



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 28 May 2015**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Emergency Department Registrar - 16-17**

**Registrar Level 1-4 and Senior Registrar \$88,179 - \$124,330, Canberra (PN: various)**

Gazetted: 29 May 2015

Closing Date: 19 June 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

#### **Nursing Director - Critical Care, Emergency Department, Mental Health Services and Clinical Support Services Registered Nurse Level 5 Grade 5 \$147,043, Canberra (PN: 7549)**

Gazetted: 29 May 2015

Closing Date: 12 June 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

#### **Emergency Department Registrar - 15-16**

**Registrar Level 1-4 and Senior Registrar \$88,179 - \$124,330, Canberra (PN: various)**

Gazetted: 29 May 2015

Closing Date: 19 June 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

#### **Registered Nurse - Emergency Department**

**Registered Nurse Level 1-2 \$59,874 - \$88,125, Canberra (PN: various)**

Gazetted: 29 May 2015

Closing Date: 11 June 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

#### **Security Administration Officer**

**Administrative Services Officer Level 3 \$56,568 - \$60,880, Canberra (PN: 7709)**

Gazetted: 29 May 2015

Closing Date: 5 June 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

#### **Registered Midwife Level 2**

**Registered Midwife Level 2 \$83,146 - \$88,125, Canberra (PN: 8251)**

Gazetted: 29 May 2015

Closing Date: 16 June 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

**Wardperson**

**Ward Services Officer Level 3 - 4 \$45,588 - \$48,870, Canberra (PN: Various)**

Gazetted: 28 May 2015

Closing Date: 31 May 2015

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

**Registered Nurse Level 2 - 4W - Part-Time**

**Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 8320)**

Gazetted: 28 May 2015

Closing Date: 10 June 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

**Registered Nurse Level 2 - 4W - Full-Time**

**Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 9398)**

Gazetted: 28 May 2015

Closing Date: 10 June 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

**Canberra Institute of Technology**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**CIT Technology and Design**

**CIT Design Industries**

**Head of Department**

**Manager Education Level 1 \$109,759, Canberra (PN: 51966)**

Gazetted: 01 June 2015

Closing Date: 17 June 2015

Details: A position has become available in CIT Design Industries for an enthusiastic and dedicated person to take up the challenge of Head of Department. Including Fashion, Design industries, Interior Design and Building Design, the Head of Department will, through quality leadership and in management of education and related activities, contribute to the achievement of Departmental/College goals. They will manage, administer and co-ordinate the activities of the Department in accordance with Institute Policy, and will provide educational leadership across the College of CIT Technology and Design. The Head of Department will assist the College Directors to develop, review and evaluate educational programs offered and develop innovative, customised delivery models to meet industry needs.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing for all managers at Manager Education Level 1 or Manager Education Level 2 classifications must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a Manager undertakes a teaching activity, the Manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be

in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification. A Bachelor level qualification in any of the following disciplines: Fine Arts/Photography/Design/Architecture or cognate disciplines. Experience as a professional practitioner in a creative design industry. Proven experience/qualification in a leadership role.

Note: This is a temporary position available from 3 July 2015 to 3 July 2018 with the possibility of extension.

Temporary employment offered as a result of this advertisement may lead to permanent Appointment under the 'Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices.

Contact Officer: Fiona Dace Lynn (02) 6207 3741 [fiona.dace-lynn@cit.edu.au](mailto:fiona.dace-lynn@cit.edu.au)

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

## **CIT Student and Academic Services**

### **CIT Student Support**

#### **Head of Counselling**

#### **Senior Professional Officer Grade C \$94,653 - \$101,888, Canberra (PN: 54965, expected vacancy)**

Gazetted: 01 June 2015

Closing Date: 16 June 2015

Details: Canberra Institute of Technology is seeking an individual who will have the responsibility for the efficient management and provision of counselling services through the identification and determination of service priorities and regular service evaluations. Demonstrated ability to lead counselling programs of a high professional standard in a vocational education setting, provide clinical supervision to a multi-disciplinary counselling team, consult to educational staff on student issues, identify and report to management on broad trends, issues and concerns relevant to students and experience in managing a counselling service.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing Tertiary qualifications in Psychology. Registration under the Psychology Board of Australia. Desirable: Post-Graduate qualifications in Psychology. Minimum five years' experience as registered Psychologist.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Rhonda Fuzzard (02) 6207 4914 [rhonda.fuzzard@cit.edu.au](mailto:rhonda.fuzzard@cit.edu.au)

## **CIT Student and Academic Services**

### **CIT Student Support**

#### **Education Advisor, Youth**

#### **Teacher Level 1 \$66,442 - \$88,654, Canberra (PN: 18248)**

Gazetted: 02 June 2015

Closing Date: 16 June 2015

Details: CIT Student and Academic Services is seeking a highly motivated person to perform professional educational, administrative and training duties associated with the provision of support services to young students.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing. Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Working With Vulnerable People Registration. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience

and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Youth Worker qualifications.

Notes: This is a part-time position at 18:37 hours per week.

Contact Officer: Rhonda Fuzzard (02) 6207 4914 rhonda.fuzzard@cit.edu.au

### **CIT Technology and Design**

#### **CIT Communication, Media and Music**

##### **Media Production Teacher**

**Teacher Level 1 \$66,442 - \$88,654, Canberra (PN: 51589)**

Gazetted: 01 June 2015

Closing Date: 17 June 2015

Details: An opportunity exists in the CIT Technology and Design College as a Media Production Teacher. Instruct and guide the screen content producers of the future, using personal industry experience, knowledge and your passion for the industry. Join an enthusiastic team across a range of disciplines producing excellent graduates for the ACT Screen Industry.

Eligibility/Other Requirements: For mandatory qualifications and/or registrations/licencing, refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within 12 months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Minimum Advanced Diploma or Degree qualification in Media Production Professional Industry Experience in Media Production or associated discipline

Note: This position is temporary for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent Appointment under the Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Piers Douglas (02) 6207 4053 piers.douglas@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](mailto:jobs@act.gov.au)**

#### **Arts, Business, Events, Sport and Tourism**

##### **Sport and Recreation Services**

##### **Sport and Recreation Facilities**

##### **Senior Manager**

**Senior Officer Grade A \$129,470, Canberra (PN: 34853)**

Gazetted: 01 June 2015

Closing Date: 5 June 2015

Details: Sport and Recreation Services is seeking expressions of interest from an experienced manager and highly organised person to undertake the role of Senior Manager, Sport and Recreation Facilities. Key duties will include ensuring effective delivery of key projects, oversight of procurement processes and the effective management of contract and operational issues within sportsground and aquatic facilities. The successful applicant will be required to nurture relationships and partnerships, lead and manage day-to-day operations of the team, monitor contracts and procurement, coordinate stakeholders, prepare complex briefs, identify work priorities and display an ability to meet tight deadlines.

Note: This is a temporary position available 22 June 2015 until 31 July 2015.

How to Apply: Any interested officers should express their interest by providing a short one to two page expression of interest and their CV.

Applications are to be sent to the contact officer.

Contact Officer: Rebecca Kelley (02) 6207 4389 rebecca.kelley@act.gov.au

### **Shared Services**

#### **Finance and Human Resource Services**

#### **Human Resources, Information Management Systems**

#### **Senior Project Officer – Payrun Subject Matter Expert**

#### **Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 08254)**

Gazetted: 02 June 2015

Closing Date: 9 June 2015

Details: Shared Services is seeking a suitably qualified subject matter expert to assist in the project to decommission complex legacy payroll systems and contribute to the design of the replacement solution.

Note: This is a temporary position available up to 29 July 2016. Selection may be based on application and referee reports only. Applications should include a supporting statement of no more than two pages outlining experience and/or ability in accordance with the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Sophie Schubert (02) 6205 5432 sophie.schubert@act.gov.au

### **Shared Services**

#### **Commercial Branch**

#### **Records Services**

#### **Manager, Records Services**

#### **Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 17955)**

Gazetted: 03 June 2015

Closing Date: 10 June 2015

Details: Shared Services is looking for a dynamic team leader to manage and lead Record Services through continuous improvement with the provision of professional quality services. The successful applicant will be required to demonstrate proven management and leadership skills with a sound understanding of legislation relating to records and information management within the public sector.

Eligibility/Other Requirements: A Negative Vet 1 (Secret) Security Clearance or the ability to obtain within a reasonable period is mandatory.

Contact Officer: Jill Divorty (02) 6207 5757 jill.divorty@act.gov.au

### **Workplace Safety and Industrial Relations**

#### **Workers' Compensation Policy**

#### **Senior Policy Officer**

#### **Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34276)**

Gazetted: 29 May 2015

Closing Date: 5 June 2015

Details: The Workplace Safety and Industrial Relations Division of the Chief Minister, Treasury and Economic Development Directorate is seeking an experienced Senior Policy Officer. The successful applicant will contribute to important workers' compensation regulatory reform initiatives designed to improve the Territory's workers' compensation arrangements. This is a demanding work environment. The successful applicant will need to have: Demonstrated ability to develop high-level policy and advice; Ability to effectively develop and manage regulatory reform initiatives; Demonstrated ability to build and maintain effective stakeholder relationships; Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Eligibility/Other Requirements: Tertiary qualifications in law or a related area and/or experience in personal injury scheme design will be highly regarded.

Notes: This is a temporary position available until 16 December 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Bill Smith (02) 6205 0917 bill.smith@act.gov.au

### **Access Canberra**

#### **Environment Protection Branch**

#### **Water Regulation**

#### **Manager, Water Regulation**

#### **Senior Professional Officer Grade C \$94,653 - \$101,888, Canberra (PN: 11026)**

Gazetted: 29 May 2015

Closing Date: 5 June 2015

Details: The Water Regulation Unit is responsible for the management of the ACT water resources and the administration of the *Water Resources Act 2007*. This position is responsible for the day to day administration of the *Water Resources Act 2007*. Duties include: Day to day supervision of staff engaged in the administration of the Water Resources Act and water aspects of the Environment Protection Act and Lakes Act; Management of water resources related compliance and enforcement issues; Provision of advice to the EPA, Executive and Minister on application of the *Water Resource Act* and water regulation related matters; Provide advice to water policy and catchment management on the application of the *Water Resources Act*; Support the EPA through surveillance and out of hours support; Represent the ACT on inter-jurisdictional water trading issues; Represent the Branch on relevant Access Canberra committees and sub groups; Represent the Branch, Division, Department and Government on relevant committees, in legal proceedings and in various local, regional and national forums; Prepare and provide advice and responses for Government on water resource issues including technical and scientific input. Applicants must possess a sound understanding of water resource management issues and their legal basis. The successful applicant will have experience in performing regulatory functions and well developed liaison, negotiation and representational skills particularly as they relate to working in consultation with Government, industry and members of the community.

Eligibility/Other Requirements: Tertiary qualifications in Natural Resource Management or a similar field are essential.

Note: This is a temporary position available for a period of up to six months. Selection may be based on application and referee reports only. Vacancy open to ACT Government Employees only.

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

Applications should be sent to the contact officer.

Contact Officer: Glenda Darling (02) 6205 0385 glenda.darling@act.gov.au

### **Shared Services**

#### **Partnership Services Group**

#### **Business Application Management**

### **Office Manager**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 09328)**

Gazetted: 02 June 2015

Closing Date: 16 June 2015

Details: To manage the Education ICT office with respect to financial estimates, invoicing, ordering, goods receipting, payments and reporting.

Notes: This is a temporary position available until April 2016.

Contact Officer: Christine McGaghey (02) 6207 6885 [chris.mcgaghey@act.gov.au](mailto:chris.mcgaghey@act.gov.au)

### **Revenue Management**

#### **Revenue Accounts**

#### **Team Leader/Supervisor Accounts Management**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 00011)**

Gazetted: 01 June 2015

Closing Date: 8 June 2015

Details: As a Team Leader, the successful applicant will be required to direct and control a team engaged in a range of operational and administrative tasks relating to the assessment, collection and maintenance of accounts for rates, land tax, land rent and CCMIL. The successful applicant will be a highly motivated person with proven ability to supervise staff and have well developed leadership skills. This role demands excellent customer service, organisation, and communication skills as well as highly developed analytical skills.

Notes: This is a temporary position available from 22 June 2015 to 4 September 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

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

Applications should be sent to the contact officer.

Contact Officer: Jukka Siiteri (02) 6207 0042 [jukka.siiteri@act.gov.au](mailto:jukka.siiteri@act.gov.au)

### **Revenue Management**

#### **Policy, Legislation and Objections**

#### **Objections Officer**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 05246)**

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: As the successful applicant, you will take primary responsibility for the day to day administrative requirements of the unit including, but not limited to, file management processes, preparation of routine and high level correspondence and the compilation of monthly and annual reporting requirements. Under limited supervision, either as a team member or individually, undertake activities associated with the internal review of administrative decisions in accordance with revenue related legislation. Provide assistance to appointed legal representatives, on behalf of the Commissioner for ACT Revenue, where administrative decisions are referred to higher jurisdictions for review, and assist in the preparation of reports to Government and senior staff on matters relating to the work of the section.

Eligibility/Other Requirements: Legal qualifications and/or related experience would be an advantage.

Note: This is a temporary position available for a period of six months with the possibility of permanency from this process.

Contact Officer: Russell Stroud (02) 6207 5875 [russell.stroud@act.gov.au](mailto:russell.stroud@act.gov.au)

### **Shared Services**

#### **Partnership Services Group**



### **Secretariat and Executive Assistant**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 05406)**

Gazetted: 29 May 2015

Closing Date: 12 June 2015

Details: A position exists for someone who has experience in undertaking Secretariat work and capability in performing administrative and some Executive Assistant functions.

Contact Officer: Michael Jeremenko (02) 6205 3932 michael.jeremenko@act.gov.au

### **Community Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Housing and Community Services**

#### **Asset Management**

#### **Project Management**

#### **Operations Manager**

#### **Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 27131)**

Gazetted: 03 June 2015

Closing Date: 10 June 2015

Details: The position is responsible for providing assistance to the Senior Manager of the Project Management Team with a range of activities including managing consultancies, undertaking projects, preparing briefs and reports. This position will: Manage day-to-day operational responsibilities of the section, including monitoring its performance as part of a performance feedback system, and development and implementation of system improvements to support business practices, innovation and improve efficiencies; Undertake, oversee, or provide input to significant projects or areas of responsibility relevant to the Division; Exercise delegations in accordance with appropriate legislation, policy and procedures; Provide detailed analysis on business performance and relevant policy trends; Provide advice to Senior Management, Executive, and responsible Ministers on service activities and performance, policy and program evaluation, and sensitive and emerging issues; Provide input into business planning and budget development processes, develop business cases for capital works budgets, and contribute to the Division's Portfolio Management Strategy, particularly as it relates to departmental assets; Prepare complex and/or sensitive correspondence, project briefs, procurement plans, programs, budgets, together with minutes, briefs, submissions and reports; Liaise with internal and external agencies (including Shared Services Procurement) and community organisations and represent the Division at various fora, including community and stakeholder consultations; Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system; and ensure that construction contracts, service agreements with architects, valuers or real estate agents are managed under best practice principles, and ensure the timely delivery of projects. The successful candidate will have: High-level organisational and project management skills; Ability to develop plans, determine individual work programs and manage resources in order to achieve business objectives, including an understanding of issues associated with the delivery of programs, working within restricted timeframes and budgetary constraints; Highly effective communication (oral and written), interpersonal and networking skills demonstrated by an ability in high level consultation, negotiation, partnering, advocacy and influence, to establish and maintain effective communications and working relationships with internal and external stakeholders, including community groups and partner organisations; Demonstrated ability to work both independently and lead a team to consistently achieve results, manage and report against workloads and competing priorities, promote and adapt work practices in response to changing demands within the workplace; Demonstrated knowledge of, or abilities in, procurement and ACT Government Procurement policy, tendering and contract management, business case development, and funding and budgetary cycles; and the ability to model behaviour consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the directorate's Work Health and Safety system.

Eligibility/Other Requirements: Qualifications and experience in Construction, Project Management and/or Procurement are highly desirable. Experience and/or familiarity with ACT building design specifications is highly desirable.

Notes: This is a temporary position available until July 2016.

Contact Officer: Matthew Kennedy (02) 6205 0789 matthew.kennedy@act.gov.au

#### **Executive Office**

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

##### **Executive Officer to the Deputy Director General**

##### **Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35627)**

Gazetted: 02 June 2015

Closing Date: 9 June 2015

Details: The Executive Officer to the Deputy Director General is a member of the Executive Office team and works with the Director General, the Deputy Director General, the Executive Office to the Director General and executive support staff to deliver outcomes. This position reports directly to the Executive Officer to the Director General.

Note: This is a part-time temporary position available for a period of six months at 22:03 hours per week.

Contact Officer: Jodie Robinson (02) 6207 6516 jodie.robinson@act.gov.au

#### **Housing and Community Services**

##### **Asset Management**

##### **Project Management**

##### **Senior Project Officer**

##### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11514)**

Gazetted: 03 June 2015

Closing Date: 10 June 2015

Details: This position will be responsible for providing assistance to the Operations Manager of the Project Management Team with a range of activities including managing consultancies; undertaking projects; preparing briefs and reports. This position will: Assist with projects; undertake research and analysis; administrative assistance and coordination activities; Operate within specified timeframes and budget allocations; Manage consultancies and assist with the preparation of high-level submissions, reports and consultant's briefs; Liaise and negotiate with other staff in the Department, with other government agencies, state and local authorities and business and community organisations to progress projects; Represent the Project Management section and the Community Services Directorate at various forums involving other agencies and members of the public; Promote and implement the principles of participative work practices, workplace diversity and occupational health and safety; and Work in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety System. The successful candidate will have: Sound conceptual, analytical, research, problem solving skills and experience in contemporary project management practices including the ability to manage priorities and achieve deadlines in an environment of change and pressure; Demonstrated well-developed oral and written communication skills, including experience in preparing high level documents, papers and correspondence; Demonstrated well-developed consultation, liaison, representation and negotiation skills for establishing and maintaining links with government agencies, community groups and industry representatives; Proven ability to work within, and foster a productive and supportive culture in a multi-disciplinary team environment; and Demonstrated ability to consistently display commitment to high quality customer service principles, to the principles of workplace diversity, participative work practices, and to occupational health and safety.

Eligibility/Other Requirements: A knowledge of Territory planning and leasing systems/arrangements, and experience and expertise in computer based applications are highly desirable.

Notes: This is a temporary position available until July 2016.

Contact Officer: Craig Spencer (02) 6205 9668 craig.spencer@act.gov.au

**Office for Children, Youth and Family Support**

**Child and Youth Protection Services**

**CYPS Operations**

**Assistant Manager, Operational Support**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 07487)**

Gazetted: 02 June 2015

Closing Date: 9 June 2015

Details: The Assistant Manager, Operational Support role is focussed on supporting Child and Youth Protection Services (CYPS) to deliver the best possible life outcomes for children and young people through the efficient administration of the Operational Support Teams and through the effective support to the Manager, Operational Support and by supporting the management of the staff within those teams.

Eligibility/Other Requirements: Desirable: Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems. Current driver's licence.

Notes: Selection may be based on written application and referee reports only. An order of merit established from this process may be used to fill future permanent and temporary vacancies at level. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Shantha Siva (02) 6205 3875 ISSProject@act.gov.au

**Housing and Community Services**

**Executive Support Unit**

**Executive Assistant**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 16269)**

Gazetted: 29 May 2015

Closing Date: 12 June 2015

Details: The position provides administrative support to the Executive Director, Housing and Community Services and also undertakes a range of activities that support the work of the Executive Support Unit. The position occupant will require excellent interpersonal, administrative and coordination skills and have the ability to manage sensitive and confidential issues.

Eligibility/Other Requirements: Proven high-level competency in working for a Senior Executive, the ability to handle a variety of computer applications and the ability to work as a member of a small team.

Notes: This is a temporary position available for a period of up to six months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

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

Applications should be sent to the contact officer.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@act.gov.au

**Director of Public Prosecutions**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Paralegal**

**Paralegal Grade 4 \$69,797 - \$76,432, Canberra (PN: 04334)**

Gazetted: 28 May 2015

Closing Date: 16 June 2015

Details: The successful applicant will be required to provide legal support, in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Attend court to assist legal staff and undertake research and analysis tasks. Assist the Paralegal Manager in the provision of quality legal support services within the Office, including assisting with the supervision of Staff.

Eligibility/Other Requirements: Mandatory qualification Diploma of Legal Services. Applicants who have obtained or who are currently enrolled in a Law Degree or equivalent are exempt from the requirement of holding a Diploma in Legal Services. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Leeanne Hollow (02) 6207 5399 leeanne.hollow@act.gov.au

### **Paralegal**

#### **Paralegal Grade 3 \$64,728 - \$68,002, Canberra (PN: 19383)**

Gazetted: 28 May 2015

Closing Date: 16 June 2015

Details: The successful applicant will be required to provide assistance, in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Assist in and undertaking research and analysis, and maybe required to attend Court.

Eligibility/Other Requirements: Minimum qualification, Certificate IV in Legal Services or enrolled in a Law Degree. The successful candidate will be required to undergo a Criminal History check.

Contact Officer: Leeanne Hollow (02) 6207 5399 leeanne.hollow@act.gov.au

### **Paralegal**

#### **Paralegal Grade 2 \$57,983 - \$62,802, Canberra (PN: 04167)**

Gazetted: 28 May 2015

Closing Date: 16 June 2015

Details: The successful applicant will be responsible for providing support services to the legal staff in the preparation of matters for prosecution in the Magistrates and Supreme Courts.

Eligibility/Other Requirements: Certificate IV in Legal Services or enrolled in a Legal Degree. The successful candidate will be required to undergo a criminal check. Successful applicants will be required to complete the Mandatory Qualifications within 12 months of appointment.

Contact Officer: Leeanne Hollow (02) 6207 5399 leeanne.hollow@act.gov.au

### **Education and Training**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Office for Schools**

##### **Belconnen Network**

##### **University of Canberra Senior Secondary College, Lake Ginninderra**

##### **Executive Teacher-Vocational Education and Technology**

##### **School Leader C \$104,319, Canberra (PN: 20808)**

Gazetted: 03 June 2015

Closing Date: 18 June 2015

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

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Martin Watson (02) 6142 0222 martin.watson@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 of the Deputy Director-General**

#### **Training and Tertiary Education**

#### **Training and Skills Development**

#### **Liaison and Engagement Manager**

#### **Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 02371)**

Gazetted: 01 June 2015

Closing Date: 17 June 2015

Details: The Training and Tertiary Education branch is seeking a Liaison and Engagement Unit Manager within the Training and Skills Development team. The successful applicant will lead the branch's communication and marketing strategy. The successful applicant will also be responsible for maintaining relationships with key stakeholders and develop and implement strategies for the development of new relationships and the strengthening of existing relationships.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Relations, Marketing and/or Communications is desirable.

Note: This is a temporary position available to 30 November 2015 with the possibility of extension.

Contact Officer: Natascha Schwartz (02) 6207 6048 natascha.schwartz@act.gov.au

### **Office for Schools**

#### **Tuggeranong Network**

#### **Charles Conder Primary School**

#### **Classroom Teacher Years 3 - 6**

#### **Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06620)**

Gazetted: 01 June 2015

Closing Date: 15 June 2015

Details: Charles Conder Primary School based in the south of Canberra is a P-6 school with 350 enrolments. We are looking for a Classroom Teacher for a year 3 / 4 class. This teacher will need demonstrated ability to work collaboratively and build relationships with all students, parents and staff. We have a focus on using evidence based practices and Quality Teaching to inform the teaching and learning cycle, requiring regular reflection on teaching practice. We have a balanced approach to literacy and numeracy and an inquiry based model for other Australian Curriculum areas.

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

Notes: This is a temporary position available from 20 July 2015 to 26 January 2016. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Jason Walmsley (02) 6142 0177 jason.walmsley@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**University of Canberra Senior Secondary College, Lake Ginninderra**

**Classroom Teacher-Mathematics**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 19061)**

Gazetted: 01 June 2015

Closing Date: 16 June 2015

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive Year 11 and 12 curriculum delivery for the award of the ACT Senior Secondary Certificate. Qualified, professional, innovative and highly motivated applicants are sought for a Mathematics teaching position. Other areas of teaching expertise should be noted. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior Mathematics for all ability levels and show a willingness to participate enthusiastically in targeted programs and college-wide, value-add and partnership initiatives. Interested Teachers should contact the college prior to lodging an application.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

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

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

**Office for Schools**

**Belconnen Network**

**University of Canberra Senior Secondary College, Lake Ginninderra**

**Classroom Teacher - Media**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 03001)**

Gazetted: 01 June 2015

Closing Date: 15 June 2015

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive Year 11 and 12 curriculum delivery for the award of the ACT Senior Secondary Certificate. Qualified, professional, innovative and highly motivated applicants are sought for a Media teaching position. Other areas of teaching expertise (for example English) are essential and should be highlighted. The successful applicant will join a dynamic college staff and must have the capacity to deliver senior curriculum for all ability levels and show a willingness to participate enthusiastically in targeted programs and college-wide, value-add and partnership initiatives. Interested Teachers should contact the College prior to lodging an application.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

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

**North/Gungahlin Network**

**Gold Creek School**

**Classroom Teacher – Primary**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 33290)**

Gazetted: 29 May 2015

Closing Date: 12 June 2015

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for an experienced Primary trained Teacher to join our Primary campus team, working closely with others to maximise student potential.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Angela Spence (02) 6205 2953 [angela.spence@ed.act.edu.au](mailto:angela.spence@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.

**Health**

**Selection documentation for the following positions may be downloaded from**

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

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

**Canberra Hospital and Health Services**

**Rehabilitation, Aged Care and Community Care**

**Geriatric Medicine**

**Specialist - Geriatric Medicine**

**Staff Specialist 1-5 \$147,465 - \$181,976, Canberra (PN: 03420)**

Gazetted: 04 June 2015

Closing Date: 25 June 2015

The Position: ACT Health Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; Canberra Hospital and Health Services. One full time (1.0 FTE) and one part time (0.6 FTE) permanent positions exist for appropriately qualified Geriatricians. Candidates currently in their final months of training and expecting to be awarded FRACP shortly are also encouraged to apply.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$147,465 - \$181,976

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship with the Australasian College of Physicians (either current or likely to be obtained shortly).

Contact Officer: Dr Anil Paramadhathil, Director, Geriatric Medicine on (02) 62442625 or by email

[anil.paramadhathil@act.gov.au](mailto:anil.paramadhathil@act.gov.au). For academic enquiries, please contact Professor Nicholas Glasgow, Dean, ANU Medical School on (02) 6125 2622 or by email [dean.medical.school@anu.edu.au](mailto:dean.medical.school@anu.edu.au)

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health and Alcohol and Drug Services**  
**Mental Health Director of Nursing**  
**Clinical Support Officer**  
**Registered Nurse Level 4.1 \$107,764, Canberra (PN: 10736)**

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: The Clinical Support Officer (CSO) Nurse works closely with the Divisional Director of Nursing and provides high level support in assisting with the strategic and operational direction for nursing services, nursing standards and clinical nursing practice. The successful applicant will require considerable applied knowledge and experience of nursing at a senior level, well demonstrated understanding of quality and safety systems and a demonstrated commitment to meeting standards and managing job demand.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Demonstrated senior nursing experience related to the nursing work undertaken by the Mental Health, Justice Health and Alcohol and Drug Services Division. Tertiary qualification in health or a related discipline in addition to the nurse registration with AHPRA.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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

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Contact Officer: Kevin Kidd (02) 6205 3151

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Alcohol and Drug Program**  
**Nurse Alcohol and Drug Program**  
**Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 28465)**

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: Applications are invited from suitably experienced Registered Nurses interested in a permanent Level 2 position at the Alcohol and Drug Service (ADS). The current vacancy sits within the Withdrawal Unit Service however; the successful applicant will have the opportunity to work across all areas of the program. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. The Withdrawal Service has professional 24 hour nursing, medical and allied health care. This is a full time position and requires the successful applicant to demonstrate skills and knowledge of alcohol and other drug issues, an ability to



work, flexibly, within a multidisciplinary team. The ADS has a comprehensive orientation program available to support area specific training needs.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. It is desirable that the applicant holds or is working towards qualifications either at a Certificate or Postgraduate level. Minimum two years experience in alcohol and other drugs area.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Sally Billington (02) 6174 7966

**Canberra Hospital and Health Services**

**Medicine**

**Infectious Diseases**

**Sexual Health Registered Nurse**

**Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 12612)**

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: A temporary full-time work opportunity is now available for an experienced and motivated Registered Nurse to work with Canberra Sexual Health Centre (CSHC). If you are motivated, able to demonstrate well-developed interpersonal skills and have an ability to work collaboratively within a multidisciplinary team, this is an opportunity not to be missed.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Authority (AHPRA). Holds a current driver's licence. Holds or is progressing towards qualification in Sexual and Reproductive Health Nursing Certificate is desirable. A minimum of three years recent full-time equivalent clinical experience.

Note: This is a temporary position available for a period of six months. Selection may be based on application and referee reports alone. Please submit your application in support of the selection criteria along with a cover letter, current CV and two professional referees report. A merit list will be compiled to fill any similar vacancies (temporary or permanent) at level within the next 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Rendry Del Rosario (02) 6244 3758

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**Dialectical Behaviour Therapy Clinician**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 24334)**

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: The Child and Adolescent Mental Health Service (CAMHS), Dialectical Behaviour Therapy (DBT) Program is seeking a suitably trained Clinician with demonstrated experience in DBT, to participate in the CAMHS DBT Program. The program involves the implementation of a comprehensive DBT adolescent program, as well as active participation in evaluating outcomes for consumers and their parents. A suitable Clinician will have attended DBT training, and have a thorough understanding and ability to apply the theoretical underpinnings and functions of DBT. They will have an interest and ability to provide individual therapy and skills group facilitation and a demonstrated commitment to working within the DBT model, and will actively participate in the CAMHS DBT consult group.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration and/or eligibility for membership of the appropriate professional organisation.

Note: This is a temporary position available until 8 July 2016. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Elissa See (02) 6205 1128

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Cancer Allied Health**

**Senior Social Worker**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 14822, several)**

Gazetted: 04 June 2015

Closing Date: 11 June 2015

Details: The Cancer Psychosocial Service has two dynamic positions available for experienced Senior Social Workers in its hospital based service. Based in the newly opened Canberra Region Cancer Centre, this service provides psychosocial care for individuals and groups to people with a diagnosis of cancer pre-treatment and during treatment, their spouses, family members and meaningful others that are affected by cancer. Service is provided to both inpatients and outpatients within the Canberra Hospital. Social Workers in the service work within the multidisciplinary team environment to provide contemporary evidence based service guided by the principles of best practice in oncology, survivorship and palliative care service provision. Social workers provide counselling, practical support and interventions to address the needs of those accessing the range of oncology services at the Canberra Hospital. These positions offer to the right people access to professional development, a supportive progressive work environment that incorporates diverse theoretical approaches along with opportunity for practitioner research projects.

Applications are invited from experienced Social Workers with acute care experience, preferably in oncology, to provide high quality oncology clinical assessments and interventions within the hospital setting.

Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of Social Work, and to meet the minimum eligibility requirements for AASW membership. Current driver's licence. The successful applicants are required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are two positions available, one full-time and one part-time working 18:22 hours a week.

These positions may be required to participate in an overtime, on call and/or rotation roster. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Toni Ashmore (02) 6174 8540

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Biomedical Engineering**

**Project Support Engineer**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 23572)**

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: In ACT Health, Biomedical Engineering is a dynamic, progressive and enthusiastic team, which provides healthcare technology management support to the executive, clinicians, health professionals, stakeholders and clients of ACT Health. The Department ensures all technology investments provide value for money to ACT Health, are safe and clinically effective. In this new role within Biomedical Engineering, under the direction from your senior members, you will be heavily involved in the Lifecycle Management of Healthcare Technology. To be successful in the role, you will: be an innovative, committed and proactive Biomedical Engineer; have experience, knowledge and understanding of biomedical engineering practices and Australian and International Standards with the ability to provide sound biomedical engineering advice and develop medical equipment management programs; have experience in biomedical engineering and desire to learn further; be a skilled communicator able to confidently engage with ICT, health and Biomedical Engineering professionals; able to demonstrate a sound knowledge of the application of risk management in managing medical devices and systems; be able to demonstrate a sound knowledge and understanding of quality systems.

Eligibility/Other Requirements: Degree in a relevant Engineering discipline, with eligibility for full membership into one of the appropriate professional bodies, and experience in Biomedical Engineering practices and knowledge in relevant Australian standards is essential. Greater than six year's Biomedical Engineering experience highly desirable. Experience in the planning, procurement and installation and commission of complex medical systems is highly desirable. Participation in the biomedical engineering on-call roster.

Notes: To be successful in your application; Prepare responses to the Selection Criteria as a PDF document and to be uploaded with your application; Upload a cover letter and your current resume. You are requested to upload all documents in pdf format.

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

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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

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Contact Officer: Shiva Sivasubramaniam (02) 6174 8580

**Population Health**

**Health Protection Service**

**Environmental Health**

**Environmental Health Officer**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29640, several)**

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. A number of Environmental Health Officer positions are available in the Food Safety Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit someone with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Applicants must demonstrate adequate work experience, have a current driver's licence and undertake after hours work as reasonably necessary.

Applicants must meet one of the following qualification criteria:

Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA;

OR

Have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent.

Equivalency of studies and training is determined by senior environmental health staff.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Lyndell Hudson (02) 6205 0956

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Nursing Administration**

**Graduate Registered Nurse**

**Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 24966, several)**

Gazetted: 04 June 2015

Closing Date: 22 July 2015

Details: ACT Health invites applications from Graduate Registered Nurses for the **2016** Transition to Practice Program (TTPP). ACT Health offers a twelve-month, structured program that provides a supportive framework for Registered Nurses during their first year of clinical practice. We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. 12 month contracts will be offered full-time or part-time to assist Registered Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas or within a speciality or Foundation Program.

Eligibility/Other Requirements: Completed/will complete a Bachelor of Nursing Degree between November 2014 and June 2016. Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens.

Application Process:

To be considered all applications must be submitted electronically at: [www.health.act.gov.au/employment](http://www.health.act.gov.au/employment)

Applicants are required to submit the following:

Completed Application form inclusive of the required selection criteria (four questions in no more than two pages).

Curriculum Vitae

A current transcript of results from University

Two written professional referee reports using the referee template form supplied (not academic referees).

Application Packs can be accessed at:

<http://www.health.act.gov.au/professionals/nursing-and-midwifery/transition-practice-program/registered-nurses/application>

Please note: Incomplete or late applications will not be considered.

This application process is for those applicants that would like to be considered for any of the three expected 2016 graduate RN intakes (February, April and August)

Short listing will take place from the above submitted documentation

Short listed applicants will be invited to attend an interview and Assessment Centre on either September 4, 7 or 8 2015. At this time all elements of the application process will be considered including performance at interview and Assessment Centre.

Please note: Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person.

Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and Assessment Centre analysis.

Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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

**About our great city, Canberra, Australia's National Capital:**

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Closing date for ALL 2016 intakes (February, April and August) COB Wednesday 22 July 2015

Please note that incomplete or late applications will not be considered.

If you have any questions please contact the following:-

If you experience any difficulties with the e-recruitment system e.g. uploading of documents, please contact the e-recruitment hotline on 62071450.

Contact Officers: TTPP Coordinator Deborah Moore: [Deborah.moore@act.gov.au](mailto:Deborah.moore@act.gov.au) or phone (02) 6174 7057; or TTPP Nurse Educator Ainslie Monson: [Ainslie.monson@act.gov.au](mailto:Ainslie.monson@act.gov.au) or phone (02) 6244 3529. Graduate Nurse Clinical Development Nurses phone (02) 6244 4113.

Please do not hesitate to get in touch with a contact officer if you have any queries related to the application process.

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Care Program**

**Night Duty Nurse - Complex Southside House**

**Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 33096, several)**

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurses to supplement the staffing of a unique Night Duty service within the community setting. Two part time positions for Registered Nurses are available. These positions are required to provide cover for a total of 6 to 7 regular night shifts (10 hour) per fortnight. In addition successful applicants will be required to work extra shifts at times; to backfill various types of leave to meet roster requirements. This position is ideally suited to a Registered Nurse with excellent clinical skills and the ability to work autonomously in providing care to a young ventilator dependent patient residing in the home environment on the south side of Canberra. The Registered Nurse is responsible for the provision of care requiring nursing expertise and competence in the maintenance of the ventilated patient. Ongoing training and support will be provided. Interested nurses are encouraged to speak with the contact officer to discuss the position.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency and in possession of a current driver's licence. Recent experience in high dependency acute care setting and/or nursing of patients with complex needs is desirable.

Note: These positions are part-time available at 15 hours per week. Applicants should apply online to the ACT Health website. Please address the selection criteria and provide a CV. Please arrange to have two referee contacts available (including one from a current supervisor).

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Leontine Muis (02) 6244 2900

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Womens and Babies**

**Registered Midwife**

**Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 31413, several)**

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: The Centenary Hospital for Women and Children, as part of ACT Health, have temporary full-time and part-time positions available in their Birthing Unit. We are seeking experienced Midwives with a good team spirit to fill these positions.

Eligibility/Other Requirements: Registered or eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency.

Notes: These are temporary positions available at either full-time or part-time hours for a period of three to six months.

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

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

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Contact Officer: Regina Ginich (02) 6174 7582

## **Canberra Hospital and Health Services**

### **Medicine**

### **Resources**

### **Sleep Scientist**

#### **Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 31662)**

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: The Department of Respiratory and Sleep Medicine is seeking a suitably qualified individual to work in a multidisciplinary team within the Sleep Disorders Unit (SDU). The role involves performing overnight diagnostic and treatment sleep polysomnography with analysis of these studies. In addition, the individual will assist in education of treatment strategies as part of clinical care. The successful applicant will also contribute to various quality assurance programmes and show willingness towards ongoing professional development.

Eligibility/Other Requirements: Bachelor of Science or equivalent (Physiology, Allied Health, Health Sciences). Shift Work - able to work a 12 hour overnight shift on a regular basis. A minimum of 12 months experience working in a sleep laboratory. Desirable Criteria: Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Derek Figurski (02) 6244 2066

## **Strategy and Corporate**

### **General Practice**

### **Academic Unit of General Practice**

### **Kindergarten Health Check Administration Officer**

#### **Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 35616)**

Gazetted: 04 June 2015

Closing Date: 18 June 2015

Details: A position has become available within the Academic Unit of General Practice, located at the Canberra Hospital. The successful candidate will provide administrative assistance to the Research Nurse responsible for conducting the annual Kindergarten Health Check. Ideally candidates would have previous experience with databases or data entry and have some knowledge of medical terminology but this is not essential.

Notes: This is a part-time temporary position working 18:22 hours per week until 24 June 2016.

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



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

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Contact Officer: Kym Batt (02) 6244 4953

**Justice and Community Safety**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Public Advocate of the ACT**

**Public Advocacy**

**Children and Young People**

**Senior Advocate**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 43227)**

Gazetted: 03 June 2015

Closing Date: 19 June 2015

Details: The successful applicant will be required to assist the Principal Advocate administer functions of the *Public Advocate ACT 2005* relating to individual and systemic advocacy for children and young people and compliance monitoring of child protection services. They will be expected to provide high level advice to the Principal Advocate, to assist in representing the best interests and welfare of children and young people before courts, tribunals, to provide appropriate reports and undertake research where required. The successful applicant will need to have high level demonstrated experience and knowledge of the issues involved in child protection and youth justice. A thorough knowledge of relevant services also an advantage.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Social Work, Human Services, Psychology, and/or related disciplines are mandatory. This is a position of trust and applicants must be aware of confidentiality and privacy provisions. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvpv](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvpv).

Note: This is a temporary position available from 3 August 2015 until 26 February 2016. Interested applicants should submit an application which addresses the duty statement and selection criteria, a current curriculum vitae and contact details of two referees.

Contact Officer: Patricia Mackey or Christina Thompson (02) 6207 0707 [patricia.mackey@act.gov.au](mailto:patricia.mackey@act.gov.au)

**ACT Emergency Services Agency**

**Support Services**

**ESA Training**

**Curriculum and Quality Advisor**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 10969)**

Gazetted: 01 June 2015

Closing Date: 8 June 2015

Details: Emergency Services Agency (ESA) Training is responsible for the day-to-day management of the ESA Registered Training Organisation (RTO) in accordance with the Standards for RTOs and other relevant policy. The Curriculum and Quality Advisor provides advice and assistance to the ESA in ensuring that training programs and policy are conducted in accordance with the Standards for RTOs. This includes reviewing and assisting with developing training products, facilitating validation panels and working with stakeholders to ensure training programs are compliant with training packages and the Standards. This position also acts as the Deputy to the Manager, ESA Training.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (TAE40110) is highly desirable. Some out of hours work may be required.

Note: This is a temporary position available asap to 25 November 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Julie Nolan (02) 6207 0790 julie.nolan@act.gov.au

**ACT Emergency Services Agency**

**Support Services**

**ESA Training**

**Training Policy Officer**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 03862)**

Gazetted: 03 June 2015

Closing Date: 10 June 2015

Details: Emergency Service Agency (ESA) Training is responsible for the day to day management of the ESA Registered Training Organisation (RTO) in accordance with the Standards for RTOs and other relevant policy. This position is responsible for assisting ESA Training to meet its business objectives by providing research and project support activities, including for new initiatives. A solid understanding of competency based training and assessment, particularly in the public safety or health industry is desirable. Key areas and priorities for the position include: Overseeing and coordination of the delivery of AllMS 4, Asbestos and First Aid learning programs, including training and assessing, and maintaining quality standards and compliance for each program; Carriage of new training initiatives, programs and/or policy; Assisting the ESA Curriculum and Quality Advisor to review training programs for compliance under the Standards for NVR Organisations, to ensure ongoing compliance of the ESA Registered Training Organisation and Building and maintaining relationships with stakeholders.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (TAE40110) or part thereof is highly desirable.

Note: This is a temporary position available 1 July 2015 to 13 September with the possibility of extension. The position may be required to work outside of normal business hours.

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

Applications should be sent to the contact officer.

Contact Officer: Julie Nolan (02) 6207 0790 julie.nolan@act.gov.au

**ACT Human Rights Commission**

**Intake and Review Officer**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 09947)**

Gazetted: 02 June 2015

Closing Date: 16 June 2015

Details: The ACT Human Rights Commission is seeking a resilient, engaging person to be responsible for giving information, advice and referral to members of the public on rights, responsibilities and complaint options for all jurisdictions covered by the Commission. This includes complaints about health services, services for older people, children and young people and people with a disability; and regarding complaints of unlawful discrimination. The position also involves undertaking investigations of less complex health complaints, which includes collecting and analysing information, negotiating informal resolutions, and preparing reports and recommendations for further action. The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a Health, Human Services or Legal field would be desirable.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Alison Murley (02) 6205 2222 [alison.murley@act.gov.au](mailto:alison.murley@act.gov.au)

## **Corporate**

### **Capital Works and Infrastructure**

#### **Infrastructure**

#### **Operations Officer**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 43784)**

Gazetted: 01 June 2015

Closing Date: 8 June 2015

Details: Expressions of interest (EOI) are sought for an Operations Officer position within the Capital Works and Infrastructure (CWI) unit. CWI is responsible for the coordination of maintenance for Justice and Community Safety Directorate (JACS) owned and leased facilities to ensure that staff and the community can work in a safe and compliant workplace. It works in partnership with all JACS business units, and other areas of Government, to ensure that property and facilities management services are secure, timely, cost effective and delivered in accordance with relevant legislation and guidelines. CWI is seeking a motivated, well organised person who possesses good communication skills to provide high level customer service to the broader JACS community. The successful applicant will be required to perform a wide variety of operational and administrative tasks.

Eligibility/Other Requirements: Experience in facilities management, property and accommodation, including the development and implementation of policies and procedures desirable. Certificate IV or Diploma in Project Management desirable. Driver's licence essential.

Note: This is a temporary vacancy available asap for a period of three months with the possibility of extension up to a total of six months.

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

Applications should be sent to the contact officer.

Contact Officer: Luigina Corich (02) 6205 0284 [luigina.corich@act.gov.au](mailto:luigina.corich@act.gov.au)

## **Emergency Services Agency**

### **Support Services**

#### **Strategic Reform Agenda**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 12161)**

Gazetted: 01 June 2015

Closing Date: 8 June 2015

Details: The Strategic Reform Agenda Program is seeking a motivated, well organised person who possesses good communication and project management skills to provide administrative support to the Program. The successful applicant will be required to, under the general direction of Senior Manager and Director, Strategic Reform Agenda

Program, perform a wide variety of administrative tasks including provision of secretariat, policy and administrative support, prepare correspondence, organise meetings and prepare agenda and papers for meetings, support internal communication and staff and volunteer engagement activities and other administrative tasks.

Note: This is a temporary position available for a period of approximately six months with the possibility of extension. Please submit your application addressing the selection criteria, a copy of a current CV and the name and contact details of two referees.

Contact Officer: Kaylee Rutland (02) 6205 6746

### **Territory and Municipal Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

#### **Roads and Public Transport**

##### **Roads ACT**

##### **Road Maintenance**

##### **Works Coordinator**

##### **General Service Officer Level 8 \$60,476 - \$63,903, Canberra (PN: 03137)**

Gazetted: 02 June 2015

Closing Date: 16 June 2015

Details: Road Maintenance is seeking a suitable candidate who, under limited direction from the Program Delivery Manager, will coordinate the planning and delivery of a range of road maintenance services, with accountability for administration, productivity and efficiency, quality standards and OHS and environmental requirements. In particular this role oversees the delivery of pavement marking contracts and traffic signage contracts.

Eligibility/Other Requirements: Driver's licence (mandatory). Willingness to attain the following would be desirable: Traffic Control Certificates, relevant Industry Induction Certificate, Asbestos Awareness. Willingness to work overtime as and when required and to undertake training activities to meet operational and organisational expectations.

Notes: This is a temporary position available from March 2015 until April 2016. With possibility of permanency from this process. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace.

As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Peter Thompson (02) 6207 6829 [peter.thompson@act.gov.au](mailto:peter.thompson@act.gov.au)

#### **Infrastructure Roads and Public Transport**

##### **Asset Information and Management Services**

##### **Asset Information Group**

##### **AIMS Project Management Officer**

##### **Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 14108)**

Gazetted: 01 June 2015

Closing Date: 8 June 2015

Details: This position reports to the Project Officer, Capital Works Coordination and provides operational support to the Project Management Office in the development of best practice Project Management processes across the Directorate.

Eligibility/Other Requirements: Demonstrated experience in the use of MS Office, MS Excel and MS Project is highly desirable.

Contact Officer: Usman Munir (02) 6205 0596 [usman.munir@act.gov.au](mailto:usman.munir@act.gov.au)

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

**Infrastructure, Roads and Public Transport**

**Roads ACT**

**Road Maintenance**

**Road Worker**

**General Service Officer Level 5/6 \$49,180 - \$54,124, Canberra (PN: 01855)**

Gazetted: 28 May 2015

Closing Date: 11 June 2015

Details: Road Maintenance is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include line marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. This position will include a compulsory component of shift work on average two weeks a month.

Eligibility/Other Requirements: Construction Induction (White Card), Asbestos Awareness training, current vehicle licence and Traffic Control Certificate (desirable).

Note: This position may be filled on application and referee reports only. This is a temporary position, available from June 2015 until May 2016 with the possibility of permanency. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Ross Schofield (02) 6207 5364 ross.schofield@act.gov.au

**APPOINTMENTS**

**Chief Minister, Treasury and Economic Development**

**Administrative Services Officer Class 2 \$49,927 - \$55,130**

Murray Nichol 844-84697, Section 68(1), 26 May 2015

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

Genrikh Salata 844-82130, Section 68(1), 1 June 2015

**Administrative Services Officer Class 4 \$62,802 - \$68,002**

Lynette Susan Smee 824-53889, Section 68(1), 1 June 2015

**Administrative Services Officer Class 2 \$49,927 - \$55,130**

Susan Watkins 836-06867, Section 68(1), 26 May 2015

**Community Services**

**Health Professional Level 2 \$58,212 - \$79,912**

Ruth Simpson 844-00828, Section 68(1), 1 June 2015

**Health Professional Level 2 \$58,212 - \$79,912**

Rachel Wallis 844-00123, Section 68(1), 1 June 2015

**Health Professional Level 2 \$58,212 - \$79,912**

Helen Warren 844-00393, Section 68(1), 1 June 2015

## Health

### **Health Professional Level 2 \$58,212 - \$79,912**

Sarah Chapman 846-87486, Section 68(1), 29 June 2015

### **Enrolled Nurse Level 1 \$54,303 - \$58,018**

Vikki Daniel 847-26895, Section 68(1), 1 June 2015

### **Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)**

Amy Davies 846-86643, Section 68(1), 1 June 2015

### **Administrative Services Officer Class 3 \$56,568 - \$60,880**

India Finlay 844-32950, Section 68(1), 1 June 2015

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

Nicholas Hagger 845-20715, Section 68(1), 4 June 2015

### **Health Professional Level 4 \$94,653 - \$101,888**

Beth Hua 844-85323, Section 68(1), 1 June 2015

### **Building Trade Inspector \$83,230 - \$94,653**

John Manley 846-86520, Section 68(1), 26 May 2015

### **Health Professional Level 2 \$58,212 - \$79,912**

Tamarah Moore 846-86942, Section 68(1), 1 June 2015

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

Ushma Rayamajhi 846-87339, Section 68(1), 6 July 2015

### **Administrative Services Officer Class 3 \$56,568 - \$60,880**

Roman Vejvara 840-49601, Section 68(1), 26 May 2015

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

Xin Yang 844-35211, Section 68(1), 18 June 2015

## Justice and Community Safety

### **Correctional Officer Class 1 \$53,417 - \$64,102**

Emma Sanz-Pellatt 846-85886, Section 68(1), 30 May 2015

### **Government Solicitor 1 \$66,566 - \$99,676**

Emma Sherman 844-81584, Section 68(1), 4 June 2015

### **Government Solicitor 1 \$66,566 - \$99,676**

Catherine Warden 836-04108, Section 68(1), 4 June 2015

## Territory and Municipal Services

### **General Service Officer Level 5/6 \$49,180 - \$54,124**

Michael Huntley 835-99134, Section 68(1), 1 June 2015

**General Service Officer Level 5/6 \$49,180 - \$54,124**

Christopher Medhurst 835-79731, Section 68(1), 1 June 2015

**Technical Officer Level 3 \$65,150 - \$73,627**

Asm Moniruzzaman 827-20174, Section 68(1), 1 June 2015

**General Service Officer Level 5/6 \$49,180 - \$54,124**

Brenton Webster 846-87531, Section 68(1), 1 June 2015

## **TRANSFERS**

### **Health**

**Kim Barclay: 821-24276**

From: Registered Nurse Level 2 \$83,146 - \$88,125

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 22212) (Gazetted 23 April 2015)

## **PROMOTIONS**

### **Chief Minister, Treasury and Economic Development**

#### **Corporate**

#### **Corporate Management**

#### **Information Management and Ministerial Services**

**Corinne Thompson: 843-90930**

From: Administrative Services Officer Class 2 \$49,927 - \$55,130

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 3 \$56,568 - \$60,880

Chief Minister, Treasury and Economic Development, Canberra (PN. 34552) (Gazetted 14 October 2014)

### **Education and Training**

#### **Office for Schools**

#### **Belconnen Network**

#### **Macgregor Primary School**

**Susan Aveyard: 729-17934**

From: Administrative Services Officer Class 5 \$69,797 - \$73,881

Education and Training

To: Administrative Services Officer Class 6 \$75,209 - \$86,075

Education and Training, Canberra (PN. 34369) (Gazetted 11 February 2015)

### **Health**

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
Cancer Nursing**

**Alison Dadds: 821-21438**

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

To: Registered Nurse Level 2 \$83,146 - \$88,125  
Health, Canberra (PN. 35416) (Gazetted 23 April 2015)

**Canberra Hospital and Health Services  
Operational Support  
Acute Support**

**Fiona Holihan: 839-25470**

From: Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)  
Health

To: †Health Professional Level 4 \$94,653 - \$101,888  
Health, Canberra (PN. 20318) (Gazetted 7 April 2015)

**Canberra Hospital and Health Services  
Operational Support  
Support Services**

**Steven Lyons: 828-65533**

From: Health Service Officer Level 3 \$45,588 - \$47,070  
Health

To: Health Service Officer Level 4 \$47,070 - \$48,870  
Health, Canberra (PN. 14221) (Gazetted 16 April 2015)

**Justice and Community Safety**

**ACT Law Courts and Tribunal Administration  
Executive**

**Anna Elizabeth Karagiannidis: 835-81559**

From: Administrative Services Officer Class 3 \$56,568 - \$60,880  
Justice and Community Safety

To: Administrative Services Officer Class 4 \$62,802 - \$68,002  
Justice and Community Safety, Canberra (PN. 42325) (Gazetted 13 April 2015)

**ACT Government Solicitor  
Litigation and Dispute Resolution**

**Jiadi Liang: 835-69189**

From: Administrative Services Officer Class 2 \$49,927 - \$55,130  
Justice and Community Safety

To: †Government Solicitor 1 \$66,566 - \$99,676  
Justice and Community Safety, Canberra (PN. 34479) (Gazetted 13 February 2015)

**Corporate  
Governance  
Ministerial Services Unit**

**Karen Schofield: 780-57496**

From: Senior Officer Grade B \$111,478 - \$125,497  
ACT Emergency Services Agency



To: †Senior Officer Grade A \$129,470  
Justice and Community Safety, Canberra (PN. 35189) (Gazetted 1 April 2015)

## **RETIREMENTS and DISSMISSALS**

### **Justice and Community Safety**

Section 122 Public Sector Management Act 1994 - Tracie Storay: 771-11593, 1 June 2015