



ACT Government Gazette

Gazetted Notices for the week beginning 07 April 2016

EXECUTIVE NOTICES

Justice and Community Safety

Engagement

Andrew Taylor – Public Trustee and Guardian (E839) Section 72 of the Public Sector Management Act 1994

VACANCIES

Canberra Institute of Technology

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

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

CIT Trade Skills and Vocational Learning

CIT Culinary

Senior Educator

Teacher Level 2 \$97,559, Canberra (PN: 35917)

Gazetted: 11 April 2016

Closing Date: 18 April 2016

Details: The Canberra Institute of Technology requires an experienced Teacher Level 2 to provide leadership in and management of education and related activities in the CIT Culinary Department. The incumbent will be required to offer leadership and guidance to support teachers in relation to teaching and learning practices, and to support student progression and provide a quality student experience. The position requires administering of the operational requirements of the Apprenticeship System, User Choice, Australian Quality Authority (ASQA), to ensure contractual obligations of the Registered Training Organisation are met. The applicant will also need to manage the Program Review and Improvement process for the delivery area, and to represent CIT through effective liaison with internal and external stakeholders including partners, industry and the community. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). A *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Knowledge and experience in the ASQA requirements, ACT Standards and User Choice requirements.

Note: This position is temporary for 12 months with the possibility of extension up to 5 years.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@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.

Technology and Design

Hairdressing and Beauty Therapy

Make Up Teachers

Casual Teacher \$0,000, Canberra (PN: Casual Teacher)

Gazetted: 07 April 2016

Closing Date: 5 May 2016

Details: The Hairdressing and Beauty Therapy Department at Canberra Institute of Technology strives to deliver the highest quality education. The objective is to have the courses, facilities and staff at leading, world standard level and have our graduates be viewed as the preferred applicants for positions within their chosen industry. We deliver a Certificate III in Make Up and Certificate IV and Diploma in Beauty Therapy. We currently have an opportunity within the department for qualified and experienced Make Up Teachers who can deliver period, fantasy, catwalk make-up including airbrushed make-up and creative designs for client briefs. The specific units of delivery are: Design and apply make-up. Design and apply make-up for photography. Design and apply remedial camouflage make-up. Apply airbrushed make-up. Design and apply creative make-up. The role is responsible for providing excellence in education and training by developing and delivering teaching to a diverse range of students, providing assistance to the co-ordinator in the development of teacher and student resources and using innovative delivery and assessment approaches.

Eligibility/Other Requirements: TAE40110 (Cert IV Training and Assessment). Relevant vocational qualifications along with industry currency. Experience delivering and assessing training. Strong digital literacy skills. Evidence of ongoing professional development.

Contact Officer: Angela Ryan (02) 6207 3223 angela.ryan@cit.edu.au

Capital Metro

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

Capital Metro Agency

Communications and Stakeholder Engagement

Communications Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 32552)

Gazetted: 08 April 2016

Closing Date: 22 April 2016

Details: The Capital Metro Agency (CMA) is responsible for the ongoing planning, design and delivery of a light rail service between Gungahlin and the City. The Communications and Stakeholder Engagement Branch is seeking a self starter with creativity, lots of initiative, and sound judgement to join the team as a Communications Officer.

Duties include, but are not limited to, the preparation of content for the CMA's various communication materials, providing assistance in the coordination of events, and the preparation of accurate and timely reports as required.

Contact Officer: Melanie Taylor (02) 6205 2053 melaniea.taylor@act.gov.au

Governance and Communications

Governance and Business Solutions

Manager, Corporate Services

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 34312)

Gazetted: 08 April 2016

Closing Date: 22 April 2016

Details: The Capital Metro Agency is responsible for the ongoing planning, design and delivery of a light rail service between Gungahlin and the City. The Governance and Business Solutions Branch is seeking an organised and highly motivated individual to fulfil the role of Manager, Corporate Services. Duties include, but are not limited to, coordinating the development of the Directorate's corporate plans and policies, managing the delivery of corporate services and leading the Business Solutions teams to provide support tasks for information technology, facilities management, records management, and transactional finance for the Directorate.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Chief Minister, Treasury and Economic Development

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Access Canberra

Community, Business Transport Regulation

Finance Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36855)

Gazetted: 07 April 2016

Closing Date: 21 April 2016

Details: Develop and maintain systems to account for all monies received and expended by Access Canberra including accounts payable and accounts receivable operations, general ledgers, processing bond collection and refunds, debt management and banking to ensure Access Canberra's systems reflect industry best practice, Accounting Standards, government and organisational requirements; Provide financial reporting, analysis and advice that meets the needs of Executives and Line Managers; Prepare financial statements, output reports, advice on financial trends and expenditure/revenue forecasts for relevant Business Units; Monitor and analyse financial issues and discrepancies and provide accurate information and advice on financial policy, procedures, and systems; Provide regular reports against performance measures to management including assisting with gathering, collating, presenting, analysing and auditing financial information and statistics and provide input into Estimates and Ministerial briefings as required; Undertake financial support for specific programs and activities such as costing of budget initiatives, capital proposals and/or project costings and reporting; Maintain financial databases and spreadsheets; Advise and assist the management in the development and enhancement of the services offered by the Unit and evaluate the effectiveness of the services; Maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Robyn White (02) 6207 5279 robyn.white@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Licensing and Registrations

Manager, Transport Licensing and Infringements

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 33121)

Gazetted: 07 April 2016

Closing Date: 21 April 2016

Details: Under the limited direction of the Senior Manager: Lead a team responsible for the delivery of quality customer service in a regulatory environment including complex driver licensing, vehicle registration and motor vehicle related infringement matters, work with others in the Access Canberra team to continually review and improve business processes and client service delivery, assess applications on a risk and harm basis to ensure we deliver quality outcomes for clients and the community, prepare complex correspondence including ministerials, briefs and internal reviews, develop and review operating procedures, maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until May 2017 with the possibility of extension.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

Shared Services

Partnership Services Group

Business Application Management/Education ICT

ICT Support Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 05087)

Gazetted: 11 April 2016

Closing Date: 25 April 2016

Details: To support Information and Communication Technology (ICT) initiatives and provide advice on ICT related matters in an Education context.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Current drivers licence is desirable or the ability to obtain a licence within a reasonable period.

Contact Officer: Mamun Khandakar (02) 6207 4757 mamun.khandakar@act.gov.au

Access Canberra

Transport Regulation

Road User Services

Infringement Administration Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 11971)

Gazetted: 11 April 2016

Closing Date: 25 April 2016

Details: Under the general direction of the Manager: Provide quality client service over the phone, counter and in writing regarding motor vehicle Infringement processes; Provide information and eligibility requirements for motor vehicle Infringement processes; Accept and assess applications for withdrawals, extensions, disputes and infringement notice management plans; Adjudicate images for traffic camera detected offences; Research and extract information from databases accurately and efficiently; Liaise with other Transport Regulation sections, Access Canberra and other stakeholders; and provide administrative support to senior staff members to ensure the objectives of the office are achieved. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: This position may be required to rotate through other Business Units within Transport Regulation.

Note: An order of merit will be established and may be used to fill identical vacancies within Road User Services which may occur over the next 12 months.

Contact Officer: Alicia Curtis-Cocks (02) 6207 7099 alicia.curtiscocks@act.gov.au

Revenue Management

Compliance, Investigations and Awareness

Inspection Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 56119)

Gazetted: 08 April 2016

Closing Date: 22 April 2016

Details: The Compliance, Investigations and Awareness Section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include undertaking a range of operational and administrative tasks relating to the investigations of ACT tax law. The role includes assisting in the investigation and research of compliance activities and functions, assisting the section achieve output targets, conducting searches of internal and external databases, general office administration duties and providing high quality customer service.

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

Economic Development

Sales, Marketing and Property Management

ACT Property Group

Director, ACT Property Group

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E279)

Gazetted: 08 April 2016

Closing Date: 22 April 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and high performing officer to fill the position of Director, ACT Property Group. Reporting to the Executive Director, Sales, Marketing and Property Management, the Director, ACT Property Group will: Provide support to the Executive Director, Sales, Marketing and Property Management; Lead the Group in delivering the aims and objectives identified in the attached Position Description; Develop strong relationships within the Directorate and across Government and with ACTPG's various customer sectors; Integrate strategic business and financial planning processes; Provide high level property policy advice to Ministers, Directors-General and to staff with an interest in property matters across all Directorates; Guide the development of the Group's four Sections to improve business performance and to provide best practice customer service; Develop ACT Government property policy that is consistent with property policy in other Australian jurisdictions and in the development/updating ACT Government accommodation strategies; and Represent the ACT Government on the national Government Property Group.

Applicants should be able to demonstrate executive management skills of an exceptionally high order, including high quality communication skills and an understanding of financial management. Applicants should also be able to demonstrate their ability to manage in a constantly changing technological, customer focused and fee-for-service environment, and experience in or understanding of the provision or property services.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Daniel Bailey (02) 6205 2250 daniel.bailey@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

Work Safety Commissioner/Director, Construction, Environment and Workplace Protection

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E617)

Gazetted: 11 April 2016

Closing Date: 25 April 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and high performing officer to fill the role of Director, Construction, Environment and Workplace Protection. This role also currently also includes concurrent appointment to the statutory role of Work Safety Commissioner. The Construction Environment and Workplace Protection Division is responsible for regulation across a broad spectrum of industries but has a particular focus on construction regulation, work safety and environment protection.

This position will play a key role in the delivery of Access Canberra's reform and service delivery agenda. The position may also be required to rotate between other Access Canberra business units from time to time and will be a member of a broader Access Canberra Executive team.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Brett Phillips (02) 6205 0322 brett.phillips@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Tenancy Operations

Tenant Support and Community Connections Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36809)

Gazetted: 12 April 2016

Closing Date: 26 April 2016

Details: The Tenant Support and Community Connections position is attached to the Tenancy Operations Section of Housing ACT and provides specialist advice, information, support and case management to public housing tenants who may be experiencing issues impacting on their ability to maintain their tenancy. The occupant of this position is required to have an understanding and experience in working with clients with complex needs and a commitment to innovation and flexible service responses to assist clients to achieve better housing and social outcomes. The successful applicant for this position will have excellent interpersonal, communication (oral and written), liaison, negotiation, representation and problem solving skills.

Eligibility/Other Requirements: A current driver's licence. Experience in using a range of IT business and office applications. Ability to obtain a Working with Vulnerable People check. Relevant tertiary qualifications in Social

Work, Welfare Work or Community Development and/or a minimum of three years working with clients with complex needs are highly desirable.

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

Contact Officer: Alexandra Groves (02) 6207 1346 alexandra.groves@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 Director-General

Executive Office

Executive Office

Executive Officer to the Director-General

Senior Officer Grade A \$133,383, Canberra (PN: 17501)

Gazetted: 08 April 2016

Closing Date: 20 April 2016

Details: The Community Services Directorate is seeking applications from high-performing Executive Officers for the role of Executive Officer to the Director-General. The Executive Officer to the Director-General is a member of the Executive Office team and works with the Director-General, the Deputy Director General, the Executive Officer to the Deputy Director-General, Executives and Executive support staff to deliver key outcomes for the Directorate. The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive Assistants. The Unit is a critical first point of contact for the Directorate by the Ministers and their staff, Government office holders, representatives of other ACT Government and Commonwealth agencies, the community sector and clients. The Unit is a dynamic and solutions focused area focused on delivering high level support to the Executive and Ministers.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

Contact Officer: Sue Chapman (02) 6205 0839 sue.chapman@act.gov.au

Education

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

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

Deputy Director General

Regulation and Compliance

Children's Education and Care Assurance

Education and Care Authorised Officer

Professional Officer Class 2 \$77,482 - \$88,676, Canberra (PN: 26005, several, expected vacancy)

Gazetted: 12 April 2016

Closing Date: 26 April 2016

Details: Children's Education and Care Assurance is seeking applications from motivated professionals to fill several expected permanent vacancies in the Quality Assurance team. The role of the successful applicants will be to undertake assessment and rating of services, conduct compliance monitoring activities as well as providing professional support to providers, educators, families and other stakeholders in accordance with the National Quality Framework.

Eligibility/Other Requirements: Qualifications and experience in Education and Care is required. The successful applicants will be required to complete (ACECQA) Authorised Officer and Assessor Training. A current driver's licence is essential.

Note: An order of merit may be established from this process to fill future vacant positions at level over the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Canberra Hospital and Health Services

Division of Pathology

Anatomical Pathology

Anatomical Pathologist

Specialist/Senior Specialist \$159,644 - \$197,006

Senior Specialist \$215,686, Canberra (PN: 29849)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

The Position: The Department of Anatomical Pathology is part of ACT Pathology, the supplier of comprehensive pathology services to Canberra Hospital, Calvary Hospital and ACT community. The Department provides pathology services to ACT and Queanbeyan Breast Screen. There are 8 other Anatomical Pathologists and 6 registrar positions. The Department promotes a collegial and flexible work environment. There are over 23,000 surgical pathology and 15,000 cytopathology accessions. Facilities for a wide range of immunohistochemistry, electron microscopy, flow cytometry, molecular pathology and liquid cytology are available on site. As well as Anatomical Pathology there are departments of Microbiology, Haematology, Chemical Pathology and Immunopathology within ACT Pathology, which are directed by Specialist Pathologists and a molecular genetics laboratory.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Senior Specialist: \$215,686. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$364,469 - \$486,039.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal College of Pathologists of Australasia (FRCPA).

Contact Officer: SEE SPECIAL CONDITIONS

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2 6 Bowes Street Philip ACT 2606

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

ACT Wide Mental Health Services

Unit Manager, Brian Hennessy Rehabilitation Centre

Registered Nurse Level 4.2 \$118,893, Canberra (PN: 03866)

Gazetted: 14 April 2016

Closing Date: 28 April 2016

Details: Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- ACT Wide Mental Health Services
- Adult Acute Mental Health Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services (CAMHS)

◦Justice Health Services

Overview of the work area and position: Brian Hennessy Rehabilitation Centre (BHRC) is a contemporary evidence-based service providing high quality mental health care including psychosocial rehabilitation and support to consumers within a residential setting. Service delivery is underpinned by the principles of Recovery and aims to provide collaborative care involving the consumer, their carers and other key stakeholders. As Unit Manager of BHRC, you will provide senior leadership for the clinical and administrative operations of BHRC and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in BHRC and their carers. You will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers/Health Service Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory requirements are; Current registration or eligibility for registration Australian Health Practitioner Regulation Agency (AHPRA). Minimum of 12 months leadership or management experience. Strong understanding of mental health services. Desirable requirements are; Post Graduate Qualification in Mental Health Nursing or working towards such, and current driver's licence. Please note prior to commencement successful candidates will be required to, have current registration issued under the *ACT Working with Vulnerable People Act 2011* and undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health 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, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move 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 three hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>

Contact Officer: David Jackson-Hope (02) 6207 8331 david.jacksonhope@act.gov.au

Office of the Director General

Ministerial and Government Services

Assembly Liaison Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36820)

Gazetted: 14 April 2016

Closing Date: 28 April 2016

Details: An opportunity is available for the role of Assembly Liaison Officer in the Ministerial and Government Services Team. This person will be responsible for the management and coordination of ACT Health's Legislative Assembly program and business. The successful applicant will provide strategic and timely advice to key stakeholders on Legislative Assembly business as well as relevant policy issues. This includes application of relevant guidelines in preparation of Assembly documentation. The successful applicant will be expected to work effectively in a busy environment with demonstrated ability to set priorities and manage a diverse range of duties. A comprehensive knowledge, or experience with ACT Legislative Assembly and Cabinet processes, machinery of

Government matters and ACT Health would be an advantage. Personal Attributes: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive; Adaptability and flexibility to accommodate competing demands; Sound communication, liaison and negotiation skills; and Strong writing skills.

Eligibility/Other Requirements: A sound knowledge and understanding of the ACT Legislative Assembly, Cabinet and legislative frameworks and processes desirable. Please note prior to commencement successful candidates will be required to, undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health 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, or People with Disability, to apply for all positions.

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

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: Jackie Anderson (02) 6205 0829 jackie.andersen@act.gov.au

Health Planning and Infrastructure

Health Service Planning

Strategic Accommodation - Asset Management

Accommodation Coordinator

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 15075)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: This position will undertake activities to support strategic accommodation requirements of the organisation as they relate to general accommodation (Accommodation Variation Requests), leasing demand and staging and decanting, space audits, blocking and stacking and managing FFE stores requirements. The position will undertake audits, maintain administrative records and registers and undertake specific project activity. This position is responsible for the direct line management of staff and provides backup support to the Senior Manager, Strategic Operations. The successful applicant will need to have demonstrated experience in managing workloads, Project Management, including developing programs, blocking and stacking requirements and represent the team at high level committees and prepare minutes and briefs. The successful applicant will have the ability to manage a number of projects concurrently, a sound knowledge of relevant legislation and policies, and the ability to work effectively with internal and external stakeholders.

Eligibility/Other Requirements: Mandatory: Relevant qualifications or experience in Project and/or Asset Management are desirable. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This is a temporary position available until June 2017, with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. Successful applicants may be found suitable on the basis of written applications only. ACT Health 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, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at:

<http://health.act.gov.au/employment/enterprise-agreements/>. ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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. Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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<http://www.canberrayourfuture.com.au/>.

Contact Officer: Sam Morgan (02) 6174 8002 sam.morgan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist - Outpatients

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 22009)

Gazetted: 14 April 2016

Closing Date: 28 April 2016

Details: Acute Support Physiotherapy is seeking a suitably qualified applicant to join our outpatient team based at Canberra Hospital. Acute Support Physiotherapy aims to provide high quality patient centred physiotherapy service based on evidence or best practice principles for clients of the Canberra Hospital. The physiotherapy outpatient team provide specialised outpatient services including the management of acute complex musculoskeletal/orthopaedic conditions, hands/plastics/burns conditions, aquatic physiotherapy, lymphoedema and haemophilia.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: At least three years work experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: You will be required to participate in an overtime roster. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health 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, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at:

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<http://www.canberrayourfuture.com.au/>

Contact Officer: Jane Hermolin (02) 6244 3882

Canberra Hospital and Health Services

Medicine

Acute Support Services

Social Worker

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 20762)

Gazetted: 14 April 2016

Closing Date: 28 April 2016

Details: Applications are invited from experienced Social Workers interested in working in establishing new services and improving existing services in a challenging acute hospital environment. The successful applicant/s will work within a social work clinical prioritisation framework providing service to one or a number of adult, maternity and paediatric inpatient and outpatient units. Opportunities exist to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education.

Eligibility/Other Requirements: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers is essential. Previous hospital practical experience is highly desirable.

Note: There is one permanent full time position. An order of merit established from this process may be used to fill future vacancies at level over the next 12 months. Selection may be based on applications only or a combination of application and interview. The successful applicant is required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Madeline Clark (02) 6244 2155 madeline.clark@act.gov.au

Canberra Hospital and Health Services

Pathology

Immunoassay

Immunology Senior Scientist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 26301)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: Immunology is a subsection of the Immunoassay Department of ACT Pathology. Services provided include screening and characterisation of autoantibodies; allergy testings including total IgE, allergen specific IgE and tryptase; serum protein analysis including quantitation of immunoglobulins and complements, paraprotein and cryoglobulin investigation; and CSF oligoclonal bands detection. A wide range of methodologies including indirect immunofluorescence, ELISA, Multiple Particle based flow cytometry, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, CARIS/FIDIS and Image Navigator System. Under the direction of the Director of Immunology and the Chief Scientist of Immunoassay you will be responsible for the day-to-day supervision of the Immunology subsection, providing leadership in strategic planning and optimal operational management.

Eligibility/Other Requirements: Mandatory: A degree in medical laboratory science or equivalent relevant qualifications. Desirable: Experience in diagnostic Immunology and/or Special Proteins would be highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: 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: Monica Brady (02) 6244 2835

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Children Health Programs

Social Work Counsellor

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 28440)

Gazetted: 14 April 2016

Closing Date: 28 April 2016

Details: We are seeking a Social Worker with extensive experience in therapeutic counselling. The Social Work team works with vulnerable families with complex psychosocial issues including attachment, trauma and compromised perinatal mental health which may have an impact on family relationships, parenting capacity and the health and wellbeing of infants and children. This position is based at Tuggeranong Community Health Centre but services are provided at other Health Centres across the ACT and at various off campus locations including home visits. This position is fully supported with clinical supervision. Applicants are strongly advised to telephone the Contact Officer for more detailed information about this position.

Eligibility/Other Requirements: Appropriate Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Current driver's licence.

Notes: This part-time position at 22:03 hours per week, and will be based in Tuggeranong. Applicants should address the Selection Criteria in full and provide a CV and References to be considered for this position.

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: John Couto (02) 6205 2752 john.couto@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Occupational Therapist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 30505)

Gazetted: 14 April 2016

Closing Date: 28 April 2016

Details: The Acute Occupational Therapy team at the Canberra Hospital pride themselves on the provision of high quality services to our health service and the people of Canberra and the surrounding district. We are a dedicated, thorough and supportive team of therapists with a range of experience and diverse backgrounds. Currently we are seeking the skills of a senior therapist with a passion for paediatrics to join our team in this established area of Occupational Therapy practice. If the sound of this appeals to you then we would encourage you to apply for the position and look forward to receiving your application.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence.

Notes: This is a part-time temporary position available at 18:23 hours per week until September 2016.

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

To complete your application you must prepare responses to the selection criteria your referee reports and a curriculum vitae and upload this as part of your application.

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Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

Health, Planning and Infrastructure

Health Infrastructure Program

Administration Support Team Leader

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 21591)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: Health Infrastructure is looking for a suitably experienced Administration Officer to fill the role of Administration Support Team Leader. The Administration Team Leader is responsible for the management of a team of Administrative Support Officers who provide support to internal and external stakeholders across the life of health infrastructure projects in an often complex and high pressure environment. The successful applicant will possess strong administrative experience, excellent communication skills, the ability to identify areas for improvement and implement change, and high level negotiation skills. Demonstrated ability to lead a small team to deliver required outcomes is also desirable. A background in administration, with a high level knowledge of and experience with secretariat functions would be an advantage.

Eligibility/Other Requirements: Experience working in an office environment supporting health, or project management activity is desirable, but not required. Recent experience in the provision of secretariat support.

Recent experience in direct management of staff in accordance with relevant Enterprise Agreement/s and

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

Notes: This is a temporary position is available until December 2016, with the possibility of extension. Selection may be based on application and referee reports only.

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: Alice Fawcett (02) 6174 8010 alice.fawcett@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Library

Library Technical Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 25105)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: The ACT Health Library is seeking an experienced Library Technical Officer to assist in the provision of technical services for the Library. Applicants should have sound knowledge and experience in the acquisition, cataloguing, Document Delivery, and Loan Desk Management. Knowledge of medical terminology/background is desirable.

Eligibility/Other Requirements: Library Technical qualifications or five year experience in medical library, highly desirable.

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Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

Strategy and Corporate

Performance and Innovation

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 35820, several)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: The Territory Wide Surgical Services Team is seeking applications from highly motivated individuals interested in joining a dynamic team who are involved in new initiatives in realigning surgery across the Territory. This exciting opportunity includes the management of patients waiting for elective surgery in the ACT. The successful applicant will be required to complete an administrative audit of the Request for Admission form, add patients to the elective surgery waiting list, audit the surgery waiting lists and respond to calls from consumers to the Surgery Access Line.

Eligibility/Other Requirements: Excellent communication, organizational and time management skills with the ability to liaise effectively with staff and patients in a busy team environment. Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage.

Notes: 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: Elaine Men (02) 6205 1157 elaine.men@act.gov.au

Director General Reports

Financial Management

Revenue and Financial Support

Admission Office Administration Support Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 36817)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

The Financial Management Branch is responsible for providing strategic financial leadership within a devolved financial model. The Financial Management Branch undertakes the Corporate financial functions including the coordination of Directorate level budget development and statutory financial and performance reporting together with financial policy development. The Financial Management Branch's Finance Managers assist managers throughout ACT Health with their financial responsibilities.

Overview of the work area and position: Revenue and Financial services cover a large amount of invoicing services and other functions to multiple stakeholders within ACT Health. As the Admissions Office Administration Support Officer, you will participate as part of a team in the admissions administration office. This role will liaise with, and provide high standards of communication and provision of information for both internal and external stakeholders. This position will also provide assistance in the training for all admitting staff in all admission options e.g. public, private, non-eligible, and compensable patients.

Personal Attributes: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. High level of data integrity skills and use in your daily work. Ability to assist and support a dynamic team in the raising and processing of invoices.

Eligibility/Other Requirements: Desirable: A sound knowledge and experience with hospital patient information systems and admissions processes will be advantageous.

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

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Contact Officer: Jason McNamara (02) 6244 3670 jasonw.mcnamara@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Client Support Services

Administration Support Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 00288)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: An exciting opportunity exists to permanently fill the position of Administration Support Officer within the division of Rehabilitation, Aged and Community Care (RACC). The successful applicant will have sound administration and communication skills with the ability to work within a multidisciplinary team across multiple sites. A high level of customer service skills is also essential as well as experience and knowledge in IT systems including ACTPAS.

Notes: 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: Belinda Carrington (02) 6244 2767 belinda.carrington@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Team Leader

Sterilising Services Technical Officer Level 2 \$57,493 - \$65,834, Canberra (PN: 29350, several)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: Expressions of interest are sought for suitable individuals to fill the position of Sterilising Team Leader (TO2) Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital and Health Services (CHHS), private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas: SS at Mitchell, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at CHHS; Pre-Rinse Sterilising Unit (PRSU) at Calvary Health Care (CHC); Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CHHS.

As a Team Leader, you will effectively manage SS rostering and in consultation with management, lead the team in the day to day operations of production areas in accordance with AS/NZ 4187:2014, the Quality Management System, Workplace Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirement: Desirable: Relevant qualification in Sterilising such as Certificate in Sterilising or Nursing highly desirable. A current driver's license is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These are temporary positions are available for three months in the first instance with possibility of extension. This position involves participating in an on-call roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

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

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Contact Officer: Sandra Wheeler (02) 6213 3206 sandra.wheeler@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Sterilising Technician

Sterilising Services Health Service Officer Level 3/4 \$46,966 - \$50,347, Canberra (PN: 29338, several)

Gazetted: 14 April 2016

Closing Date: 21 April 2016

Details: Expressions of interest are sought for suitable individuals to fill the position of Sterilising Technician (HSO 3/4) Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital and Health Services (CHHS), private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas: SS at Mitchell, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at CHHS; Pre-Rinse Sterilising Unit (PRSU) at Calvary Health Care (CHC); Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CHHS

Under supervision, the Sterilising Services Technician will reprocess Reusable Medical Devices (RMDs) in accordance with operational requirements, AS/NZ 4187:2014, Infection Control guidelines, the Quality Management System, Workplace Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirements: Desirable: Attainment of Certificate III in sterilisation or commitment to complete same within two years. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These positions are available for three months in the first instance with possibility of extension. This position involves participating in an on-call roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

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

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Contact Officer: Sandra Wheeler (02) 6213 3206 sandra.wheeler@act.gov.au

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

Corporate and Strategic Services

Court Information and Systems

Senior Project Officer - Information and Statistics

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 32095)

Gazetted: 08 April 2016

Closing Date: 22 April 2016

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Senior Project Officer - Information and Statistics. This section is currently implementing a new case management system (ICMS). The successful applicant will be responsible for overseeing the development and improvement of the COGNOS BI reporting capability within the ACT Law Courts and Tribunal. They will also be responsible for the preparation of ACT Law Court and Tribunal statistics and managing the operation of the ACT Sentencing Database. Experience in project management and COGNOS system along with knowledge of or demonstrated ability to learn the processes, protocols, reporting requirements for external and internal accountability measures within a very short timeframe for a highly procedural organization like the courts and tribunal whilst ensuring integrity of data is highly desirable.

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

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

Team Leader

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 14004)

Gazetted: 11 April 2016

Closing Date: 25 April 2016

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Team Leader in the Case Management Unit in Offender Services and Corrections Programs. Under the limited direction of the Offender Services and Corrections Programs Manager, you will be responsible for managing a team of case management and offender services staff, overseeing the development and reviewing of case management plans and strategies and assisting in the development and management of interventions for high-risk detainees requiring intensive rehabilitation and reintegration support. Further to this, you will participate in the ongoing review and evaluation of work practices within the Case Management Unit, ensure information is recorded with a high degree of accuracy and contribute to the monthly data recording and information required by ACTCS Senior Management. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills. You will also have a demonstrated ability and understanding of case management practice and ability to provide practical advice on complex case management issues. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (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. Ideally, one of the referees should be a current supervisor.

Eligibility/Other Requirements: Tertiary qualifications in behavioural/social sciences/education fields highly desirable; Current driver's licence is essential; Eligible candidates will be required to undergo a criminal history check. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is essential. For further information on Working with Vulnerable People registration refer to -

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

Applicants may be required to undertake psychological aptitude testing as part of the assessment process.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

AMC Indigenous Case Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35794)

Gazetted: 12 April 2016

Closing Date: 29 April 2016

Details: ACT Corrective Services is looking for values-driven professionals to be part of a highly skilled team committed to providing effective case management for detainees. Working closely with other AMC Case Managers, and under the direction of the Team Leader, Case Management Unit, you will deliver case management for offenders in the Alexander Maconochie Centre with a view to identifying and reducing risk while supporting rehabilitation and community integration on release from custody. You will also deliver case management in line with international best practice. Further to this, you will have the opportunity to provide professional advice, input and support in relation to all aspects of offender management within the AMC and you will participate in multi-disciplinary meetings to develop individual case plans and facilitate group programs designed to maximise rehabilitative opportunities for offenders. To be successful in this role you will be able to demonstrate an understanding of and commitment to contemporary best practice in relation to case management. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs. The primary focus of this role is assistance for Indigenous clients; however the position holder will also be required to provide case management services and supports to non-indigenous clients. This position will work closely with AMC Indigenous Liaison Officer Experience working with offenders.

Eligibility/Other Requirements: This is a designated position and is only open to Aboriginal and Torres Strait Islander people. Relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* is essential. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: Applicants must identify as an Aboriginal or Torres Strait Islander person (*section 42, Discrimination Act 1991*). This position is based at the Alexander Maconochie Centre in Hume. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (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. Ideally, one of the referees should be a current supervisor.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

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

Legislation, Policy and Programs

Criminal Law Group

Senior Legal Policy Officer

Legal 1 \$59,972 - \$120,785, Canberra (PN: 03206)

Gazetted: 07 April 2016

Closing Date: 14 April 2016

Details: The Criminal Law team in Legislation, Policy and Programs is seeking applications for a Legal 1 temporary 12 Month vacancy, at the high range of the classification (Legal 1.8 to 1.10). The team is responsible for criminal law policy and legislation in the ACT. The successful applicant will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. Functions will include, preparing advice and related reports and correspondence for the Attorney General and Minister for Corrections, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team. The salary range for this position is \$94,653 - \$117,241 (legal 1.8- 1.10) depending on relevant experience.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office is essential. Experience in developing legislation and an understanding of a wide range of civil law and human rights law matters is highly desirable. Experience in the area of administration of criminal justice will also be well regarded.

Note: This is a temporary position available 30 August 2016 to 29 August 2017. Two written referee reports should be provided with your application. Selection may be based on application and referee reports only.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@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

Parks and Territory Services

Exec Unit

Strategic Planning and Development / Asset and Data Integration

Data and Information Manager

Technical Officer Level 4 \$77,482 - \$88,676, Canberra (PN: 17872)

Gazetted: 11 April 2016

Closing Date: 25 April 2016

Details: Territory and Municipal Services is seeking a Geographic Information System (GIS) Officer, with specific responsibility for developing, managing and coordinating Parks and Territory Services asset management and operational programs relating to urban tree management.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in the use of ESRI Geographic Information Systems, Oracle, and FME as well as a current drivers' Licence.

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

Contact Officer: Daniel Goodwin (02) 6205 0066 daniel.goodwin@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

City Services

Place Management

General Service Officer

General Service Officer Level 9 \$67,119 - \$75,852, Canberra (PN: 00500)

Gazetted: 08 April 2016

Closing Date: 22 April 2016

Details: The successful candidate will have experience in providing leadership and direction to a large team of diverse staff. The role involves delivering horticultural and cleaning services to urban open space areas. The candidate will utilize their technical knowledge while managing working relationships with staff, contractors, stakeholders and the general public to achieve successful outcomes. Key to the role is to maintain a safe working environment for all workers and the public, ensure that all plant and equipment is in good working condition and that all reporting is completed in a timely manner.

Eligibility/Other Requirements: Trade certificate in Horticulture or equivalent qualification is required, Current manual driver's licence is essential (light rigid licence desirable). WH&S Construction Industry Induction 'White Card' is highly desirable. Preparedness to wear a uniform. Preparedness to work anywhere in the ACT. Ability to undertake the physical requirements of the tasks listed in the Position Description.

Note: This recruitment process will also be used to establish an order of merit list to fill both future permanent and short term vacancies over the next 12 months.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@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

Canberra Institute of Technology

Administrative Services Officer Class 3 \$58,278 - \$62,720

So Young Lee 827-15850, Section 68(1), 7 April 2016

Chief Minister, Treasury and Economic Development

Senior Officer Grade B \$114,847 - \$129,290

Penelope Shields 846-96294, Section 68(1), 7 April 2016

Administrative Services Officer Class 2 \$51,436 - \$56,796

Carlie Smith 844-76582, Section 68(1), 12 April 2016

Education

Senior Officer Grade C \$97,514 - \$104,967

Cristina May de Jongh 846-86950, Section 68(1), 7 April 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Belinda Lloyd: 845-21451, Section 68(1), 7 April 2016

Health

Registered Nurse Level 2 \$85,659 - \$90,789

Natalie Brown 842-88354, Section 68(1), 5 April 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Ella Cuffe 848-67612, Section 68(1), 26 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Navya James 834-44765, Section 68(1), 5 April 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Phillipa O'Reilly 821-14801, Section 68(1), 11 April 2016

Technical Officer Level 1 \$53,114 - \$55,686

Marilyn Pinugu 845-20248, Section 68(1), 18 April 2016

Senior Officer Grade C \$97,514 - \$104,967

Amanda Jane Welch 784-79736, Section 68(1), 18 April 2016

Staff Specialist 1-5 \$157,285 - \$212,498

Anandhi Rangaswamy 847-11044 Section 68(1), 7 March 2016

Justice and Community Safety

Administrative Services Officer Class 6 \$77,482 - \$88,676

Hollie Boyson 848-66417, Section 68(1), 4 April 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Emma Wigmore 848-66409, Section 68(1), 4 April 2016

Territory and Municipal Services

Administrative Services Officer Class 5 \$71,907 - \$76,114

Ricky Knight 848-65617, Section 68(1), 8 April 2016

TRANSFERS

Health

Rebecca Hamilton: 762-82470

From: Health Professional Level 3 \$84,697 - \$89,244

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 31321) (Gazetted 7 January 2016)

PROMOTIONS

Canberra Institute of Technology

CIT Technology and Design

CIT Hairdressing and Beauty Therapy

Angela Ryan: 763-46593

From: Teacher Level 1 \$68,451 - \$91,334

Canberra Institute of Technology

To: †Manager Education Level 1 \$113,077

Canberra Institute of Technology, Canberra (PN. 51858) (Gazetted 8 March 2016)

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.

Chief Minister, Treasury and Economic Development

Procurement and Capital Works

Infrastructure Procurement branches

Roger Ackland: 836-06066

From: Infrastructure Officer 3 \$97,740 - \$107,293

Health

To: †Infrastructure Officer 4 \$115,838 - \$131,609

Chief Minister, Treasury and Economic Development, Canberra (PN. 29485) (Gazetted 11 November 2015)

Procurement and Capital Works

Infrastructure Procurement branches

Katherine Ashley: 820-70271

From: Infrastructure Officer 3 \$97,740 - \$107,293

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$115,838 - \$131,609

Chief Minister, Treasury and Economic Development, Canberra (PN. 33782) (Gazetted 11 November 2016)

Procurement and Capital Works

Infrastructure Procurement Branches

Dylan Matthew Blom: 821-24647

From: Infrastructure Officer 3 \$97,740 - \$107,293

Canberra Institute of Technology

To: †Infrastructure Officer 4 \$115,838 - \$131,609

Chief Minister, Treasury and Economic Development, Canberra (PN. 01392) (Gazetted 11 November 2016)

Procurement and Capital Works

Infrastructure Procurement branches

Peter James Churcher: 820-95065

From: Infrastructure Officer 3 \$97,740 - \$107,293

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 4 \$115,838 - \$131,609
Chief Minister, Treasury and Economic Development, Canberra (PN. 24809) (Gazetted 11 November 2016)

Access Canberra

Registration and Fair Trading

Working with Vulnerable People (Background Screening)

Katrina FLECK: 820-7094

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 19620) (Gazetted 8 February 2016)

Shared Services

Finance

Reporting Team

Shakti Khemchandani: 821-16268

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$114,847 - \$129,290

Chief Minister, Treasury and Economic Development, Canberra (PN. 11114) (Gazetted 28 January 2016)

Community Services

Service Strategy and Community Building

Finance and Budget

Internal Audit and Risk Management

Thuwaraka Kugaprasatham: 835-87360

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Community Services

To: †Administrative Services Officer Class 6 \$77,482 - \$88,676

Community Services, Canberra (PN. 36544) (Gazetted 4 March 2016)

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.

Office for Children, Youth and Family Support

Child and Youth Protection Services

CYPS Operations

Catherine Mathieson: 827-56978

From: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Community Services

To: †Health Professional Level 4 \$97,514 - \$104,967

Community Services, Canberra (PN. 16901) (Gazetted 28 April 2015)

Education

Office for Schools

Belconnen Network

Kingsford Smith School

Stanley Peter Parrott: 817-98420

From: General Service Officer Level 8 \$62,304 - \$65,835

Education

To: †General Service Officer Level 10 \$77,482 - \$88,676

Education, Canberra (PN. 36518) (Gazetted 29 February 2016)

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.

Office for Schools

Tuggeranong Network

Namadgi School

Kevin Charles Seal: 835-31930

From: General Service Officer Level 8 \$62,304 - \$65,835

Education

To: †General Service Officer Level 10 \$77,482 - \$88,676

Education, Canberra (PN. 35399) (Gazetted 29 February 2016)

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.

Office for Schools

North and Gungahlin Network

Amaroo School

Susan Aveyard: 729-17934

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Education

To: †Senior Officer Grade C \$97,514 - \$104,967

Education, Canberra (PN. 36883) (Gazetted 19 February 2015)

Office for Schools

Belconnen

Macgregor Primary School

Tanya Price: 817-43745

From: School Assistant 2 \$43,736 - \$48,298

Education

To: Administrative Services Officer Class 5 \$71,907 - \$76,114

Education, Canberra (PN. 28707) (Gazetted 16 October 2015)

Education Strategy

Learning and Teaching

Curriculum

Masayoshi Hashinaka: 835-88603

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Education

To: †Senior Officer Grade C \$97,514 - \$104,967

Education, Canberra (PN. 36645) (Gazetted 11 February 2016)

Health

Canberra Hospital and Health Services

Medicine

Renal

Allen Alias: 834-44079

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 28461) (Gazetted 7 January 2016)

Canberra Hospital and Health Services

Surgery Oral Health and Imaging

Surgical Administration

Melanie Applebee: 820-72920

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Health

To: †Senior Officer Grade C \$97,514 - \$104,967
Health, Canberra (PN. 35658) (Gazetted 30 July 2016)

**Strategy and Corporate
Business and Infrastructure
Security and Emergency Preparation
Frank Downie: 842-89390**

From: Administrative Services Officer Class 2/3 \$51,436 - \$62,720
Health

To: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health, Canberra (PN. 25031) (Gazetted 18 February 2016)

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Nursing
Christopher Harris: 842-90032**

From: Registered Nurse Level 2 \$85,659 - \$90,789
Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249
Health, Canberra (PN. 36233) (Gazetted 18 February 2016)

**Canberra Hospital and Health Services
Women, Youth and Children
WCH Operational
Stephanie Hatch: 838-53032**

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health

To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Health, Canberra (PN. 21434) (Gazetted 10 March 2016)

**Canberra Hospital and Health Services
Medicine
Renal
Bijosh Kinattukerayil John: 833-48001**

From: Registered Nurse Level 1 \$61,683 - \$82,398
Health

To: Registered Nurse Level 2 \$85,659 - \$90,789
Health, Canberra (PN. 22303) (Gazetted 7 January 2016)

**DDG TCH and Health Services
Medicine
Renal
Mary Shelphy: 834-44773**

From: Registered Nurse Level 1 \$61,683 - \$82,398
Health

To: Registered Nurse Level 2 \$85,659 - \$90,789
Health, Canberra (PN. 22273) (Gazetted 7 January 2016)

**Canberra Hospital and Health Services
Medicine
Acute Support Services
Katheryn Louise Vine: 780-57429**

From: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)
Health

To: †Health Professional Level 5 \$114,847 - \$129,290
Health, Canberra (PN. 36541) (Gazetted 21 January 2016)

Justice and Community Safety

**ACT Law Courts and Tribunal
Registry Operations**

Danielle Leah Campbell: 791-30675

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Justice and Community Safety

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Justice and Community Safety, Canberra (PN. 43643) (Gazetted 11 September 2015)

**ACT Law Courts and Tribunal Administration
Magistrates Court**

Registry Operations

Jessica Gibson: 836-01943

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Justice and Community Safety

To: Administrative Services Officer Class 5 \$71,907 - \$76,114

Justice and Community Safety, Canberra (PN. 42341) (Gazetted 22 January 2016)

Public Advocate

Kim Nicholls: 840-27584

From: Health Professional Level 1 \$56,241 - \$71,657

Calvary Health Care ACT (Public)

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Justice and Community Safety, Canberra (PN. 27453) (Gazetted 25 February 2016)

Corporate

Capital Works and Infrastructure

Infrastructure

Matthew Mark Phillip Oliver: 821-14393

From: Administrative Services Officer Class 2 \$51,436 - \$56,796

Justice and Community Safety

To: Administrative Services Officer Class 5 \$71,907 - \$76,114

Justice and Community Safety, Canberra (PN. 09720) (Gazetted 22 February 2016)