



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 03 September 2015**

## EXECUTIVE NOTICES

### Environment and Planning

#### **Variation – Transfer**

Gary Rake – Deputy Director-General (E699) Section 80A(1)(a) of the Public Sector Management Act 1994

### Chief Minister, Treasury and Economic Development

#### **Variation – Transfer**

David Colussi – Director, iConnect (E815) Section 80A(1)(a) of the Public Sector Management Act 1994

#### **Engagement**

David Dawes – Director-General, Economic Development, Chief Executive Officer, Land Development Agency and Coordinator-General, Economic Development and Infrastructure (E919) Section 72 of the Public Sector Management Act 1994

#### **Contract Cessation**

Note: The following Executive has been issued with a new contract as outlined below. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994. Anita Hargreaves – Director, Change Management (E563) – 30.08.2015

#### **Engagement**

Anita Hargreaves – Chief Financial Officer, Land Development Agency (E809) Section 72 of the Public Sector Management Act 1994

### Justice and Community Safety

#### **Contract Cessation**

Mark Doerty – Chief Officer State Emergency Services (E656) – 01.09.2015

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Pastoral Carer**

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

Gazetted: 08 September 2015

Closing Date: 25 September 2015

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

Contact Officer: Marian Luke (02) 6201 6215 [marian.luke@calvary-act.com.au](mailto:marian.luke@calvary-act.com.au)

#### **SPP Radiographer**

#### **Health Professional Level 1 \$54,591- \$69,555, Canberra (PN: 7710)**

Gazetted: 08 September 2015

Closing Date: 15 September 2015

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

Contact Officer: Hammam Hijazi (02) 6201 6141 hammam.hijazi@calvary-act.com.au

**Senior Medical Registrar - General Medicine**

**Senior Registrar \$116,063, Canberra (PN: 6836)**

Gazetted: 08 September 2015

Closing Date: 14 September 2015

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

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au

**Staff Specialist General Surgeon**

**Staff Specialist \$137,660 - \$169,877, Canberra (PN: various)**

Gazetted: 08 September 2015

Closing Date: 14 September 2015

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

Contact Officer: Tonia Alexander (02) 6264 7129 tonia.alexander@calvary-act.com.au

**Senior Occupational Therapist - Inpatient Rehabilitation**

**Health Professional Level 3 \$82,212 - \$86,626, Canberra (PN: 7143)**

Gazetted: 08 September 2015

Closing Date: 21 September 2015

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

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au

**Canberra Institute of Technology**

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

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

**Technology and Design**

**Communication, Media and Music**

**Music Program Coordinator**

**Teacher Level 2 \$94,697, Canberra (PN: 35568)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: CIT Communication, Media and Music, a dynamic, progressive and exciting division of CIT require the expertise of a Teacher Level 2 as their Music Program Coordinator. Keeping abreast of technological and industry developments, the Coordinator will generate new and creative opportunities in the contestable VET environment. Provide leadership and innovation in teaching delivery and assessment - including work based learning and flexible delivery. Work with the teaching and technical team to coordinate music performance nights. Coordinate collaborative activities across departments. Coordinate Program Review and Improvement meetings and report their findings. Meet with industry stakeholders and management and maintain comprehensive and critical knowledge of current practices in Vocational and Adult Education.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing; Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & 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; Diploma in Music plus music industry experience.

Note: This position is offered as a three year contract 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: Piers Douglas (02) 6207 4053 piers.douglas@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 Corporate Services**

#### **CIT Business Support**

##### **Business Support Manager**

##### **Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 14420)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: Business Support Managers are a critical part of CIT's matrix management operations and are responsible for providing financial, business process and management accounting support to CIT's Colleges and Divisions.

Duties include, but are not limited to: Financial and management analysis and reporting; Researching and providing advice to Executives, Directors and Managers on financial impacts of decisions, including human resource planning and recruitment; Management of procurement processes and outcomes; Monitoring, analysing and reporting financial, quality and statistical performance indicators; and - Co-ordinating compliance with standards, policy and procedures. Successful applicants will have (among other factors) demonstrated experience and capability in management accounting, analysis and reporting, procurement processes and delivery, and performance analysis and reporting.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Finance and Accounting would be well regarded.

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@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)**

#### **Access Canberra**

##### **Deputy Director**

##### **Senior Officer Grade A \$129,470, Canberra (PN: 31036, several)**

Gazetted: 08 September 2015

Closing Date: 22 September 2015

Details: Highly developed research and analytical skills, with the demonstrated ability to be solutions focused, identify and make sound judgements on sensitive and complex issues, and to provide balanced analysis and advice; Excellent interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels, and to represent Access Canberra and the Directorate in a range of situations; Exceptional organisational skills and demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes in a dynamic work environment; Demonstrated high level leadership and management experience of a diverse workforce in an agile and flexible environment; 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 and extensive managerial experience are highly desirable.

Note: Positions may be across various disciplines including finance, governance and regulatory areas of Access Canberra. 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: Jon Quiggin (02) 6207 0490 [jon.quiggin@act.gov.au](mailto:jon.quiggin@act.gov.au)

## **Land and Corporate**

### **ACT Property Group**

#### **Property Asset Management**

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

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35680)**

Gazetted: 04 September 2015

Closing Date: 11 September 2015

Details: The Senior Project Officer is part of a small team within ACT Property Group responsible for providing services to the Asbestos Response Taskforce project of securing, monitoring and maintaining the Mr Fluffy homes purchased by the Territory. We are seeking a person with high level expertise in building issues and maintenance and with significant experience in asbestos management of issues.

Eligibility/Other Requirements: Qualifications in the management/handling of asbestos.

Note: This position is temporary, commencing 1 October 2015 to 30 September 2016. The position may be filled on the basis of application and referee reports only.

Contact Officer: Mike Brown (02) 6207 6908 [mike.brown@act.gov.au](mailto:mike.brown@act.gov.au)

## **Land Development and Corporate**

### **ACT Property Group**

#### **Business Support**

##### **Workplace Health and Safety and Quality Assurance Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 10962)**

Gazetted: 08 September 2015

Closing Date: 22 September 2015

Details: ACT Property Group is looking for a candidate with experience in Work Place Health and Safety, quality systems and risk management to work in its Business Support Section. The successful candidate needs to be a champion of these activities and have a solid understanding of the concepts and practices in both an office and a facilities maintenance environment. Working in a small team you will need to be a self motivator as well as capable of managing staff and influencing others.

Eligibility/Other Requirements: A driver's licence is essential and Workplace Health and Safety qualifications is desirable.

Contact Officer: Paul Leyton (02) 6207 5807 [paul.leyton@act.gov.au](mailto:paul.leyton@act.gov.au)

## **Procurement and Capital Works**

### **Infrastructure**

#### **Commercial**

##### **Administrative Assistant**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 02581)**

Gazetted: 07 September 2015

Closing Date: 21 September 2015

Details: The Administrative Assistant is required to assist the ACT Courts Public Private Partnership (PPP) Project Manager and Project Team with: Financial and budget activities including invoicing; Assisting the Project Team with secretariat support for Project Control Group meetings, including preparation of documents for senior executives; Supporting and managing project probity requirements; Preparation of reports and spreadsheets; Online records management; Managing the office environment; Meeting facilitation and supporting other administration functions and governance processes in the Business Unit.

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

Contact Officer: Jey Jeyendren (02) 6207 6475 jey.jeyendren@act.gov.au

## **Land and Corporate**

### **ACT Property Group**

#### **Property Asset Management**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35678)**

Gazetted: 04 September 2015

Closing Date: 11 September 2015

Details: The Senior Project Officer is part of a small team within ACT Property Group responsible for providing services to the Asbestos Response Taskforce project of securing, monitoring and maintaining the Mr Fluffy homes purchased by the Territory. We are seeking a person with expertise in building issues and maintenance and with demonstrated experience in asbestos management of issues.

Eligibility/Other Requirements: Qualifications in the management/handling of asbestos.

Note: This is a temporary position, commencing 1 October 2015 to 30 September 2016. This position may be filled on application and referee reports only.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

## **Access Canberra**

### **Environment Protection and Water Regulation**

#### **Environment Protection**

##### **Environment Protection Officer**

##### **Technical Officer Level 4 \$75,209 - \$86,075, Canberra (PN: 09915)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: We are seeking an experienced person to develop and implement Government legislation and programs on environment protection issues. Applicants will assist with the administration of and provide advice on, the *Environment Protection Act 1997* and other Acts administered by the Environment Protection Unit including the preparation of ministerial correspondence and the preparation of briefs for prosecutions relating to breaches of legislation. The successful applicant will also assist with the supervision and training of staff in relation to legislation interpretation and implementation of environmental law enforcement practises and procedures and environmental assessment and investigations. Applicants should have sound communication and liaison skills and the ability to prioritise and deliver works programs within a specified time frame. Demonstrated knowledge of legislative processes, a working knowledge of the *Environment Protection Act 1997*, *Water Resource Act 2007*, *Lakes Act 1976* and *Fisheries Act 2000* and the ability to implement legislation including undertaking investigations is highly desirable.

Eligibility/other requirements: A tertiary qualification and/or experience in Environmental Management or other relevant qualifications are highly desirable. Qualifications and/or experience in investigation practices and experience in environmental noise measurement and assessment are highly desirable.

Notes: This is a temporary vacancy for a period of up to six months with the possibility of extension.

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@act.gov.au

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

### **Visit Canberra**

## **Marketing**

### **Senior Public Relations and Media Officer**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 56029)**

Gazetted: 08 September 2015

Closing Date: 23 September 2015

Details: The key responsibility areas for the Senior Public Relations and Media Services Officer include to proactively research, create and publish relevant editorial content to the organisation's owned channels and partner distribution channels such as newsletters, website and social channels. The position will write media releases, speeches and talking points for both the organisation and ACT Minister for Tourism. Project manage consumer and industry publication as required. Assist in the development, management and measuring of targeted public relations and media strategies. Proactively pitch story ideas to key domestic and international media. Act as second in charge to the Public Relations and Media Services Manager. Manage Visit Canberra's online image library. Build and maintain relationships with key stakeholders including media, industry operators and Tourism Australia.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Journalism, Public Relations or Media; current driver's licence; ability to work flexible hours; and demonstrated proficiency with Microsoft Office Suite and Software Applications.

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

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

### **Executive**

#### **Executive Assistant**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 24866)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: The Deputy Director-General of Arts, Business, Events, Sport and Tourism is looking for a highly motivated and organised person to undertake the role of Executive Assistant. The role involves managing telephone calls, ensuring timely responses to request for information, undertaking research and analysis, including contributing to the preparation of correspondence, cabinet submissions and ministerial papers.

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

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: Heidi Stratford (02) 6205 9878 heidi.stratford@act.gov.au

## **Land and Corporate**

### **ACT Property Group**

#### **Property Asset Management**

#### **ART Support Officer**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 26179)**

Gazetted: 08 September 2015

Closing Date: 15 September 2015

Details: The Asbestos Response Taskforce (ART) Support Officer is part of a small team within ACT Property Group responsible for providing services to the Asbestos Response Taskforce project of securing, monitoring and maintaining the Mr Fluffy homes purchased by the Territory. We are seeking a person with high-level administrative and organisational skills to support the team.

Eligibility/Other Requirements: Knowledge of asbestos management of issues would be an advantage.

Note: This is a temporary position available from 1 October 2015 until 30 September 2016. This position may be filled on application and referee reports only.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

**Revenue Management  
Systems and Finance  
ICT Systems Officer**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 12866)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: Revenue Management is looking for a motivated ICT Systems Officer with an ability to interpret, understand tax laws and other relevant legislation to assist with producing reports. The position will be required to develop and update a number of reports and process flow charts to map data extracts and assist the Finance Team with reconciling rates/land tax internal and Oracle journals.

Note: This is a temporary position available until 30 March 2016.

Contact Officer: Khurram Butt (02) 6207 1215 khurram.butt@act.gov.au

**Shared Services ICT  
Networks and Communications Services  
Unified Comms**

**Voice Support Technician**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 11466)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: The Networks and Communications Services (NCS) team is currently seeking expressions of interest from a suitably experienced person to perform the role of Voice Support Technician.

Note: This is a temporary vacancy available from September 2015 to 12 February 2016.

How to Apply: Expressions of interest should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Applications close COB Friday 18th September 2015.

Contact Officer: Shane Eccleston (02) 6207 7963 shane.eccleston@act.gov.au

**Corporate  
Corporate Management  
Information Management and Business Systems  
Information Management and Business Support Officer**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33325)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated individual to fill the role of Information Management and Business Support Officer. The responsibilities of this position cross business system support, asset management and access control, information management and Directorate operational ICT support. The successful candidate will have demonstrated ICT experience, strong customer service practices, solid communication and liaison skills, will be self-motivated, reliable and able to work in a busy environment with minimal supervision.

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

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@act.gov.au

**Access Canberra  
Road User Services**



**Licence Registration**

**Licence Registration Officer**

**Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 02098)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: Under the general direction of the Manager Licence and Registration: Provide high quality service to customers, which include members of the public, and other members of the Public Service. Produce and process correspondence in an accurate, timely manner; Enter and retrieve information from databases in an accurate, timely manner; work as a member of a team and provide on the job training in processes and procedures, operation of on-line computer systems and office software. Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.

Note: This is a temporary position available until 25 November 2015 with the possibility of extension.

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: Peter Gibbs (02) 6207 9729 peter.gibbs@act.gov.au

**Access Canberra**

**Road User Services**

**Licence Registration Officer**

**Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 02098)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: Under the general direction of the Manager Licence and Registration provide high quality service to customers, which include members of the public, and other members of the Public Service. Produce and process correspondence in an accurate, timely manner; enter and retrieve information from databases in an accurate, timely manner; work as a member of a team and provide on the job training in processes and procedures, operation of on-line computer systems and office software. Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary.

Notes: This is a temporary position available until 25 November 2015 with the possibility of extension.

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: Peter Gibbs (02) 6207 9729 peter.gibbs@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)**

**Service Strategy and Community Building**

**People Management**

**Employee Relations**

**Senior Employee Relations Advisor**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 25168, several)**

Gazetted: 07 September 2015

Closing Date: 14 September 2015

Details: The Employee Relations (ER) team is seeking a highly skilled Senior ER Advisor who will be responsible for establishing and maintaining effective working relationships with managers and staff across the Directorate. The successful applicant will have responsibility for advising on the fair, balanced and effective application of the Workplace Values and Behaviours provisions applying in the Community Services Directorate under applicable Enterprise Agreements, legislation and policies. A sound knowledge of other relevant legislation and a strong commitment to providing responsive and effective customer service are also required. While not essential, understanding of issues affecting the Community Services Directorate workforce and experience in workplace investigations will be well regarded. Experience in workplace investigations, misconduct processes and an understanding of issues affecting the Community Services Directorate workforce will be well regarded.

Eligibility/Other Requirements: Desirable: Experience in a Human Resources field and/or a relevant tertiary qualification. Experience in public sector workplace investigations.

Note: These positions are available ASAP for a period of six months with the possibility of extension and/or permanency from this process.

Contact Officer: Craig Rose (02) 6207 1210 [craig.rose@act.gov.au](mailto:craig.rose@act.gov.au)

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

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

#### **Operations**

#### **Team Leader**

#### **Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 07521, several)**

Gazetted: 07 September 2015

Closing Date: 21 September 2015

Details: The Team Leader role is focussed on providing strong leadership to build an integrated Multidisciplinary Team that supports effective service delivery to meet our statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: 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). Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least five years experience in human service delivery. Current driver's licence.

Notes: This is a temporary position, available ASAP for up to twelve months with the possibility of extension or permanency. An Order of Merit will be established using this process and will be used for filling permanent vacancies, as well as long term and short term vacancies at level, over the next twelve months. This Merit process may be used for filling Team Leader positions, in Child and Youth Protection Services Operations North, South and Intake teams.

Applications to be sent to [cypscruitment@act.gov.au](mailto:cypscruitment@act.gov.au)

Contact Officer: Vicki Anderson (02) 6207 1466 [cypscruitment@act.gov.au](mailto:cypscruitment@act.gov.au)

### **Housing and Community Services**

#### **Asset Management**

#### **Quality Improvement Unit**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 10993, several)**

Gazetted: 07 September 2015

Closing Date: 29 September 2015

Details: Quality Assurance and Continuous Improvement Team is seeking energetic and motivated team members to assist the Manager to measure and report on a range of Performance Management System (PMS) Key Performance Indicators (KPIs). Assist in conducting audit and review projects and assist in writing up report findings.

Eligibility/Other Requirements: Experience/qualifications in Word, Excel and data base interrogation highly desirable. Experience/qualifications in Project Management and/or Auditing and an understanding of service provision in the Social Housing context are desirable.

Notes: There are two temporary positions available for a period of six months with the possibility of extension and/or permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[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: Paul Hewett (02) 6207 1049 paul.hewett@act.gov.au

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

## **Cultural Facilities Corporation**

### **Canberra Theatre Centre**

#### **Canberra Ticketing**

#### **Manager, Canberra Ticketing**

#### **Administrative Service Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 012)**

Gazetted: 08 September 2015

Closing Date: 15 September 2015

Are you passionate about customer service, worked in the private sector?

Have proven success in leading a dynamic sales and call centre team?

Understand the demands of business development and management of staff?

Canberra Theatre Centre's box office, Canberra Ticketing, sells tickets for over 200 events each year. Leading a dynamic team of full time and casual staff, you are passionate about customer service, excel at managing a team of staff, have private sector working experience and are keen to play a crucial role in the development of Canberra Theatre Centre's ticketing business and contribute to Canberra Theatre Centre's success. You are skilled at process management, and care deeply about quality assurance. Tech savvy and analytical, you learn new systems quickly and understand the importance of fulfilment, customer service and data acquisition to Canberra Theatre Centre's marketing activities. Canberra Theatre Centre is an exciting place to exercise your managerial and customer service skills, if this ad sounds like you, it is guaranteed to be a rich and rewarding experience.

Note: Applicants must submit a written statement addressing the selection criteria. This position may be filled from applications and referee reports only.

Contact Officer: Mike Domigan (02) 6243 5754 [mike.domigan@act.gov.au](mailto:mike.domigan@act.gov.au)

Applications can be forwarded to: [CFC.HR@act.gov.au](mailto:CFC.HR@act.gov.au)

## **ACT Museums and Galleries**

### **Historic Places**

#### **Front of House Coordinator**

#### **Administrative Services Officer Level 5 \$69,797 - \$73,881, Canberra (PN: 9007)**

Gazetted: 07 September 2015

Closing Date: 21 September 2015

Details: Reporting to the Assistant Director, ACT Historic Places, this position is responsible for managing of front-of-house activities across the three sites of Lanyon, Calthorpes' House and Mugga-Mugga which are managed on behalf of the ACT Government by the Cultural Facilities Corporation. This is a key management and administrative position within the organisation with a main focus on the outstanding presentation of the properties whilst ensuring a level of customer service is maintained at all times. The Front-of-House Coordinator will also work closely with the Visitor Services, Education and Community Programs team to help efficiently and effectively deliver programs and activities. It is a complex and demanding role offering significant social history responsibility with a visitor focus and engagement with the public sector.

Eligibility/Other Requirements: First Aid Certificate (The successful candidate must be willing to gain this qualification upon appointment if he/she isn't already in possession of the certificate). Current manual driver's licence.

Note: Temporary 12 month contract available with the possibility of permanent appointment. Applications must address the selection criteria.

Contact Officer: Sue Ebejer (02) 6235 5677 [sue.ebejer@act.gov.au](mailto:sue.ebejer@act.gov.au)

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [CFC.HR@act.gov.au](mailto:CFC.HR@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**

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

##### **Coombs School**

##### **Deputy Principal**

##### **School Leader B \$121,464, Canberra (PN: 35783)**

Gazetted: 04 September 2015

Closing Date: 11 September 2015

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Note: 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: Kate McMahon (02) 6205 5622 [kate.mcmahon@ed.act.edu.au](mailto:kate.mcmahon@ed.act.edu.au)

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

#### **Office for Schools**

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

##### **Coombs School**

##### **Executive teacher**

##### **School Leader C \$104,319, Canberra (PN: 35761, several)**

Gazetted: 04 September 2015

Closing Date: 18 September 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 teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute). For one of these positions an Early Childhood School Teaching qualification is 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: Kate McMahon (02) 6205 5622 [kate.mcmahon@ed.act.edu.au](mailto:kate.mcmahon@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.

**Education Strategy**

**Student Engagement**

**Student Wellbeing**

**Behaviour Support Partner**

**School Leader C \$104,319, Canberra (PN: 02163, several)**

Gazetted: 04 September 2015

Closing Date: 18 September 2015

Details: Work within a Network Student Engagement Team to deliver quality services to school where a Student is experiencing difficulty connecting to school and engaging with education. This position requires a dynamic person with a commitment to making a difference to students in schools by working with teachers and executive leadership in schools. This approach would address the universal, selected and targeted intervention needs of the student population.

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

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: Mark Nicholson (02) 6205 9314 mark.nicholson@act.gov.au

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

**Office of the Deputy Director-General**

**Training and Tertiary Education**

**Business Processes and Systems - AVETARS**

**System Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33552)**

Gazetted: 08 September 2015

Closing Date: 22 September 2015

Details: The Training and Tertiary Education Branch is looking for a skilled System Manager to lead the ACT Vocational Education and Training Administration Records System (AVETARS) and the Support Team. The System Manager will have proven expertise in managing system development and implementation. The successful candidate will have a proven ability to develop test plans, test cases and lead user acceptance testing.

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

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

**Office for Schools**

**Tuggeranong Network**

**Wanniassa Hills Primary School**

**Business Manager**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 00609)**

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: Wanniassa Hills Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams

and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise and work with the Principal to ensure continuity in the delivery of key programs across the school and achieve strategic priorities. Be a member of the Executive Team at the school and respond to and provide current, accurate and detailed reporting to both the school principal and school board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and, monitor estimates and financial returns. The Business Manager has supervision responsibility for ten administrative support officers engaged in various designated roles within the school. The successful candidate will be required to plan, direct and supervise their overall duties. Assisting each with personal performance and professional development.

Eligibility/Other Requirements: Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Working knowledge of the MAZE management systems and a Current First Aid certificate or willingness to undertake appropriate training 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: John Manders (02) 6205 7466 [john.manders@ed.act.edu.au](mailto:john.manders@ed.act.edu.au)

#### **Office for Schools**

#### **Belconnen Network**

#### **Charnwood-Dunlop School**

#### **Youth Support Worker**

#### **School Assistant 4 \$57,695 - \$62,452, Canberra (PN: 34958)**

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: Charnwood-Dunlop School is seeking a Youth Support Worker who is committed to working in a collaborative educational team to develop and implement programs that support primary aged students experiencing difficulty connecting to school. The youth support worker will develop and deliver social emotional and personal development programs designed to re-engage students with learning.

Eligibility/Other Requirements: Tertiary qualifications in Youth Work or related field are desirable. A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal.

Note: This is a temporary part-time position at 33.45hrs available until 26 January 2017 with the possibility of extension and/or permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to:

[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: Nicole Nicholson (02) 6205 7322 [nicole.nicholson@ed.act.edu.au](mailto:nicole.nicholson@ed.act.edu.au)

#### **Environment and Planning**

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

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

**Office of the Director-General**

**Executive Officer to the Director-General**

**Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35944)**

Gazetted: 08 September 2015

Closing Date: 22 September 2015

Details: The Environment and Planning Directorate (EPD) has responsibility within the ACT for policy development relating to climate change, environmental management and conservation, waste, heritage, land use and transport planning, energy and water, together with regulatory responsibilities for development applications and lease administration and maintenance of spatial data bases. EPD serves the Government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. A full-time, ongoing opportunity exists for an Executive Officer with the Office of the Director-General. The position will report to the Director-General and work closely with the Deputy Director-General and Government Services. The successful candidate will assist the Director-General to manage workloads and priorities; provide strategic and procedural advice on directorate and government issues; undertake research and analysis; and review and prepare material for the Director-General. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.

Contact Officer: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

**Finance and Operational Support**

**Facilities and Fleet Management**

**Facilities Manager**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 36174)**

Gazetted: 04 September 2015

Closing Date: 18 September 2015

Details: An opportunity exists within the Environment and Planning Directorate for a self motivated individual to fill the role of Facilities Manager. This position is responsible for overseeing all building infrastructure, maintenance and fleet management issues including management of office furniture and equipment, acquisition, disposal, stock take, maintenance of the asset register and managing the Directorate's building security system.

Note: This is a temporary position available until 28 March 2016 with the possibility of an extension.

Contact Officer: Elizabeth Jolley (02) 6205 8791 [elizabeth.jolley@act.gov.au](mailto:elizabeth.jolley@act.gov.au)

**Health**

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

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

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

**Health Infrastructure Program**

**HIP Support**

**Program Manager - Critical Systems**

**Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 26959)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: The Health Infrastructure Program (HIP) is a response to meet the future healthcare requirements of the ACT and regional population. The program links the expansion and development of facilities to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients in the safest and most efficient way. This position will be responsible for the delivery of the Health Critical Infrastructure Systems Program of work that has been funded within the 2015-16 Budget bids. The position will provide management of all agreed projects including reporting to standing committees in relation to all aspects of the program of work. The aim of the Critical Systems Program of Work will be to remediate significant risks and issues being faced by ACT Health with several critical infrastructure systems deployed within healthcare facilities including

Canberra Hospital and Community Health Centres. These systems are primarily responsible for the safety and security of consumers and staff and it is critical that they meet the ACT Health's business requirements, have adequate internal and vendor support arrangements and are designed and operated in a manner consistent with ACT Health's strategic direction.

Eligibility/Other Requirements: Experience with Health Systems or ICT is highly desirable, but not required.

Notes: This is a temporary position available until 30 June 2016. Selection for this position may be based on written application and referee reports only. 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.

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Contact Officer: Karen Chudleigh (02) 6174 8013 [karen.chudleigh@act.gov.au](mailto:karen.chudleigh@act.gov.au)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Surgical Wards**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$107,764, Canberra (PN: 22380)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: Ward 5B (Orthopaedic/ Plastics/ ENT/ Maxillofacial Surgical Ward) at the Canberra Hospital is currently seeking a Clinical Nurse Consultant (CNC) who will be responsible for the operational management and leadership of the ward. Applicants must demonstrate high level management, communication and leadership ability. The CNC – Ward 5B is responsible for the operational management, nursing care including the ward quality and safety agenda, and patient flow within the ward area.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: Applicants must submit a written response to the selection criteria; Provide a current curriculum vitae and the names and contacts of two professional referees.

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: Jillian Davis (02) 617 45091 [jillian.davis@act.gov.au](mailto:jillian.davis@act.gov.au)

**Strategy and Corporate**

**E-Health and Clinical Records**

**E-Health**

**Business Analyst**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35996)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: ACT Health is implementing a range of electronic clinical systems across the organisation. These systems aim to improve the continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These electronic systems will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. Under the direction from the lead Business Analyst and Project Manager, the Business Analyst will undertake key Business Analysis activities across the ACT Health Clinical Systems Program. The key responsibilities of this position will be to undertake requirement gathering and documentation including stakeholder engagement, development of process flows, functional and non functional requirements, integration specification, and actively contribute to the implementation of data migration, testing and change management activities.

Eligibility/Other Requirements: A qualification in Business Analysis or equivalent education/training, or three or more years experience as a Business Analyst highly desirable, but not a requirement.

Note: This is a temporary position available initially for a period of three months with the possibility of extension. The successful applicants will work closely with the Project Teams to implement the new systems. Applicants may be selected on selection criteria and referee reports only.

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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<http://health.act.gov.au/employment/enterprise-agreements/>

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Contact Officer: Angela Tarn (02) 6205 9226 or Daniel Dojcinovski (02) 6205 1758

**Strategy and Corporate**

**E-Health and Clinical Records**

**Recurring Supplies and Maintenance**

**Imprivata Support Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35550)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: Under the limited direction of the E-Health and Clinical Records Support Manager, provide support for the Imprivata (faster access) solution currently being implemented into Canberra Hospital. Experience and knowledge in providing high level customer support and system administration of a technical system. This role requires the successful candidate to be able to self manage a busy workload in a small customer focused team.

Eligibility/Other Requirements: Possession of a Degree, Diploma, Certificate, Vocational or Industry Certificate such as MCSE or relevant work experience in a Microsoft and Imprivata environment is highly desirable.

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: Peter Brayshaw (02) 6174 7150

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

**Self Management of Chronic Conditions**

**Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 33202)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: The Community Care Program is seeking applications from motivated Registered Nurses for a position in Self Management of Chronic Conditions. This is an exciting opportunity to develop leadership skills, support your colleagues and expand your knowledge in the rewarding field of Self Management of Chronic Conditions. Interested Nurses are encouraged to speak with the contact officer below to discuss this position.

Eligibility/Other Requirements: Registered or eligible to register with the Australian Health Practitioner Regulation Agency. A current driver's licence. Completed Self Management Training i.e. Stanford Leader Training, Health Coaching or Motivational Interviewing Techniques and experience in delivering education sessions to a range of individuals/groups including clinicians and community groups highly desirable.

Notes: This is a temporary position available from 19 October 2015 for a period of 12 months. Applicants should complete a two page expression of interest addressing the selection criteria and include brief Curriculum Vitae. Please provide the names and contact numbers for two referees (one being your current supervisor). An order of merit will be established from this process that may be used to fill positions at level over 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: Judy Perry (02) 6205 1498

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women and Babies**

**Midwife**

**Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22495)**

Gazetted: 10 September 2015

Closing Date: 24 September 2015

Details: The Birthing Unit of the Centenary Hospital for Women and Children is seeking an experienced midwife to fill a Senior Registered Nurse/Midwife Level 2 position. The Birthing Unit is a dynamic environment and this position requires established team leader skills and excellent clinical knowledge. The position may be full-time or part-time and works a seven day a week rotating roster.

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: Emmalee Hamilton (02) 6174 7660

**Population Health**

**Health Protection Service**

**Pharmaceutical**

**Pharmaceutical Inspector**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 19569)**

Gazetted: 10 September 2015

Closing Date: 24 September 2015

Details: The Pharmaceutical Services Section of the Health Protection Service is seeking an experienced Pharmacist to fill the permanent part-time role of Pharmaceutical Inspector. Pharmaceutical Services is responsible for regulating the supply of medicines and poisons in the ACT in accordance with local legislation. It is also responsible for regulating

community pharmacy ownership and premises. Pharmaceutical Services also acts as the Territory Recall Co-ordinator for distributing information across the ACT about recalled medicines and medical devices. The primary duties of the Inspector position will be to conduct licensing and inspection activities, as well as contributing to other functions of the section. Further information about Pharmaceutical Services is available at [www.health.act.gov.au/pharmaceuticalservices](http://www.health.act.gov.au/pharmaceuticalservices).

Eligibility/Other Requirements: Be registered or have applied for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: This position is permanent part-time at 29.50 hours per week. An Attraction and Retention Incentive also currently applies for pharmacists employed by ACT Health. 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: Vivien Bevan (02) 6205 0961

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Psychologist**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 31733)**

Gazetted: 10 September 2015

Closing Date: 24 September 2015

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. This is a permanent full time position within Adult Mental Health Unit and the successful applicant will be required to work an extended hours roster and including rotating weekends.

Eligibility/Other Requirements: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This position is required to participate in an extended hours roster which include working rotating weekends. 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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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: Fiona Keddie (02) 6174 5406

**Strategy and Corporate**

**Policy and Government Relations**

**Multicultural Health Policy**

**Policy Officer Multicultural Health**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 17226)**

Gazetted: 10 September 2015

Closing Date: 24 September 2015

Details: The Multicultural Health Policy Unit is seeking a Policy Officer with the capacity to contribute to initiatives to improving organisational response to cultural and linguistic diversity.

Eligibility/Other Requirements: A knowledge and understanding of multicultural health issues or experience working with cultural diversity would be an advantage.

Notes: This is a temporary position for twelve months with the possibility of extension to. 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: Daniel Coase (02) 6205 1011

**Strategy and Corporate**

**E-Health and Clinical Records**

**E-Health**

**Clinical Systems Trainer**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 35295)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: ACT Government Health Directorate is currently implementing a range of e-Health initiatives aimed to facilitate safe, high quality, secure eHealth systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems team in the eHealth and Clinical Records branch is

looking for an enthusiastic, motivated individual with recent health industry experience to provide training to a variety of stakeholders.

Note: This is a temporary position available initially for a period of three months with the possibility of extension. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based written application and referee reports only.

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.

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Contact Officer: Jodie Mackenzie (02) 6205 9188

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women's and Babies**

**Registered Midwife**

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

Gazetted: 10 September 2015

Closing Date: 24 September 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, Postnatal Unit and Antenatal and Gynaecology 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 (AHPRA).

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.

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: Regina Ginich (02) 6174 7582

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Department of Neonatology**

**Neonatal Nursing Transition Program 2015**

**Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 26625)**

Gazetted: 10 September 2015

Closing Date: 24 September 2015

Details: Are you looking for a change and would like to work in Special Care Nursery at the new Centenary Hospital for Women and Children? Special Care Nursery (SCN) is located in the Centenary Hospital for Women and Children, Garran ACT. It is a dynamic fourteen bed unit which provides neonatal care from birth to discharge. SCN is a family integrated and developmentally care focused unit with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by Clinical Development Nurses. The Neonatal Department, as part of ACT Health also works in conjunction with the Australian Catholic University to provide an opportunity to undertake post graduate Neonatal qualifications.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: These are temporary positions available for a period of 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: Chanel Connor (02) 6174 7578

**Canberra Hospital and Health Services**

**Pathology**

**Biochemistry**

**Health Professional - Point of Care Team**

**Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 27667)**

Gazetted: 10 September 2015

Closing Date: 15 October 2015

Details: ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital. Under the direction of the Director of Clinical Chemistry, the Chief Scientist of Clinical Chemistry and within a small Point of Care (PoCT) team, the successful applicant will be required to undertake duties associated with performance of point of care and clinical chemistry testing across both campuses including liaising with internal and external customers, training of non-laboratory staff, coordination of QEAP, analysis of samples, maintenance of equipment and monitoring of supplies.

Eligibility/Other Requirements: A Degree or Associate diploma in Science or equivalent relevant qualification. A minimum of three years experience in a diagnostic laboratory.

Notes: This is a new position which will commence from the 4 January 2016. Rotation through all sections of the clinical chemistry laboratory and participation in the afterhours rosters as required (operations include 24/7 shift rosters).

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: Monica Brady (02) 6244 2835

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

**Allied Health Assistant**

**Allied Health Assistant 3 \$57,581 - \$63,904, Canberra (PN: 36095, several)**

Gazetted: 10 September 2015

Closing Date: 17 September 2015

Details: An exciting opportunity exists for suitably qualified persons to fill two Allied Health Assistant Level 3 positions in a newly developing Rehabilitation at Home (RaH) team within the Canberra Hospital and Health Service. RaH is a specialised multidisciplinary allied health team incorporating Allied Health Professionals and Allied Health Assistants. The service will provide time limited, goal-orientated rehabilitation services to clients over the age of 18 residing in the ACT community. It will provide sub-acute rehabilitation in the patient's home or community environment to prevent admission to hospital, or facilitate early discharge from inpatient units at The Canberra Hospital. RaH is in the early stages of development and some of the initial role of the position will be to work with the Team Leader and the Senior Allied Health Professionals to further develop clinical and operational components of the service. Once fully operational the role will include the delivery of therapeutic activities under the guidance of direction of Physiotherapists and an Occupational Therapist. The RaH service will be supported and managed by the Team Leader, and clinical supervision will be provided by one of the dynamic RaH Allied Health Professionals.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or recognised equivalent. Current driver's licence.

Note: These positions will be required to provide service provision 36.75 hours per week. This will likely include provision of service on a weekend roster into the future.

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.

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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: Michelle Bennett 0403 127 056

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women and Babies**

**Medication Endorsed Enrolled Nurse**

**Enrolled Nurse Level 1 \$54,303 - \$58,018, Canberra (PN: 32939)**

Gazetted: 10 September 2015

Closing Date: 24 September 2015

Details: The Antenatal/Gynaecology ward in the Centenary Women's and Children's Hospital is seeking a Medication Endorsed Enrolled Nurse. The Antenatal/Gynaecology ward specialises in complex gynaecology surgery and high risk antenatal women. Surgical nursing experience would be an asset. This position is for night duty and may be part-time or full-time, working under the supervision of a Registered Nurse/Midwife.

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

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.

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Contact Officer: Trudy Bergmann (02) 6142 6251

**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)**

**Corporate**

## **ICT Programs and Project Delivery**

### **ICT Program Manager**

**Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 36100, several)**

Gazetted: 03 September 2015

Closing Date: 17 September 2015

Details: A great opportunity exists for motivated and experienced IT professionals. The successful applicants will plan, direct and coordinate the activities required to manage and implement ICT programs and projects within the Justice and Community Safety Directorate (JACSD) in support of business sponsors. Some of these key initiatives are outlined in the 2014/15 and 2015/16 budget papers. JACSD has a large number of government and business critical systems. The larger areas within the JACSD portfolio with significant ICT footprint include: ACT Law Courts and Tribunals, Emergency Services Agency, and ACT Corrective Services. There are also a range of systems to which support provision of legal services, policy development and legislation drafting and publishing and statutory agencies' client case management.

Eligibility/Other Requirements: Relevant Tertiary/Educational Qualifications are highly desirable. Educational and professional qualification checks may be undertaken prior to employment. In addition to Project/Program Management, experience in Enterprise Architecture and/or Application Portfolio Management would be of benefit. The possession of, or the ability to attain, a baseline security clearance is a requirement.

Note: These are temporary positions available until June 2016 with the possibility of extension.

Contact Officer: Melissa Tierney (02) 6205 3196 [melissa.tierney@act.gov.au](mailto:melissa.tierney@act.gov.au)

## **ACT Corrective Services**

### **Community Corrections**

#### **Probation and Parole Unit**

#### **Team Leader**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 11208, several)**

Gazetted: 08 September 2015

Closing Date: 23 September 2015

Details: ACT Corrective Services (ACTCS) is pleased to offer several opportunities for experienced individuals to join Community Corrections as Probation and Parole Team Leaders. A career in Community Corrections is unlike any other in the Public Service and is challenging and genuinely rewarding. You are required to have an understanding of correctional issues such as assessing and managing high risk offenders, including those charged with domestic violence and sexual offences. You are also required to have an understanding of victim issues and community safety. You will be leading and managing teams and providing guidance, training and advice on case management practice. You will therefore be experienced in mentoring individuals and motivating teams. You will also be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities. Additionally, you will be required to manage a number of high risk offenders. Successful applicants will possess high level analytical, research and organisational skills, as well as an ability to adapt to new and challenging situations. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, we are interested in hearing from individuals from a variety of backgrounds.

Eligibility/Other Requirements: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) Statement of Claims against the Selection Criteria (maximum five pages); (3) a current Resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. One of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. To be eligible for permanent employment, you must be an Australian citizen or a permanent resident of Australia (including New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is 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). Current driver's licence.

Note: There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview and scenario; and (4) referee assessment. Applicants who successfully complete each stage of the recruitment process will be offered a permanent position subject to the successful completion of a criminal history

check and working with vulnerable people clearance. Current ACTCS employees will be required to undertake each stage of the recruitment process (including the psychometric test); however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. Previous applicants for the Team Leader position will not be required to undertake the psychometric testing if they have completed the testing for this position with ACT Corrective Services within the last 12 months. The recruitment process takes approximately four months. You will be notified if you do not progress from one stage to the next.

Contact Officer: Helen Child (02) 6207 0788 [helen.child@act.gov.au](mailto:helen.child@act.gov.au)

## **Legislation, Policy and Programs**

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

#### **Senior Policy Officer**

#### **Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 03888, several)**

Gazetted: 08 September 2015

Closing Date: 22 September 2015

Details: The Legislation, Policy and Programs Branch seeks two motivated Senior Policy Officers to join the Justice Planning and Safety Programs Group at the Senior Officer Grade C level. The Justice Planning and Safety Programs Group is responsible for developing policy and programs related to: Regulatory licensing; Road safety; Transport regulation; Policing services for the ACT; Crime prevention; Justice statistics; Aboriginal and Torres Strait Islander justice; Victims of Crime; and Sexual Assault. Additionally the Group is responsible for secretariat support for numerous National Forums and other bodies. The advertised positions relate to vacancies within the areas of Regulatory licensing and Road safety. Key priorities in these areas include the development of justice and road safety reforms that involve a whole-of-government and community approach to identifying and safety concerns and developing regulatory and licensing reforms.

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

Note: It is intended to fill one vacancy on a permanent basis and one temporary vacancy for a period of up to six months with the possibility of extension.

Contact Officer: Andrew McIntosh (02) 6207 0550 [andrew.mcintosh@act.gov.au](mailto:andrew.mcintosh@act.gov.au)

## **ACT Corrective Services**

### **Business, Policy and Coordination**

#### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11408, several)**

Gazetted: 08 September 2015

Closing Date: 22 September 2015

Details: Applications are sought from highly motivated officers to fill several vacancies at the Administrative Services Officer Class 6 (ASO6) level as a Senior Policy Officer in the Policy and Government Unit of ACT Corrective Services. ACT Corrective Services is a high profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the Government on a daily basis. Senior Policy Officers are responsible for the provision of well researched and timely advice to the Minister, as well as ACT Corrective Services and Justice and Community Safety Executives regarding correctional practice, and other relevant issues. The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence). The successful applicant should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team. The Senior Policy Officer will, under general direction and minimal supervision, prepare policy advice and analyse issues relating to correctional practice in the ACT, identify emerging issues in corrections, contribute to the development of policies and procedures, and coordinate input to external requests for information in regard to litigation, from oversight bodies and applications under the *Freedom of Information Act 1989*.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field (e.g. law, criminology, social sciences) or working towards such a qualification would be an advantage. The successful candidate will be required to undergo a national police criminal history check.

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

Contact Officer: Gail Robertson (02) 6207 9973 gail.robertson@act.gov.au

## **Strategic Finance**

### **Finance Officer**

#### **Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 15849)**

Gazetted: 08 September 2015

Closing Date: 15 September 2015

Details: Expressions of Interest (EOI) are sought for the role of Finance Officer in Strategic Finance, Justice and Community Safety Directorate. Strategic Finance provides budgeting and financial reporting advice to internal and external clients and stakeholders including Ministers, business units within the directorate, Senior Management and Executives. Functions of the business unit include activities such as strategic financial and asset management, budget preparation and coordination of performance indicator reporting.

Strategic Finance is seeking a motivated, well organised person with effective communication and prioritisation skills to undertake strategic financial analysis, financial modelling, reporting, budgeting and asset management functions as required.

Further information can be obtained from the attached position documentation and/or by telephoning the contact officer.

Eligibility/Other Requirements: Relevant Accounting qualifications or significant progress towards same is highly desirable.

Note: This is a temporary position available ASAP, up to four months with the possibility of extension.

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: Sharon Wong (02) 6205 8217 sharon.wong@act.gov.au

## **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)**

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

#### **Capital Works Design and Delivery**

##### **Senior Manager**

#### **Infrastructure Manager/Specialist 3 \$164,836, Canberra (PN: 35491)**

Gazetted: 04 September 2015

Closing Date: 18 September 2015

Details: The Capital Works Design and Development Team seek a Senior Manager to guide and lead them in the delivery of an extensive capital works program for the Directorate. The successful candidate will manage the physical and financial progress of the program and work with Project Managers to ensure compliance to program schedules and scopes. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: A Civil Engineering University Degree, Project Director Certification, membership of the Institution of Engineers Australia and, preferably, extensive experience in Program and Project Management.

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

**Parks and Territory Services**

**Parks and Conservation**

**Urban Reserves**

**Project Ranger**

**Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 35855)**

Gazetted: 07 September 2015

Closing Date: 21 September 2015

Details: The Parks and Conservation Service (PCS) is a Branch within the Parks and City Services Division and is responsible for the planning and management of parks and reserves and the public domain. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environments. As a Project Ranger we are seeking a highly motivated self-driven officer to provide direction and coordination in implementing a range of business systems to improve our management of natural and cultural resource management within the Urban Reserves Region of PCS.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the Territory and Municipal Services Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate, wear a uniform and hold a driver's licence is essential.

Contact Officer: Stacey Pegg (02) 6205 4165 stacey.pegg@act.gov.au

**Parks and Territory Services**

**Parks and Conservation Service**

**Urban Reserves**

**Field Supervisor**

**General Service Officer Level 7 \$55,806 - \$58,933, Canberra (PN: 35860, several)**

Gazetted: 04 September 2015

Closing Date: 23 September 2015

Details: Territory and Municipal Services Directorate invites applications from suitably skilled and motivated people interested in careers as a Field Supervisor with the ACT Parks and Conservation Service. Vacancies may exist at various worksites across the ACT. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the TAMS Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate, wear a uniform and a manual driver's licence is essential.

Note: Selection for this position may be based on written application and referee reports only. An order of merit will be established for filling permanent, fixed term (between one and five years) and temporary (up to 12 months) employment as a General Service Officer 7 within the next 12 months from this process.

Contact Officer: Nadia Rhodes (02) 6207 2497 nadia.rhodes@act.gov.au

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

## **APPOINTMENTS**

### **Calvary Health Care ACT (Public)**

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

Snehalben Bhavsar 1613082, Section 68 & 70, 25 August 2015

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

Anna Campbell 1613071, Section 68 & 70, 25 August 2015

**Registered Nurse Level 4 \$107,764 - \$123,036**

Benjamin Gardiner 1613080, Section 68 & 70, 07 September 2015

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

Gadah Ghonim 1613096, Section 68 & 70, 09 September 2015

**Registered Nurse Level 2 \$83,146 – 88,125**

Sandra Gillett 1613080, Section 68 & 70, 24 August 2015

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

Shilpi Regmi KC 1613081, Section 68 & 70, 25 August 2015

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

Shridevi Vasudeva 1613072, Section 68 & 70, 19 August 2015

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

Nadia Zora 1613095, Section 68 & 70, 06 October 2015

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

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

Brittany Nichols 835-92629, Section 68(1), 7 September 2015

### **Community Services**

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

Rebekah Gillespie 844-00190, Section 68(1), 4 September 2015

### **Education and Training**

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

Caitlin McGarvey 843-37734, Section 68(1), 3 September 2015

### **Health**

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

Ajesh Augustine 834-45653, Section 68(1), 10 September 2015

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

Dennis Birondo 834-45274, Section 68(1), 21 September 2015

**Building Trade \$62,715 - \$66,330**

Kai Cummins 846-90677, Section 68(1), 24 August 2015

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

Abin Koovaplackal Thomas 825-49346, Section 68(1), 10 September 2015

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

Jessica Leete 846-90933, Section 68(1), 7 September 2015

**Administrative Services Officer Class 2/3 \$49,927 - \$60,880**

Jennifer MacLean 840-51656, Section 68(1), 7 September 2015

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

Anju Mamachan 842-87829, Section 68(1), 10 September 2015

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

Suni Mangattukunnel Varghese 834-44685, Section 68(1), 10 September 2015

**Territory and Municipal Services**

**Bus Operator - Training \$62,383**

Rosalind Brain 846-91186, Section 68(1), 5 September 2015

**Bus Operator - Training \$62,383**

Aalia Imran 846-91100, Section 68(1), 5 September 2015

**Bus Operator - Training \$62,383**

Sanjeev Kumar 846-91231, Section 68(1), 5 September 2015

**Bus Operator - Training \$62,383**

Amandeep Singh 846-91135, Section 68(1), 5 September 2015

**Bus Operator - Training \$62,383**

Jasnoor Singh 846-91127, Section 68(1), 5 September 2015

**PROMOTIONS**

**Calvary Health Care ACT (Public)**

**Calvary Health Care - ACT**

**Nursing**

**Emergency Department**

**Meryn Steer: 1610996**

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

Calvary Health Care - ACT

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

Emergency Department (PN 8088) (27 June 2015)

**Canberra Institute of Technology**

**CIT Business Tourism and Accounting**

**CIT Tourism, Hospitality and Events**

**Stephanie McKinley: 821-00563**

From: Administrative Services Officer Class 2/3 \$49,927 - \$60,880

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 32944) (Gazetted 28 July 2015)

**Chief Minister, Treasury and Economic Development**

**Infrastructure Finance and Advisory**

**Kylie Louise Bailey: 736-92888**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$111,478 - \$125,497

Chief Minister, Treasury and Economic Development, Canberra (PN. 36002) (Gazetted 17 August 2015)

**Shared Services**

**Finance and Human Resources**

**Information and Data**

**Michelle Caulfield: 821-18706**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$111,478 - \$125,497

Chief Minister, Treasury and Economic Development, Canberra (PN. 11884) (Gazetted 6 August 2015)

**Access Canberra**

**ACT Gambling and Racing Commission**

**Compliance and Investigations**

**Janelle Grattidge: 773-04141**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$94,653 - \$101,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 55365) (Gazetted 22 July 2015)

**Shared Services**

**Information and Communication Technology**

**Jackson Rupic: 836-06015**

From: Information Communications Technology Trainee \$44,366 - \$49,927

Justice and Community Safety

To: Information Technology Officer Class 1 \$60,880 - \$69,301

Chief Minister, Treasury and Economic Development, Canberra (PN. 22779)

Note: This Promotion to non advertised vacancy has been made under Section N22.8 of the Technical and Other Professional Enterprise Agreement.

**Shared Services ICT**



## **Business and Development**

### **Online Systems**

**Joshua Yesberg: 827-08829**

From: Information Technology Officer Class 1 \$60,880 - \$69,301

Environment and Planning Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00442) (Gazetted 28 July 2015)

## **Community Services**

### **Housing and Community Services**

#### **Housing ACT**

#### **Gateway Services**

**Tony Collins: 835-84792**

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

Community Services

To: †Senior Officer Grade C \$94,653 - \$101,888

Community Services, Canberra (PN. 10588) (Gazetted 29 July 2015)

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

## **Education and Training**

### **Office for Schools**

#### **North/Gungahlin Network**

#### **Gold Creek School**

**Jacqueline Anne Chapman: 779-21297**

From: School Leader C \$104,319

Education and Training

To: †School Leader B \$121,464

Education and Training, Canberra (PN.18226) (Gazetted 17 July 2015)

### **Office for Schools**

#### **North/Gungahlin Network**

#### **Gold Creek School**

**Angela Spence: 835-39828**

From: School Leader C \$104,319

Education and Training

To: School Leader B \$121,464

Education and Training, Canberra (PN.04143) (Gazetted 17 July 2015)

## **Health**

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

#### **Women, Youth and Children**

#### **Child, Youth and Women's Health Program**

**Deborah Colliver: 741-16663**

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

Health

To: †Health Professional Level 5 \$111,478 - \$125,497  
Health, Canberra (PN. 28548) (Gazetted 23 July 2015)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Monica Gagel: 844-80784**

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

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125  
Health, Canberra (PN. 34051) (Gazetted 9 July 2015)

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Cancer Nursing**

**Sunumol Joseph: 821-58847**

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

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125  
Health, Canberra (PN. 24491) (Gazetted 9 July 2015)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Hayley Morgan: 844-76603**

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

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125  
Health, Canberra (PN. 20915) (Gazetted 13 August 2015)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Sreeraj Mundekodu Puthenveedu: 834-44175**

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

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125  
Health, Canberra (PN. 22414) (Gazetted 9 July 2015)

**Population Health**

**Health Protection Service**

**Pharmaceutical Services**

**Kapildev Parikh: 836-13602**

From: Health Professional Level 4 \$94,653 - \$101,888

Health

To: †Health Professional Level 4 \$94,653 - \$101,888  
Health, Canberra (PN. 19118) (Gazetted 23 July 2015)

**Strategy and Corporate**

**Business and Infrastructure**

**Logistics Support**

**Anshu Prasad: 840-48983**

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

Health

To: Health Service Officer Level 5 \$49,565 - \$52,029

Health, Canberra (PN. 30491) (Gazetted 23 April 2015)

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Rehabilitation, Aged and Community Care Nursing**

**Alicia Johanna Spacek: 827-25629**

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

Health

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

Health, Canberra (PN. 21865) (Gazetted 13 August 2015)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Smithamol Sreesan: 838-52937**

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

Health

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

Health, Canberra (PN. 22345) (Gazetted 9 July 2015)

**Justice and Community Safety**

**ACT Government Solicitor**

**Property and Commercial and Government Law Section**

**Lauren Brewer: 835-90172**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42596) (Gazetted 24 June 2015)

**Legislation, Policy and Programs**

**Civil Law**

**Alexander Jorgensen-Hull: 835-68645**

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

Justice and Community Safety

To: †Senior Officer Grade C \$94,653 - \$101,888

Justice and Community Safety, Canberra (PN. 35620) (Gazetted 2 July 2015)

**Emergency Services Agency**

**ACT Ambulance Service**

**Support Services**

**Barbara-Ann Stephens: 817-39201**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 09961) (Gazetted 19 June 2015)

**Territory and Municipal Services**

**Infrastructure, Roads and Public Transport Division**

**Asset Information and Management Services**

**Asset Acceptance**

**Richard Peter Noble: 711-72280**

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

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 29589) (Gazetted 9 July 2015)

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