02) 6213 3313 via Skye Metherell.

Business Services

People and Performance

HR Business Partners

Senior Human Resource Business Partner

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40390, several)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: The ACT Education Directorate's People and Performance team are currently in an exciting period of transformation and we are on the hunt for a number of Human Resource (HR) Professionals to partner with School Leaders and support the HR team through a transition to the business partner model. The successful candidates will play a key role in mentoring the broader HR team through this transition. Building successful relationships across People and Performance, our School Leadership teams, and other key stakeholders will be essential to achieve outcomes as will developing a deep understanding of both strategic and educational outcomes.

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

Possession of a current driver's licence and access to a private vehicle. Degree qualification in related field or equivalent experience

Contact Officer: Benjamin Ryan (02) 6205 9202 benjamin.ryan@act.gov.au

School Improvement and Performance

Belconnen Network

University of Canberra Senior Secondary College - Lake Ginninderra

Business Manager Grade 3

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19801)

Gazetted: 13 April 2018

Closing Date: 27 April 2018

Details: An opportunity exists to join the leadership team at the University of Canberra Senior Secondary College, Lake Ginninderra. The successful applicant will lead and manage the college's site, financial, and administrative operations and provide high level advice and support to the Principal, and the School Board. This position includes leadership and management of non-teaching staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, educational partners, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess exceptional communication and customer service skills and have the ability to work expertly within a complex work environment. This position requires a demonstrated high level of understanding and skill in respect to Directorate Financial, Human Resource (HR) and Facilities Management.

Eligibility/Other Requirements: Prior to commencing 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.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. Desirable: First Aid Certificate or a willingness to undertake appropriate training.

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

Contact Officer: Martin Watson (02) 6142 0222 martin.watson@ed.act.edu.au

Office for Schools

Tuggeranong Network

Wanniassa School

Business and Facilities Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31935)

Gazetted: 16 April 2018

Closing Date: 15 May 2018

Details: Wanniasa School is a P – 10 school delivering educational programs for students across three sites – preschool, junior and senior campuses. The school is seeking applications from highly motivated, skilled and innovative personnel who will have oversight of these sites as Business and Facilities Manager. The successful applicant will be responsible for a range of duties which include: Providing high level support to the Principal in developing policies and procedures relating to the management of the school and to the implementation of school-based management; provide administrative support to the Principal and School Board; supervision of administrative staff across two campuses to ensure they are delivering a high level of administrative performance and support; coordinating the preparation of budgets, estimates and financial returns; monitor commitments and expenditure; managing the facilities of a dual campus school including overseeing of contractors and maintain buildings and interiors. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. This position requires a comprehensive understanding of financial and Human Resource (HR) management and computer systems.

Eligibility/Other Requirements: Current ACT 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. Asbestos Awareness certificate is compulsory for this position. A First Aid Certificate or a willingness to undertake appropriate training. Note: This is a temporary position for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Fiona McKellar (02) 6142 1871 fionamckellar@ed.act.edu.au

School Performance and Improvement

Student Engagement

Clinical Practice

School Psychologist

School Psychologist \$76,532 - \$109,831, Canberra (PN: 08602, several)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills in working with children and adolescents with developmental, behavioural, learning and mental health issues. Successful candidates will work collaboratively within school team/s, multi-disciplinary teams and external agencies to address student learning needs through individual, group or whole school interventions with an emphasis on early intervention and prevention.

Eligibility/Other Requirements: Applicants must have: full general registration as a Psychologist with the Psychology Board of Australia or full general registration as a Psychologist with the Psychology Board of Australia and Teacher registration with 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 required. For further information on Working with Vulnerable People registration refer to -

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

Note: There are a number of part-time and full-time temporary positions available commencing ASAP until 26 January 2019 with the possibility of extension. The full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Anne Nguyen 0435659276 anne.nguyen@ed.act.edu.au

School Performance and Improvement

Business Services Unit

Deputy Director-General's Office

Executive Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40290, several)

Gazetted: 17 April 2018

Closing Date: 1 May 2018

Details: The Executive Director, Service Design and Delivery and Executive Director, School Improvement need executive support! There are bills to pay, phones to answer, diaries to manage, papers to circulate - and that's just

on a Monday! The work involves all the usual administrative tasks, from finance to diary management, travel and accommodation, meeting preparation and always an opportunity to learn new things. If you're good at juggling, have an eye for detail and a willingness to jump in and try new things, this may be the job for you.

Note: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Caitlin McGarvey (02) 6205 2360 caitlin.mcgarvey@act.gov.au

Business Services Division

Governance and Community Liaison

Executive Assistant/Administrative Support

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40315)

Gazetted: 13 April 2018

Closing Date: 30 April 2018

Details: Education Directorate seeks a motivated, highly organised and responsible person to be the new Executive Assistant to the Director of Governance and Community Liaison branch. As EA, you will be at the centre of the branch team and also link the branch with other business areas of the Directorate and broader ACT government. Your ability to work with people will be a skill that we will be looking for.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. This is a new, part-time position up to 30 hours per week, preferably over five days and the full-time salary noted above will be paid pro rata. Applicants are asked to submit a current resume/Curriculum Vitae, with an accompanying statement of claims against the selection criteria (keeping to around 3 pages in length), and the names and contacts of two referees.

Contact Officer: Margaret Stewart (02) 6207 9334 margaret.stewart@act.gov.au

Office for Schools

Belconnen Network

Miles Franklin Primary School

Class teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 06047)

Gazetted: 13 April 2018

Closing Date: 4 May 2018

Details: Miles Franklin is an authorised International Baccalaureate (IB) World School delivering the Primary Years Programme (PYP). Experience in the IB is not required but an interest and willingness to learn and collaborate within the IB framework is essential. We offer excellent Information Communication Technology (ICT) resources, collaborative teams and regular professional learning. Parental support is very high. This position is for a Year six class Teacher working with a team of two other Year Six teachers.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. There is a strong possibility

Note: This is a temporary position available until 21 December 2018 with the possibility of extension.

Contact Officer: Chris Jones 02 6205 7533 chris.jones@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 12212)

Gazetted: 17 April 2018

Closing Date: 1 May 2018

Details: Wanniasa School is seeking a Science, Technology, Engineering and Mathematics (STEM) teacher to join our P-10 school. This exciting opportunity will enable you to bring Science, Technology, Engineering and Mathematics to the forefront of the classroom and inspire students to become future leaders in the industry. You will be empowered to collaborate with the STEM team and be responsible for contributing to the creation of a well-rounded curriculum design that engages students in personalising learning within STEM. The successful applicant will be teaching years 7 – 10 and the position requires a specific strength in mathematics.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available until 19 July 2019 with the possibility of extension.

Contact Officer: Cherie Connors (02) 6142 1870 cherie.connors@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Office of the Deputy Director General

Land Strategy and Environment

Land Supply and Building Policy Unit

Director, Land Supply and Building Policy

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1043)

Gazetted: 16 April 2018

Closing Date: 30 April 2018

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 Director will provide a strategic leadership to whole of government priorities including: Land Economics, Land Strategy and Policy; Strata Reform; Housing Policy; and Building Policy.

As part of the senior leadership team the successful applicant will play a lead role in setting a positive culture based on respect and collaboration to operationalise sound governance, accountability and risk management behaviours across the Directorate.

The position requires an energetic person with exceptional leadership and management skills to lead a high performing team and set direction within a complex organisation that has a broad range of responsibilities. Experience at an executive level in effective governance, financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management is essential.

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

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 contact officer, Dr Erin Brady
erin.brady@act.gov.au (02) 6205 4522

Planning Delivery

Impact Assessment and Business Improvement

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 37840)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a Senior Manager to lead the Impact Assessment and Business Improvement section. The section manages environmental assessment and impact track development applications for the ACT, as well as undertaking business improvement activities for the Planning Delivery division. The role will require strong policy and regulatory experience. A manager is sought with excellent communication and interpersonal skills and the ability to lead a high functioning team in a high pressure environment.

Note: This is a temporary position available until 7 February 2019 with the possibility of extension.

Contact Officer: Brett Phillips (02) 6207 3520 brett.phillips@act.gov.au

Land Supply and Policy

Building Policy

Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40388)

Gazetted: 12 April 2018

Closing Date: 3 May 2018

Details: We are recruiting permanent a policy officer to be part of our Building Policy team. It's a small team – but with a wide range of work and responsibilities. You will have a chance to work on major policy reforms and a variety of projects to improve the safety, health, amenity and sustainability of the built environment in the ACT. The position will contribute to policy work. Within the team this position will generally lead development of technical standards and regulation. The position requires excellent project management and written communication skills, and experience in developing policy and regulatory reforms for the building and construction sector.

Eligibility/ Other Requirements: Relevant qualifications or experience in a Technical Building, Building Surveying or Building Design Field, and the proven ability to review and develop technical standards are required. Relevant tertiary qualifications and/or experience related to Construction and payment dispute resolution schemes; practitioner licensing/regulation; insurance and finance as it relates to the construction industry; security of payments; building and construction contracts; regulatory impact analysis; and additional relevant technical qualifications are desirable. Applicants should also provide examples of their written work (such as discussion papers, technical standards, legislative instruments and explanatory documents, policy documents (if publicly available)).

Note: the Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Strategic Projects and Infrastructure

Senior Project Officer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 31387)

Gazetted: 16 April 2018

Closing Date: 24 April 2018

Details: Strategic Projects and Infrastructure (SPI) is responsible for the delivery of complex urban renewal projects involving multiple policy outcomes. We are seeking a skilled and enthusiastic Senior Project Officer who can provide high quality policy, planning and design advice and assist with project management tasks including procurement and contract management, and liaison with other parts of Government. An important part of the role is to develop and maintain collaborative working relationships within Urban Renewal and other Government agencies, members of the community, and with community organisations who provide support to the ACT Government's urban renewal policy priority. The successful candidate will possess high quality organisational skills and flexibility, including the ability to meet tight deadlines. They will be experienced in Project Management and will work both independently and cooperatively in a dynamic and high performing team environment.

Eligibility/Other Requirements: Tertiary qualifications in Project Management, Economics, Town Planning, Architecture, Landscape Architecture or any other related field is highly desirable.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Chloe Howorth (02) 6205 0402 chloe.howorth@act.gov.au

Environment

Nature Conservation Policy

ACT Natural Resource Management

Program Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40385)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: ACT Natural Resource Management (NRM), is one of 56 regional Natural Resource Management bodies delivering biodiversity, sustainable agriculture and Aboriginal outcomes under the National Landcare Program. ACT NRM is seeking a well-organized individual with experience in NRM programs including on-ground projects delivered in partnership with the community and other partners. The Program Coordinator will manage a small team to monitor and report on projects and identify future investment priorities, particularly for biodiversity. The Program Coordinator will oversee the Monitoring, Evaluation, Reporting and Improvement (MERI) program and annual ACT Environment Grants. The successful candidate will be able to demonstrate experience with program implementation, monitoring and reporting and high level stakeholder relations skills.

Eligibility/ Other Requirements: Knowledge of MERI processes is desirable. Qualifications and/or experience in natural resource management would be an advantage.

Note: This is a temporary position available for a period of up to five years.

Contact Officer: Heather Tomlinson (02) 6205 8560 heather.tomlinson@act.gov.au

Environment

Nature Conservation Policy

Natural Resource Management Programs

ACT Regional Agricultural Landcare Facilitator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17228)

Gazetted: 13 April 2018

Closing Date: 27 April 2018

Details: ACT Natural Resource Management (NRM), is one of 56 regional Natural Resource Management (NRM) bodies delivering biodiversity, sustainable agriculture and Aboriginal outcomes under the National Landcare Program. ACT NRM is seeking a well-organized individual to work with rural landholders to promote sustainable agriculture. The facilitator will need strong facilitation and organisation skills to engage landholders in activities such as awareness raising, training, on-farm trials and networking. The position is a central contact point for farmers, industry, and community groups to support agriculture related services to be delivered under National Landcare Program in the ACT.

Eligibility/ Other Requirements: Qualifications and/or experience in natural resource management would be an advantage.

Note: This is a temporary position available from 1 July 2018 until 30 June 2023 and is subject to Commonwealth funding, and may be filled as a part-time position and the full-time salary noted above will be paid pro rata. Selection may be based on application and referee reports only.
Contact Officer: Anna Van Dugteren (02) 6205 2914 anna.vandugteren@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Business Unit

Program Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 21803)

Gazetted: 17 April 2018

Closing Date: 24 April 2018

Details: The Directorate is seeking an experienced program officer to support delivery of the Business Recycling program delivered by the Business Unit of Sustainability Programs. The successful applicant will support the delivery of the program to a wide range of businesses.

Eligibility/Other Requirements: Current drivers licence is essential. Occasional weekend work will be required. Experience in marketing programs to business, including digital assets, is desirable.

Note: These positions are temporary until 30 June 2021 with the possibility of extension and/or permanency.

Please note – the Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Carly Scott (02) 6207 5118 carlym.scott@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>

Performance Reporting and Data

Business Performance Executive

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 35704)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

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 Performance, Reporting and Data Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The Activity Based Performance (ABP) Branch has been established to implement a management approach within the Health Directorate that supports how ACT health plans, budgets, allocates and manages both activity and financial resources to deliver safe and high quality health service for the ACT Community. The ABP Branch manages external contracts with third party service providers.

This position is a senior role reporting to the Director, Activity Based Performance and is primarily responsible for supporting the Director on the development and implementation of Activity Based Management (ABM) across the Territory and to ensure that the Territory achieves optimal health outcomes within budget. The position will ensure that activity is optimised in order to deliver the best possible of care to patients, and the best possible results when comparing the Territory performance) financial and non-financial) to other jurisdictions. This position will also drive the continuous review of performance, and continuous performance improvement by engaging clinicians and teams in relation to all aspects of ABM.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in a relevant field; previous experience and knowledge in applying Activity-Based Management (ABM) principles and revenue improvement

strategies; experience in undertaking analysis of financial and clinical data. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Catherine Shadbolt (02) 6207 0114 catherine.shadbolt@act.gov.au

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Laboratory Manager (Anatomical Pathology)

Health Professional Level 5 \$118,319 - \$133,197 , Canberra (PN: 40056)

Gazetted: 19 April 2018

Closing Date: 26 April 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. The Laboratory Manager role is to support and work collaboratively with the Pathology Executive Director, Department Directors, the Director of Operations and the Principal Scientist, to ensure the effective and efficient delivery of services. Under broad direction of the Executive, you will be responsible for the strategic and operational management of the Anatomical Pathology department providing leadership and governance, providing input into facility design and planning, budget planning and budget preparation, human resource management and workforce development including education and mentoring.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Medical Laboratory Science or similar. Desirable: Qualifications (or equivalent) in Business, Public Sector or Human Resource Management; minimum of ten years' experience working and/or managing a pathology diagnostic laboratory within the discipline of Anatomical Pathology. 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 three months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

Performance, Reporting and Data

Business Intelligence

Corporate Manager Reporting Coordination Unit Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18966)

Gazetted: 19 April 2018

Closing Date: 03 May 2018

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 Performance, Reporting and Data Division is responsible for collating, organising and transforming data into information for communication to internal and

external stakeholders. Overview of the work area and position: The Reporting Coordination Unit (RCU) is responsible for the coordination of external and internal requests for information and data across ACT Health, and forward planning for the release of external publications containing ACT Health information and data. This involves analysing and coordinating requests for information and data across ACT Health. Under the direction of the Senior Manager, the Manager for RCU is responsible for the daily operations and management of the RCU. This involves liaising with internal stakeholders regarding the allocation of information and data requests, issues with the provision of requests and timeframes for clearance. The role also assists and provides high-level advice to business areas and ACT Health Executives on the governance and processes to action and clear information and/or data requests for external published reports.

Eligibility/Other Requirements: Desirable: Experience and knowledge in process improvement and associated lean thinking practices; knowledge and experience in the healthcare sector and associated business processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sam Morgan (02) 6207 6125 sam.morgan@act.gov.au

Innovation

Policy and Stakeholder Relations

Drug and Alcohol

Policy Senior Policy Officer Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20896, several)

Gazetted: 19 April 2018

Closing Date: 03 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Innovation Division provides ACT Health wide non-clinical strategic services and is critical to the effective provision of health services. The Innovation Division consists of the following Branches: Strategy and Design; Policy and Stakeholder Relations; General Practice. Overview of the work area and position: The Policy and Stakeholder Relations Branch (PSR) is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, nongovernment and private sector stakeholders. The branch is comprised of a number of units that must work collaboratively to deliver timely, high quality, strategic policy advice. The Health Policy Unit and the Mental Health Policy Unit lead the Branch's engagement with the policy cycle and are the first point of response for matters referred to the Branch for action and advice for the Minister for Health and Wellbeing and the Minister for Mental Health respectively. The Branch Operations Unit is responsible for improving the effectiveness and efficiency of the Branch, by ensuring best practice delivery of backbone support services to the policy arms of the Branch. This includes ensuring operational policies and process are in place to support the mission of the Branch, including best practice procurement, information flows, knowledge management, reporting, risk management, human resource planning, financial management and other general business processes. The Aboriginal and Torres Strait Islander (ATSI) Practice Centre works to connect and embed research, policy and practice in relation to Aboriginal and Torres Strait Islander health and wellbeing, into all areas of ACT Health. This team also works closely with local Aboriginal and Torres Strait Islander organisations and stakeholders to achieve organisational goals. The Office of the Executive Director (ED) & Strategic Support team ensure maximum value is yielded from the Executive Management and the Deputy Director General (DDG) and Director General (DG) are well served. Support within this area includes diary management, Government business coordination, Strategic planning, advice for ED on urgent or sensitive matters, strategic internal and cross government relations e.g. Human Services Cluster,

business planning and change management. ACT Health is inviting applications from motivated individuals to join us as Senior Policy Officers who can contribute their skills set into any of these units (Health Policy, Mental Health Policy, Branch Operations and the Aboriginal and Torres Strait Islander Practice Centre, Office of the Executive Director and Strategic Support).

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jodie Brooks (02) 6205 4907 jodie.brooks@act.gov.au

Corporate

Digital Solutions

Technology Operations

Medications Systems Support Nurse, Diagnostics and Medications Systems Hub

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 36537)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following: Business Support Services; Digital Solutions Division; Infrastructure Services; and Strategic Finance. Overview of the work area and position: Led by the Chief Information Officer (CIO), the Digital Solutions Division (DSD) is responsible for the: Development, implementation and support of the Digital Health Strategy; Management of technology service delivery and coordination of technology projects; Management of the relationship and service delivery by technology vendors; Development, implementation and maintenance of technology policies and procedures; and ensuring Health Directorate information security. The Technology Operations Branch is responsible for the delivery of technology services (including devices, computers, infrastructure and applications) to the Health Directorate, our patients, stakeholders and partners. The Branch is responsible for all technology operational matters across the Directorate and works closely with our Shared Services ICT partner, technology vendors and subject matter experts to deliver high quality technology services on a 24/7 basis to support the Health Directorate's operations. The Diagnostic and Medications Systems Hub is responsible for the technology that underpins the diagnostic and medications functions of ACT Health. The Medications Systems Support Nurse is responsible for providing system administration and high level support to system users. Ultimately working to improve the use of medication management systems as well as driving clinical quality and safety improvement initiatives in response to data derived from electronic systems.

Eligibility/Other Requirements: Be registered or be eligible for registration as a Nurse with Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Previous experience in the administration of an information technology system within a healthcare environment is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Craig McMillen (02) 6205 8423 craig.mcmillan@act.gov.au

University of Canberra Hospital

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Exercise Physiologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40376)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The RACC Rehabilitation Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. There are a wide variety of service delivery teams within RACC including services offered in community and inpatient settings at Canberra Hospital and the University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. These positions based at the University of Canberra Hospital will rotate through the RACC Rehabilitation wards, including the Older Persons Rehabilitation Ward and Mental Health Rehabilitation unit. The RACC exercise physiologists will work closely with RACC Physiotherapists and the multidisciplinary team to achieve optimal functional outcomes for inpatients and community based patients. Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine service; clinical supervision support across disciplines, and informal and formal professional development opportunities will be available.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar; eligibility for accreditation with Exercise and Sports Science Australia (ESSA). Desirable: At least three years of full-time equivalent work experience as an Exercise Physiologist (EP) with relevant rehabilitation capability; a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Professionals. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This position will be required to participate in overtime, weekend, on call and/or rotation roster.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

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

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38425)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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 Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. Working in conjunction with Radiation Therapy Management, the occupant of this position will be responsible for the provision of administrative, procurement and project support associated with acquisition of new and upgraded medical devices, which will lead to technical and clinical development opportunities for Radiation Oncology.

Eligibility/Other Requirements: Desirable: Project Management experience is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sarah Mogford (02) 6244 2284 sarah.mogford@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17585)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. 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. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit (ICU), Emergency Department (ED) and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: Canberra Hospital's ED is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all

ages, and specialised assessment and treatment for all illnesses and injuries. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field or a registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field. 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 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: Jennifer Rochow (02) 6244 3753 jennifer.rochow@act.gov.au

University of Canberra Hospital

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Exercise Physiologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40377)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The RACC Rehabilitation Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, mental health issues and chronic conditions. There are a wide variety of service delivery teams within RACC including services offered in community and inpatient settings at Canberra Hospital and the University of Canberra Hospital. We provide assessment and

therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. These positions based at the University of Canberra Hospital will rotate through the RACC Rehabilitation wards, including the Older Persons Rehabilitation Ward and Mental Health Rehabilitation unit. The RACC exercise physiologists will work closely with RACC Physiotherapists and the multidisciplinary team to achieve optimal functional outcomes for inpatients and community based patients. Under professional supervision from the Lead Professional for Exercise Physiology, Exercise Physiologists are responsible for playing a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. Services and functions include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services; clinical supervision support across disciplines, and informal and formal professional development opportunities will be available.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Exercise/Sports Science or similar; eligible for accreditation with Exercise and Sports Science Australia (ESSA) and a current drivers licence. Desirable: At least one year of full-time equivalent work experience as an Exercise Physiologist (EP). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position will be required to participate in overtime, weekend, on call and/or rotation roster.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

**University of Canberra Hospital
Rehabilitation Aged and Community Care
Community Care Program
Enrolled Nurse**

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 24265)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical

nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); and a current driver's licence. Desirable: Diploma in Nursing or equivalent. 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 permanent position available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Libby Coates (02) 6205 1498 libby.coates@act.gov.au

**University of Canberra Hospital
Rehabilitation Aged and Community Care
Assistant in Nursing**

Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 40245)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

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 University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of Canberra Hospital (UCH) is scheduled to open in 2018. UCH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the UCH is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to UCH. The Assistant in Nursing (AIN) works under the direction of the Registered Nurse and to provide personal care and assistance to patients.

Eligibility/Other Requirements: Mandatory: Certificate III in Health Services Assistance or be working towards a Diploma in Nursing or Bachelor of Nursing or recognised equivalent. Must hold a current driver's licence and have a safe driving record. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This position works a 24/7 rotating roster including night duty. This position is open to both part time and full time applicants. The AIN may work across different units at UCH depending on operational requirements.

Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au

Corporate

Business Support

Business Support Executive

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17666)

Gazetted: 19 April 2018

Closing Date: 26 April 2018

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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Digital Solutions Division; Business Support Services; Finance and Health Infrastructure Services. Overview of the work area and position: Business Support Services (BSS) is responsible for the provision of a range of facilities and client support services to all of ACT Health acute and non-acute sites across the ACT. BSS delivers a diverse range of critical services including food services and sterilising services, complex contract management, procurement, supply chain and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, and Mitchell. The primary role of the Executive Officer for BSS is to provide high level strategic advice and executive support to the Executive Director of BSS. The principal role of the officer is to plan, research, coordinate and prepare Cabinet, Assemble and Ministerial correspondence and briefing systems providing the quality assurance to the advice as required. As the successful applicant you will possess achievement in a leadership and management role with a track records of delivering in complex environments.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications and experience in either Clinical, Operational Management or Policy Development including extensive analytical background within a health care system and strong organisational skills with a high degree of drive. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Rosemary Kennedy (02) 6205 0606 rosemary.kennedy@act.gov.au

Performance, Reporting and Data

Performance Reporting and Data

Business Intelligence Corporate

Manager Reporting Coordination Unit

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18966)

Gazetted: 19 April 2018

Closing Date: 3 May 2018

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 Performance, Reporting and Data Division is responsible for collating, organising and transforming data into information for communication to internal and external stakeholders. Overview of the work area and position: The Reporting Coordination Unit (RCU) is responsible for the coordination of external and internal requests for information and data across ACT Health, and forward planning for the release of external publications containing ACT Health information and data. This involves analysing and coordinating requests for information and data across ACT Health. Under the direction of the Senior Manager, the Manager for RCU is responsible for the daily operations and management of the RCU. This involves liaising with internal stakeholders regarding the allocation of information and data requests, issues with the provision of requests and timeframes for clearance. The role also assists and provides high-level advice to business areas and ACT Health Executives on the governance and processes to action and clear information and/or data requests for external published reports.

Eligibility/Other Requirements: Desirable: Experience and knowledge in process improvement and associated lean thinking practices; knowledge and experience in the healthcare sector and associated business processes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sam Morgan (02) 6207 6125 sam.morgan@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

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Graduate Paramedic Intern

Graduate Paramedic Intern \$67,706 plus penalties, Canberra (PN: 09274, several)

Gazetted: 12 April 2018

Closing Date: 10 May 2018

Details: Applications are invited from university graduates with a Bachelor degree in Paramedical Science (by whatever title), or equivalent post graduate qualification, to join the ACT Ambulance Service as a Graduate Paramedic Intern.

Eligibility/Other Requirements: Bachelor Degree in Paramedical Science (by whatever title), or equivalent post graduate qualification; or proof of enrolment in final semester of paramedic studies; at a tertiary institution accredited with, or provisionally accredited with the Council of Ambulance Authorities; a current ACT Class C driver's licence (not a provisional licence), or interstate equivalent; general Registration under the ACT's *Working with Vulnerable People (Background Checking) Act 2011* is a requirement of this position at commencement of appointment and registration as an Ambulance Paramedic with AHPRA (or eligibility to register prior to commencement of national registration of paramedics in Australia) is mandatory. Applicants who are able to provide proof of enrolment in final semester of their studies will also be considered. For double degree Bachelor of Nursing (BN)/Bachelor of Paramedics (BP) applicants, discussions are in progress with ACT Health for a possible shared nursing/paramedic graduate programme.

Note: There are several positions available. This position is a shift work position involving weekends and public holidays. Reasonable relocation expenses may be payable to successful interstate applicants to assist with relocation to the Australian Capital Territory. These positions are also entitled to salary packaging with fringe benefits tax-free threshold up to \$9095.00.

Contact Officer: Barbara Stephens (02) 6207 8482 barbara.stephens@act.gov.au

Corporate

Governance

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42720)

Gazetted: 13 April 2018

Closing Date: 27 April 2018

Details: The Justice and Community Safety Directorate, (JACSD) Ministerial Support Unit (MSU) is seeking a highly motivated, organised, flexible and energetic team member who has the capacity to adapt quickly to a new work environment. This vacancy offers an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate, ministerial processes and protocols and the coordination and flow of information between the Directorate and the Minister's Office.

Note: This is a temporary position available until the end of May 2019 with the possibility of extension.

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

ACT Courts and Tribunal Canberra

Corporate and Strategic Services

Finance

Finance Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43085)

Gazetted: 17 April 2018

Closing Date: 1 May 2018

Details: ACT Courts and Tribunal is looking for a conscientious team member to join its small Finance team. The role will mainly be on accounts payable and receivables with some banking responsibilities. Duties will also include answering queries on accounts, checking payments for transcription services and cash management.

Eligibility/Other Requirements: Practical knowledge of Microsoft Suite of products especially Excel and Word as well as experience in financial management systems will be highly regarded.

Contact Officer: Corinne Appleby (02) 6207 1064 corinne.appleby@courts.act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Emergency Media and Broadcasting Services

Manager, Emergency Media

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 07284)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: ACT Emergency Services Agency (ESA) are seeking an astute, self-motivated and experienced media and communications professional to fill the role of Manager, Emergency Media within the Commissioner's Office. Under the high level direction of the ESA Commissioner, the Manager, Emergency Media will manage the delivery of emergency services news alerts, updates and warnings to the ACT community; proactively manage emergency services media opportunities and enquiries; and provide high-level communications advice and representation on behalf of ESA. To be successful in this role you will be experienced in the provision of strategic communications and media management at a senior level, preferably in an emergency service environment, and must clearly demonstrate your experience across the following areas: building and maintain strong communications management networks, within the ESA and across Government; managing media enquiries, opportunities and provision of media liaison advice; experience in developing and managing community messaging and education campaigns; and proven ability to manage events, media briefings and represent at the senior level.

Eligibility/Other Requirements: Relevant tertiary qualifications in Communications or similar, or extensive experience in a communications role in the public service is desirable.

Contact Officer: Dominic Lane (02) 6207 8383 dominic.lane@act.gov.au

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Support

Committee Secretary

Senior Officer Grade C (\$100,462 - \$108,140), Canberra (PN: 253)

Gazetted: 13 April 2018

Closing Date: 23 April 2018

Details: An opportunity exists for a suitably experienced Committee Secretary to work with the Office of the Legislative Assembly for a period of up to 12 months. The Office's committee support function provides procedural and administrative advice and support to seven Assembly standing committees and certain select committees that are established from time to time. We are seeking someone with strong knowledge and understanding of parliamentary practice and procedure, especially in relation to parliamentary committees. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and as part of a team.

Note: How to Apply: Submit an application of no more than two pages addressing the selection criteria, an application cover sheet, a current curriculum vitae and contact details for two referees to

LAOLARecruitment@parliament.act.gov.au

Contact Officer: Hamish Finlay (02) 6205 0129 Hamish.Finlay@parliament.act.gov.au Applications can be forwarded to: LAOLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Public Transport Operations

Flexible Transport

Bus Driver

General Service Officer Level 5 \$52,198 - \$54,949, Canberra (PN: SNDF05, several)

Gazetted: 12 April 2018

Closing Date: 27 April 2018

Details: Are you an energetic person who enjoys helping others; keen to deliver outstanding customer service; able to communicate with all types of people; able to deal with difficult situations? If so, please read on. Transport Canberra is currently seeking applications to fill full time, part time and casual vacancies within the Flexible Transport Office. The Flexible Transport Office operates the ACT Government specialized passenger transport services including special needs school services, the Flexible Bus Service and the Aboriginal and Torres Strait Islander Community Bus. Based in Fyshwick, the office provides specialised transport to people who cannot access regular bus services because of their age or disability, and provides door to door school transport to students with either a physical or developmental disability that prevents them accessing regular bus services. Under limited supervision, the Flexible Transport Office – Bus Driver is responsible for the effective delivery of school and specialised transport services across the Territory using a fleet of wheelchair equipped mini buses. All specialised transport services are scheduled trips which requires the Driver to work to tight deadlines whilst ensuring a safe journey for all passengers. The position is predominantly split shifts (morning and afternoon) to meet the school collection and delivery schedule.

Eligibility/Other requirements: Must be a permanent Resident of Australia; hold or have the ability to obtain an Light Rigid (LR) Class drivers' licence, as well as an O class drivers licence condition (or the ability to obtain). (Please note it is the responsibility of the applicant to obtain their licence prior to any offer of employment being made.); hold a current Working with Vulnerable People registration in accordance with the *Working with Vulnerable People (Background Checking) Act 2011* (or the ability to obtain); current First Aid Certificate; ability to successfully complete all pre-employment checks including psychometric assessment, Five years Australian driver's licence history check https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1581/~act-driver-licence-information#!tabs-7, pre-employment medical assessment, literacy and numeracy assessment, and functional driving assessment.

Note: There are several full time, part time and casual positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to apply: All applications, including application coversheet, your written response to selection criteria, resume, copy of your driver's licence, driver's licence history check, and Working With Vulnerable People card (if applicable) must be submitted to Shared Services at: jobs@act.gov.au. Applicants are asked to include their preference for Full-time, Part-time or Casual employment (please note you can be considered for all). You will be required to submit the following with your application: Copy of your driver's licence for a five years' criminal history check-https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1581/~act-driver-licence-information#!tabs-7; and a resume

Contact Officer: Ian Corey (02) 6205 0676 ian.corey@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the Enterprise Agreement provisions, and will assess all applications for this position.

City Services

City Places and Infrastructure

Capital Works and Development Support

Project Officer

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 37061, several)

Gazetted: 16 April 2018

Closing Date: 30 April 2018

Details: Capital Works and Development Support are looking for motivated and dynamic team members with experience in high level Project Management within a diverse organisation. These positions are within both the Infrastructure and Urban teams. Candidates will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and 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: These are temporary positions available for one to two years with the possibility of extension. Selections may be based on application and referees reports only.

How to Apply: Applicants should address the numbered selection criteria and limit responses to one A4 page (maximum) against each of the selection criteria. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Contact Officer: Ben McHugh (02) 6207 2738 ben.mchugh@act.gov.au

City Services

City Presentation

Better Suburbs

Policy Lead

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39160)

Gazetted: 12 April 2018

Closing Date: 19 April 2018

Details: Transport Canberra and City Services (TCCS) delivers a wide range of municipal services which Canberra's rely on every day. These services include managing domestic and commercial waste including recycling, running public libraries, providing and enabling the use of open space through the management of the extensive urban forest and the provision of assets and cleaning and mowing regimes. TCCS is offering the exciting opportunity to be a part of a small team piloting deliberative engagement practices that empower the community to develop a Better Suburbs Statement. This statement will be a four year plan that defines a vision for city servicing and identifies priorities that would drive enhancements in city services in the future. This role contributes significantly to managing this cross-government program, which includes engaging with the community to evaluate the municipal services on offer and the development of policy, governance and legislative responses necessary to provide these services more effectively, to meet community needs.

Eligibility/Other Requirements: Must be a permanent resident of Australia. Relevant tertiary qualification (such as Policy, Project Management, Communication, Legal) will be looked upon favourably.

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

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

City Services

City Places and Development Support

Project Officer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 17933, several)

Gazetted: 16 April 2018

Closing Date: 30 April 2018

Details: Capital Works and Development Support are looking for motivated and dynamic team members with experience in high level Project Management within a diverse organisation. These positions are within both the Infrastructure and Urban teams. Candidates will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and 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: These are temporary positions available for one to two years with the possibility of extension. Selections may be based on application and referees reports only.

How to Apply: Applicants should address the numbered selection criteria and limit responses to one A4 page (maximum) against each of the selection criteria. Succinct applications that clearly demonstrate applicants' contribution towards successful team projects will be viewed highly.

Contact Officer: Ben McHugh (02) 6207 2738 ben.mchugh@act.gov.au

City Services

Roads ACT

Contracts and Procurement Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40437)

Gazetted: 18 April 2018

Closing Date: 2 May 2018

Details: Roads ACT are seeking a competent, experienced Contracts and Procurement Officer to provide advice on procurements, tender and contract process as well as assisting in the planning, programming and delivery of compliant and best practice procurement services. The successful candidate will assist in the development of processes and procedures in line with ACT Government procurement obligations to create a consistent approach across Roads ACT. The ACT Public Service is committed to building a culturally diverse workforce and 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.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@act.gov.au

Chief Operating Officer

Innovation and Customer Experience

Innovation and Data Analytics

Business Systems Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40215)

Gazetted: 13 April 2018

Closing Date: 20 April 2018

Details: Innovation and Data Analytics (IDA) is an enabling unit for reform and innovation across Transport Canberra and City Services. IDA delivers high quality services, business systems and advice to support the Directorate in achieving its policy and program outcomes and deliverables. IDA has responsibility for the delivery of; Asset Information; Geographic Information Systems; Information Technology (IT) security advice; Spatial Systems, maintenance of Spatial Infrastructure and Innovation across the suite of systems that support the directorate. The successful applicant must possess extensive knowledge and experience with regard to system administration of asset management applications, engineering project document management systems, AutoCAD based civil engineering systems and works as executed submission applications. The position provides management and operational support to the Systems and Information Manager. This role is a technical position that encapsulates all business system administration and management including business analysis, system configuration and end-user support for the directorate's asset management System, Bentley ProjectWise, and the Traffic Control Device Inventory System (CAD drawings for permanent road signage, line marking and pavement marking across the ACT). The position manages a small team of permanent and contract staff.

Eligibility/Other Requirements: Highly developed skills and experience in the use of recent versions of ProjectWise, AutoCAD, ESRI GIS Products, FME, TOAD for ORACLE, Oracle Discoverer, Structured Query Language and Oracle Databases are required. A strong technical working knowledge of corporate asset management systems is also required. A tertiary level qualification in a related field is highly desirable. Drivers licence (C-class) is mandatory.

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Joint Selection Committee Process 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: Paul Dowling (02) 6207 6558 paul.dowling@act.gov.au

Suburban Land Agency

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

Urban Project Sales and Marketing

Estate Management

Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39360)

Gazetted: 12 April 2018

Closing Date: 26 April 2018

Details: The Suburban Land Agency is seeking an enthusiastic and experienced administrator to coordinate the maintenance program and stakeholder engagement for estates and properties in the ACT. It will provide an opportunity to develop experience in the implementation of new systems, processes and procedures across the Branch. This includes the support for the management of Crown Leases and Licensee arrangements. The key capabilities required include: The ability to communicate efficiently and effectively with influence, work under pressure, on multiple projects and within tight timeframes; impart information on aspects of the delivery program; prepare written documentation; support other Managers in planning and implementing programs. We are seeking a person with a dynamic and enthusiastic approach combined with skills and experience suitable for a sales, administration and estate management environment. Strong Information Technology (IT) skills and attention to detail, and the ability to develop, maintain and manipulate data for recording and extracting data sets for reporting purposes would be an advantage. Experience in Information Communications Technology (ICT) programs such as Objective and Tarquin would be beneficial. We are looking for a dynamic, dedicated, flexible team player who is passionate about administration with an interest in land and property management. The role works in a fast-paced environment and some of time will be spent out on properties.

Eligibility/Other Requirements: Client management experience is essential. Experience in, or the ability to quickly gain a working understanding of land and asset acquisition/processes. A drivers licence and a White Card is required. This position may be required to wear a uniform. Prior to commencing 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

How to Apply: Applications are sought from potential candidates and should address experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Mark Emerson (02) 6205 2243 mark.emerson@act.gov.au

APPOINTMENTS

ACT Audit Office

Audit Band 1 - Auditor \$51,579 - \$76,564

MD Abdullah Mamun 853-59943, Section 68(1), 12 April 2018

Chief Minister, Treasury and Economic Development

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

Mark Buchanan 853-64427, Section 68(1), 16 April 2018

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

Terri Devine 853-81227, Section 68(1), 16 April 2018

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

Daniel Geering 846-96307, Section 68(1), 16 April 2018

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

Tania O'Rourke 853-65307, Section 68(1), 16 April 2018

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

Sean Quinn 846-84445, Section 68(1), 12 April 2018

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

Jessica Wall 853-74385, Section 68(1), 16 April 2018

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

Kelly-Jane Yule 853-81534, Section 68(1), 19 April 2018

Community Services

Senior Officer Grade A \$137,415

Louise Del Popolo 853-79485, Section 68(1), 13 April 2018

Education

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

Emma Housden 849-02369, Section 68(1), 13 April 2018

Environment, Planning and Sustainable Development

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

Thilagam Diraviam 848-77909, Section 68(1), 16 April 2018

Health

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

Luke Berndt 844-33814, Section 68(1), 10 April 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578

Brittany Boyd-Gardiner 847-02180, Section 68(1), 19 April 2018

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

Honey George 853-63133, Section 68(1), 3 May 2018

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

Matthew Keown 853-81622, Section 68(1), 23 April 2018

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

Melodie Lutz 848-11475, Section 68(1), 11 April 2018

Health Professional Level 1 \$57,941 - \$73,823

Arif Mirza 853-80566, Section 68(1), 23 April 2018

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

Martin Peffer 853-81171, Section 68(1), 23 April 2018

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

Ofa Pene 845-02437, Section 68(1), 12 April 2018

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

Sinead Rutledge 853-81219, Section 68(1), 16 April 2018

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

Sanja Sarcevic 856-72841, Section 68(1), 12 April 2018

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

Nicole Shaw 845-02795, Section 68(1), 11 June 2018

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

Chung-Suk Smith 853-81649, Section 68(1), 2 July 2018

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

Kendell Smith 848-21219, Section 68(1), 13 April 2018

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

Ann Tharaniyil 853-58502, Section 68(1), 11 April 2018

Justice and Community Safety

Government Solicitor 1 \$70,650 - \$105,793

Christopher Phillipson 853-50666, Section 68(1), 18 April 2018

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

Malcolm Wares 853-50340, Section 68(1), 13 April 2018

TRANSFERS

Health

Teenu George: 834-45338

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

Health

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

Health, Canberra (PN. 20670) (Gazetted 8 February 2018)

Lauren Hargraves: 835-84784

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

Health

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

Health, Canberra (PN. 27822) (Gazetted 15 March 2018)

Kellie Milner: 789-46402

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

Health

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

Health, Canberra (PN. 40431) (Gazetted 15 February 2018)

Shine Suresh Kumar: 846-99719

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

Health

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

Health, Canberra (PN. 37278) (Gazetted 14 December 2017)

Courtney Wilkins: 846-95945

From: Registered Nurse Level 1 \$63,548

Health

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

Health, Canberra (PN. 23132) (Gazetted 28 September 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Business Application Management

Shared Services ICT

Damian Fuller: 827-20027

From: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 26725) (Gazetted 31 January 2018)

Shared Services

Information and Communications Technology

Business Application Management

Helen Hadjitofi: 846-86280

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 03021) (Gazetted 24 July 2017)

Access Canberra

WorkSafe and Construction Services

Construction Occupations and Licensing

Stephanie Mundy: 846-86053

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00780) (Gazetted 9 February 2018)

Access Canberra

Licensing and Registrations

Construction and Worksafe Licensing

Kym Radic: 835-68725

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18924) (Gazetted 22 February 2018)

Access Canberra

Licensing and Registration

Transport Licensing

Ellen Louise Marks: 846-97369

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 20042) (Gazetted 1 March 2018)

Shared Services

Finance and Payroll Services

Payroll Services

Andrew Stafford: 846-86782

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 09395) (Gazetted 9 February 2018)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Operations - North/South

Benedict Chapman: 846-84672

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

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

Community Services, Canberra (PN. 33734) (Gazetted 11 December 2017)

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Holly Keenan: 853-45090

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

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

Community Services, Canberra (PN. 13391) (Gazetted 27 February 2018)

Children, Youth and Families

Business Support Unit

Business Support

Maryam Khazaeli: 846-86627

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

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

Community Services, Canberra (PN. 35100) (Gazetted 7 February 2018)

Education

School Performance and Improvement

Tuggeranong Network

Calwell Primary School

Ashley Coutts: 817-91851

From: Classroom Teacher \$63,459 - \$100,317
Education

To: †School Leader C \$115,778

Education, Canberra (PN. 32276) (Gazetted 16 March 2018)

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Nathan Pepper: 835-44643

From: Classroom Teacher \$63,459 - \$100,317
Education

To: †School Leader C \$115,778

Education, Canberra (PN. 33587) (Gazetted 2 March 2018)

School Performance and Improvement

North Gungahlin Network

Amaroo School

Elise Quodling: 824-60747

From: Classroom Teacher \$63,459 - \$100,317

Education

To: †School Leader C \$115,778

Education, Canberra (PN. 37437) (Gazetted 15 November 2017)

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

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Janine Fairburn: 827-38382

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

Education

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

Education, Canberra (PN. 21192) (Gazetted 8 March 2018)

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

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support

Jacob Treloggen: 821-14465

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 31381) (Gazetted 8 June 2017)

Health

Canberra Hospital and Health Services

Rebecca Anderson: 831-23910

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

Health

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

Health, Canberra (PN. 22263) (Gazetted 18 January 2018)

Canberra Hospital and Health Services

Diana Dass: 827-25100

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

Health

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

Health, Canberra (PN. 24141) (Gazetted 18 January 2018)

Cassandra Gleadhill: 838-53999

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. 33176) (Gazetted 21 December 2017)

Justice and Community Safety

Corrective Services

Community Based Corrections

Probation and Parole

Tamara Graham: 771-08677

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Justice and Community Safety, Canberra (PN. 39826) (Gazetted 22 January 2018)

Corrective Services

Custodial Operations

Alexander Maconochie Centre

David Witham: 784-33842

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 39825) (Gazetted 22 January 2018)

Transport Canberra and City Services

Transport Canberra

Transport Canberra Operations

Fleet

Krishnan Subramaniam: 835-83749

From: General Service Officer Level 4 \$49,409 - \$51,420

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. I14026) (Gazetted 7 June 2017)

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