



ACT Government Gazette

Gazetted Notices for the week beginning 11 August 2016

EXECUTIVE NOTICES

Health

Contract Cessation

Liesl Centenera – Director, People Strategy and Services (E284) – 01.07.2016

Transport Canberra and City Services

Contract Cessation

Paul Peters – Executive Director, Roads and Public Transport (E581) – 12.08.2016

VACANCIES

Calvary Health Care ACT (Public)

Nursing

Various

Registered Nurse

Registered Nurse Level 1 \$61,683-\$82,398, Canberra (PN: Various)

Gazetted: 17 August 2016

Closing Date: 17 August 2017

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

Reference Number 13490

Contact Officer: Lezanne Smith (02) 6201 6160 lezanne.smith@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Patient Flow Unit

After Hours Coordinator

Registered Nurse Level 4 Grade 1 \$111,021, Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 29 August 2016

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

Reference Number 13544

Contact Officer: Elaine Bell (02) 6264 7080 elaine.bell@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Clare Holland House

Endorsed Enrolled Nurse

Enrolled Nurse Level 1 Year 2 \$56,903 (pro rata part time), Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 26 August 2016

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

Reference Number 13443

Contact Officer: Lynne O'Callaghan (02) 6264 7300 lynne.o'callaghan@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Nursing - Midwifery

Registered Midwife

Registered Nurse Level 1 \$61,683-\$82,398, Canberra (PN: Various)

Gazetted: 15 August 2016

Closing Date: 9 November 2016

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

Reference Number 13491

Contact Officer: Nursing and Midwifery Office (02) 6201 6160 lezanne.smith@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Various

Endorsed Enrolled Nurse

Enrolled Nurse Level 1 Year 1 - Enrolled Nurse Level 2 \$55,944 - \$60,728, Canberra (PN: Various)

Gazetted: 15 August 2016

Closing Date: 10 August 2017

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

Reference Number 13497

Contact Officer: Lezanne Smith (02) 6201 6160 lezanne.smith@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical Services

Occupational Therapy

Occupational Therapist

Health Professional Level 1/2 \$73,686, Canberra (PN: TBA)

Gazetted: 11 August 2016

Closing Date: 7 September 2016

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

Reference Number 13369

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical Services

Occupational Therapy

Senior Occupational Therapist

Health Professional Level 4 \$104,967, Canberra (PN: TBA)

Gazetted: 11 August 2016

Closing Date: 7 September 2016

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

Reference Number 13388

Contact Officer: Michael Malcomess (02) 6201 6087 michael.malcomess@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Surgical - Educator

Clinical Development Nurse

Registered Nurse Level 2 Year 3 \$89,080, Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 9 September 2016

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

Reference Number 13393

Contact Officer: Endoscopy and Surgical Manager (02) 6201 6878 anne.eade@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Peri-operative

Registered Nurse

Registered Nurse Level 2 \$85,659, Canberra (PN: TBA)

Gazetted: 11 August 2016

Closing Date: 18 August 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au> Reference Number 12024

Contact Officer: Fiona Carruthers (02) 6201 6892 fiona.carruthers@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Pharmacy

Technical Officer

Technical Officer Level 1 Year 1 \$53,114, Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 2 September 2016

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

Reference Number 13504

Contact Officer: Sarah Smith (02) 6201 6266 sarah.smith@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Clinical Decision Unit

Enrolled Nurse

Enrolled Nurse Level 1 Year 1 - Level 2 \$55,944-\$60,728, Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 2 September 2016

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

Reference Number 13414

Contact Officer: Matthew Luther (02) 6201 6111 matt.luther@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Graduate Program

Graduate Nurse

Registered Nurse Level 1 Year 1 \$61,683, Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 18 August 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au> Reference Number 13513

Contact Officer: Jason Kershaw (02) 6201 6122 jason.kershaw@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Social Work and Psychology

Psychologist

Health Professional Level 3 Year 1 - Level 3 Year 3 \$84,697-\$89,244, Canberra (PN: TBA)

Gazetted: 17 August 2016

Closing Date: 26 August 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>
Reference Number 13515
Contact Officer: Michelle Greene (02) 6201 6314 michelle.greene@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

CIT Student and Academic Services

CIT Student Services

Team Leader

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 16455)

Gazetted: 17 August 2016

Closing Date: 24 August 2016

Details: Applications are sought for the position of Team Leader in CIT Student Services to manage the day-to-day operations of CIT Student Services at any of the CIT locations. This includes: first-point-of-contact enquiries; all general counter services including taking payments and issuing student cards; enrolments and re-enrolments; specialist student services, including referrals to services and information sources; and use of student information systems. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. Sound knowledge of a student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable. 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: Tertiary qualifications relevant to the position are highly desirable. Experience, preferably in a Tertiary Education environment is highly desirable.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to two years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 53A, 53B and 71 and CIT Enterprise Agreements.

Contact Officer: Leon Fraser (02) 6207 4200 leon.fraser@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**

Sales, Marketing and Property Management

ACT Property Group

Manager, Business Improvement

Senior Officer Grade A \$133,383, Canberra (PN: 37493)

Gazetted: 16 August 2016

Closing Date: 30 August 2016

Details: The ACT Property Group is in an exciting time of development and as a result, we are looking for an experienced Manager with business improvement experience to join our motivated team. As Business Improvement Manager you will operate with a high level of autonomy and be responsible for working with other senior managers in ACT Property Group to review and deliver significant business improvements. The areas of focus and expertise will be in strategic asset management, facilities management, property management, projects, and maintenance activities. The role will suit someone with a passion for improving property operations and customer service experience in a property related environment.

Eligibility/Other Requirements: Relevant qualifications and extensive managerial experience in a complex work environment related to property and facilities management are highly desirable.

Contact Officer: Garry Gordon (02) 6205 2250 garry.gordon@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.

Enterprise Canberra

Executive

Executive Officer

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 35656)

Gazetted: 16 August 2016

Closing Date: 30 August 2016

Details: Enterprise Canberra is seeking an experienced and highly motivated Executive Officer to undertake the permanent role of Executive Officer to the Deputy Director-General. The successful candidate will provide high level responsive advice to the Director-General on strategic, administrative and operational matters as required. The role requires management, preparation and quality assurance of speeches, briefs and correspondence for the office of the Deputy Director-General. The ability to exercise sound judgement in a variety of situations, possess exceptional written and verbal communication skills, and the ability to work under pressure and discreetly handle a wide range of confidential matters, is essential. The position is also required to provide high level liaison with Ministers offices, senior government and public officials, and stakeholders. This opportunity would suit a self motivated candidate with an eye for detail, great communications skills and a team player.

Eligibility/Other Requirements: Previous Executive Officer experience would be desirable.

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

Contact Officer: Jeff House (02) 6207 7279 jeff.house@act.gov.au

Sales, Marketing and Property Management

ACT Property Group

Manager, Corporate Planning

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 13592)

Gazetted: 15 August 2016

Closing Date: 29 August 2016

Details: The ACT Property Group is in an exciting time of development and as a result, we are looking for an experienced Manager with corporate planning and business management experience to join our motivated team. As Corporate Planning Manager you will operate with a high level of autonomy and be responsible for working with all the senior managers in ACT Property Group to deliver corporate planning, reporting and communications activities with senior stakeholders, customers and the community. The role will suit someone with a passion for planning and co-ordinating strategic and operational work priorities in a property related work environment.

Eligibility/Other Requirements: Relevant qualifications and extensive managerial experience in a complex work environment are highly desirable.

Contact Officer: Garry Gordon (02) 6205 2250 garry.gordon@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.

Shared Services

Shared Services ICT

Technology Services

Active Directory Administrator

Senior Information Technology Officer Grade C \$97,514 - \$104,967, Canberra (PN: 17678)

Gazetted: 12 August 2016

Closing Date: 19 August 2016

Details: To administer Microsoft Active Directory while supporting the development and integration of business systems for ACT Government directorates.

Note: This is a temporary position available until 17 February 2017 with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Bruce Bull (02) 6207 3575 bruce.bull@act.gov.au

Finance and Budget

Various Branches

Senior Analyst

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 55766, several)

Gazetted: 12 August 2016

Closing Date: 26 August 2016

Details: Are you looking for an opportunity to influence Government policy? Do you want to work closely with the ACT Government to develop and manage the Territory's budget? The Finance and Budget Division is looking for highly motivated and experienced senior analysts with expertise in analysis of policy proposals and financial analysis to join an energetic and enthusiastic team. The successful applicant will have demonstrated conceptual and analytical skills with the ability to research and analyse complex information both in a policy context and from a financial perspective. Demonstrated judgement, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues are also highly regarded. The ability to communicate effectively, build effective working relationships, contribute to team outcomes and prepare thorough written and financial reports is also a requirement of this position.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Accounting, Economics, Finance or similar field.

Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

Corporate

Corporate Management

Audit and Risk

Security Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37453)

Gazetted: 11 August 2016

Closing Date: 25 August 2016

Details: Corporate Management is seeking applications from suitably experienced persons to perform in the role of Security Project Officer. The successful applicant will be required to plan, manage and conduct physical security risk assessments across the Directorates diverse locations and prepare treatment action plans. Additionally, the role offers the opportunity of exposure to the development and facilitation of training programs, to support the Directorates Agency Security Advisor (ASA) on elements of the ACT Government Protective Security Framework and supporting Directorate security policies. Sound knowledge of security policies, in particular the ACT Government's Protective Security Framework and demonstrated experience in undertaking operational risk assessments would be beneficial. Formal qualifications in Protective Security, Risk Management, or any other related field would be well regarded.

Eligibility/Other Requirements: This position is identified a Position of Trust and the successful applicant must be able to obtain and maintain the required an ACT Government Baseline Security Clearance. If a security clearance is not able to be obtained, temporary employment will be terminated.

Note: This is a temporary position available until 30 June 2017.

Contact Officer: David Hart (02) 6205 3020 david.hart@act.gov.au

Shared Services

Shared Services ICT

Business Application Management/Education ICT

ICT Support Officer

Information Technology Officer Class 2 \$77,482 - \$88,676, Canberra (PN: 15206)

Gazetted: 15 August 2016

Closing Date: 29 August 2016

Details: To support Information and Communication Technology (ICT) initiatives and provide advice on ICT related matters for the Education Directorate.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension.

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

**Asbestos Response Taskforce
Program, Governance and Risk
FOI and Information Management
Records Coordinator**

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 35683)

Gazetted: 15 August 2016

Closing Date: 22 August 2016

Details: A Records Coordinator is required to fill a temporary position at the Administrative Service Officer 5 level, supporting the Records Management function of the Asbestos Response Taskforce. The successful applicant will be required to provide administrative and technical assistance to create and maintain the records and information management program (Objective) which helps deliver the Taskforce's strategic objectives. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT home

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

Contact Officer: Rowena Thomas (02) 6207 5470 rowena.thomas@act.gov.au

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

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 42085)

Gazetted: 17 August 2016

Closing Date: 31 August 2016

Details: Information Management and Business Support is seeking a highly motivated and organised individual to fill the role of Ministerial Officer. The Ministerial Services team is responsible for the coordination, tracking and monitoring of incoming and outgoing correspondence and briefs. The successful applicant will have a demonstrated knowledge of Government procedures and processes relating to Ministerial correspondence, have excellent interpersonal skills and be able to work in a fast paced environment.

Eligibility/Other Requirements: Proficiency with correspondence tracking systems such as HP Records Manager is also required.

Contact Officer: Tracey Henry (02) 6207 3764 tracey.henry@act.gov.au

**Business Services
Shared Services
Strategic Finance
Financial Services Officer**

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 14275)

Gazetted: 15 August 2016

Closing Date: 29 August 2016

Details: A temporary vacancy exists for a person with a strong understanding of the workings of Accounts Payable and Accounts Receivable. Essential attributes will include a high focus on client service, highly developed analytical skills, a self starter, a team player, flexible and adaptable in order to be able to meet changing business conditions. Highly developed oral and written communication skills are essential in this role also as is significant experience in utilising a financial accounting system. Other duties may be required from time to time for other finance and administrative functions within the Shared Services.

Eligibility/Other Requirements: Experience with Oracle, desirable.

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

Contact Officer: Steven Gallace (02) 6205 0793 steven.gallace@act.gov.au

Shared Services

Partnership Services Group

Commercial Services – Record Services

Business Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 05755)

Gazetted: 12 August 2016

Closing Date: 19 August 2016

Details: Record Services has an Administrative Services Officer Class 4 temporary opportunity for a person with strong administrative background and skills to take on the role of Business Support Officer. This role undertakes a variety of functions including: Administer the day to day accounts payable and receivable functions of the business unit, including invoice requests/production, petty cash and monthly accruals. Assist in the day to day administrative functions of the business unit, including human resources and accommodation related matters. Assist in managing the business unit's governance program including monitoring of business continuity, security and risk plans. Assist with the development and delivery of census and sentencing related programs for the ACT Public Service records collection. As required assist in the development and implementation of reporting strategies to monitor business operations.

Note: This is a temporary vacancy available for a period of 10 months until July 2017 with the possibility of extension. This is a full-time position however part-time may be considered.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Economic Development

Procurement and Capital Works

Finance and Reporting

Administrative Officer

Administrative Services Officer Class 2 \$51,436 - \$56,796, Canberra (PN: 37381)

Gazetted: 15 August 2016

Closing Date: 22 August 2016

Details: Finance and Reporting are seeking an enthusiastic person to offer their administrative skills in assisting the day to day administrative functions: filing, data entry and general administrative duties as directed.

Note: This is a temporary position available from September to 31 March 2017.

Contact Officer: Babita Busic (02) 6207 0121 babita.busic@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

Corporate Services

Finance and Budget

Financial Controller

Senior Officer Grade A \$133,383, Canberra (PN: 55612)

Gazetted: 17 August 2016

Closing Date: 7 September 2016

Details: Finance and Budget is responsible for the overall directorates budgeting and financial management. The Unit is the interface between the Directorate and ACT Treasury and provides support to the Directorate's business units. The Financial Controller manages the Finance and Budget Unit and is responsible for overall budgeting and financial management. The position is responsible for ensuring compliance with legislation, accounting standards,

guidelines and policies and ensuring that statutory reporting requirements are met. The position provides high-level advice to the Director-General and the Board of Management regarding the Directorate's budget and financial position and also provides leadership and direction across the Directorate regarding budget and financial management. This position reports to the Chief Finance Officer.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting are essential. Membership of professional accounting body is desirable, but not essential.

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@act.gov.au

Office of the Deputy Director General

Executive Unit

Executive Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35627)

Gazetted: 17 August 2016

Closing Date: 31 August 2016

Details: The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive assistants. The Unit is a dynamic and outcomes oriented area focused on delivering high level support to Ministers, the Executive and other government and community stakeholders. The successful candidate will be highly motivated and organised with exceptional skills in strategic thinking and developing productive working relationships.

Note: This is a full-time position however part-time will be considered.

Contact Officer: Claire Barbato (02) 6207 6516 claire.barbato@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Tenant Relocation Officer – Public Housing Renewal

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37157, several)

Gazetted: 16 August 2016

Closing Date: 23 August 2016

Details: The renewal of Public Housing stock is a major initiative of the ACT Government. The Tenant Relocation Team is responsible for the management of the Tenant Relocation Strategy and will oversee the relocation of up to 1288 Public Housing tenants as part of the Public Housing Renewal Taskforce activity. The occupants of these positions will work closely with and support public housing tenants to relocate from identified sites. The successful applicants will need to demonstrate a proven ability to work independently and as part of a team in a busy operational environment and have excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Experience and/or tertiary qualification in a Human Services field is desirable.

Current driver's licence. Experience in using a range of IT business and office applications. An understanding of the role, function and services of Housing and Community Services or the ability to quickly acquire this knowledge.

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

Notes: This is a temporary position available until 31 December 2017.

Contact Officer: Alexandra Groves (02) 6207 6297 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.

Strategy, Participation and Early Intervention

Community Participation Group

Senior Policy Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37139, several)

Gazetted: 12 August 2016

Closing Date: 26 August 2016

Details: The Senior Policy Officer will be required to contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence and provide secretariat support to a range of Councils and

Committees when requested. This position reports to the Assistant Manager, Veterans, Seniors and Disability. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Contact Officer: Michelle Bamford (02) 6207 2552 michelle.bamford@act.gov.au

Office of the Deputy Director General

Executive Assistant to the Deputy Director General

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 08269)

Gazetted: 16 August 2016

Closing Date: 30 August 2016

Details: The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive Assistants. The Unit is a dynamic and outcomes oriented area focused on delivering high level support to Ministers, the executive and other government and community stakeholders. The successful candidate will be highly motivated and organised with the proven ability to provide high level executive support.

Contact Officer: Claire Barbato (02) 6207 6516 claire.barbato@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

Office for Schools

South/Weston Network

Mount Stromlo High School

Principal

School Leader A \$141,588 - \$170,010, Canberra (PN: 01672)

Gazetted: 11 August 2016

Closing Date: 25 August 2016

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

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

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

Note: This placement is due to commence at the beginning of the 2017 school year.

Contact Officer: Wayne Prowse (02) 6205 3313 wayne.prowse@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.

Education Strategy

Learning and Teaching

Curriculum

Manager Curriculum

School Leader B \$128,917, Canberra (PN: 04089)

Gazetted: 16 August 2016

Closing Date: 30 August 2016

Details: Support the Manager to develop and achieve Section strategic goals and implement the Section Plan. Assist the Manager to manage the human, financial and physical resources of the section 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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Note: This is a temporary position available 10 October 2016 until 14 July 2017. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Renee Berry (02) 6205 7088 renee.berry@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.

Organisational Integrity

Planning and Analytics

Planning

Planning Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37380)

Gazetted: 12 August 2016

Closing Date: 19 August 2016

Details: The Planning section is seeking applications from suitable Planning Officers. The successful applicant will prepare school enrolment projections and provide planning advice based on analysis of enrolment trends for Canberra Public schools. This position also includes providing advice on demographic data and the impact of specific territory development initiatives on educational facilities and services. The successful applicant will be closely involved in modelling and stakeholder consultation to support priority enrolment eligibility.

Eligibility/Other Requirements: Strong Microsoft Office experience, specifically Excel. Knowledge of the urban planning or demography field desirable.

Note: This is a temporary position available for six months with the possibility of an extension and or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Martin Simon (02) 6207 5892 martin.simon@act.gov.au

Education Strategy

Student Engagement

Aboriginal and Torres Strait Islander Education Section

Administrative Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 07877)

Gazetted: 16 August 2016

Closing Date: 23 August 2016

Details: An opportunity exists to join a dynamic work environment and contribute to the operations of the Aboriginal and Torres Strait Islander Education Section. The successful applicant will be required to co-manage the Aboriginal and Torres Strait Islander Student Aspirations and Secondary Scholarships Program. The Officer will work collaboratively with teachers and other Directorate staff and external stakeholders to support the attendance, retention and attainment of Aboriginal and Torres Strait Islander students in ACT Public Schools. The successful applicant will be required to analyse data, identify trends, maintain appropriate records and prepare briefs and reports for senior officers of the Directorate.

Eligibility/Other Requirements: 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

Note: This is a temporary position available for six months with the possibility of extension. The successful applicant may be selected from application and referee reports only.

Contact Officer: Rosa Cotta (02) 6205 9211 rosa.cotta@act.gov.au

Office for Schools

North Gungahlin Network

Lyneham High School

Staffing and Administrative Support Officer

School Assistant 4 \$59,418 - \$64,340, Canberra (PN: 01461)

Gazetted: 11 August 2016

Closing Date: 25 August 2016

Details: Lyneham High School is seeking a highly motivated person to fill the position of Staffing and Administrative Support Officer. The successful applicant will work closely with the Deputy Principal (Staffing) in managing day to day staffing relief using the Directorate's computerised systems. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work within a busy work environment with competing demands. The successful applicant will effectively and accurately enter data onto the Maze database and class rolls; produce records/reports; liaise successfully with students, families and staff; provide administrative support to staff throughout the school; and work flexibly and effectively as part of a collaborative administrative team.

Eligibility/Other Requirements: Experience in a high school environment and Microsoft Office packages, specifically Excel are desirable. The successful applicant may be selected from written application and referee reports only. Applicants are requested to include two written referee reports when submitting application if possible.

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

Contact Officer: Kathryn Cheshire (02) 6205 6410 kathryn.cheshire@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

Office of the Surveyor General and Land Information

Land Information

Geographical Information Systems (GIS) Officer

Technical Officer Level 3 \$67,119 - \$75,852, Canberra (PN: 13105)

Gazetted: 12 August 2016

Closing Date: 26 August 2016

Details: A Geographical Information Systems (GIS) officer is required within the Office of Surveyor General and Land Information, ACT Government. The successful candidate will assist in undertaking a range of technical and administrative duties to assist with the upgrade of ACT Government authoritative spatial management database. Proven self management and communication skills with technical expertise in spatial data management (including metadata) are essential.

Eligibility/Other Requirements: Degree, associate diploma or certificate in mapping, cartography or land information or extensive experience in closely related field.

Note: This is a temporary position available from 5 September 2016 to 7 July 2017.

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@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

Medicine

Cardiology

Clinical Nurse Consultant, Cardiac Catheter Laboratory Registered Nurse Level 3.2 \$111,021, Canberra (PN: 27026)

Gazetted: 18 August 2016

Closing Date: 25 August 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Cardiac Catheter Laboratory (CCL) has two interventional suites and nine day ward beds. The CCL provides a range of cardiology interventional and diagnostic services including, but not limited to, coronary angiogram, primary percutaneous coronary intervention (PCI), pacemaker insertion, automated internal defibrillator insertion, and transesophageal echocardiogram. The CCL CNC is responsible for the standards of nursing care and the operational management of the CCL, ensuring the effective and efficient operation of human and financial management and patient flow within the service. The CNC is also responsible for driving the quality and safety agenda for the CCL, in collaboration with the Cardiology Unit Director, and ensuring that all nursing staff have access to the required education and training to ensure high standards of nursing competence and care delivery to our patients. Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for five months with the possibility of extension and/or permanency from this process. An order of merit may be established to fill similar future vacancies both temporary and permanent, which may occur in the next 12 months. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

Contact Officer: Katherine Wakefield (02) 6174 5164 katherine.wakefield@act.gov.au

Transformation reform Program

Health Service Planning

Senior Planning Officers

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 30393, several)

Gazetted: 18 August 2016

Closing Date: 1 September 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. In early 2016, the System Innovation Group (SIG) was established in ACT Health as the enabling division tasked to support the delivery of the System Innovation Program (SIP). Projects within the SIP are grouped under seven strategic themes - Access, Quality, Mental Health, Innovation, Culture Partnerships and Infrastructure. The System Innovation Group (SIG) undertakes a strategic advisory function as the key point of coordination for the ACT System Innovation Program. The SIG reports on a day to day basis to the Deputy Director-General Planning, Policy and Innovation, and through a newly established

intergovernmental governance body known as the System Innovation Steering Committee (SISC), Chaired by the Director General ACT Health. Overview of the work area and position: An opportunity exists for suitably experienced candidates to join the Health Planning Team working within the System Innovation Group of ACT Health. The Health Planning Team delivers corporate and clinical strategic planning, as well as capital and facility planning for the ACT Health Directorate. The Team directly contributes to the ACT Health Infrastructure Program through the development and provision of capital and facility planning advice that involves working with clinical divisions in the development of Models of Care and Service Delivery. The Health Planning Team also works with consumers and service providers to identify health service needs and undertakes analysis of health status information, service activity, clinical trends and technology mapping to inform future services and capital planning. Eligibility/Other Requirements: Desirable: Tertiary qualifications in health, management or a related discipline, and experience in a social policy or planning environment are both highly desirable. Knowledge of health service planning processes, issues, and developments in the health sector in Australia, and experience or qualification in project management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Robert Bampton (02) 6174 8277 robert.bampton@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
ACT Wide Mental Health Services**

Senior Clinician

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 25962)

Gazetted: 18 August 2016

Closing Date: 25 August 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. At ACT Health we are 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. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Mental Health, Justice Health and Alcohol Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with 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); and Justice Health Services. This Senior Clinician, allied health position is based in the Older Persons Mental Health Community Team. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. This position will either manage the intake process or provide clinical management to a caseload of patients living in their homes.

Eligibility/Other Requirements: Must hold a qualification as a Social Worker or Psychologist or Occupational Therapist (OT) and be either registered with Australian Health Practitioner Regulation Agency (Psychologists and OT's) or a member of or eligible for membership of the Australian Social Work Association. This is a Senior Clinician position and requires a minimum of three years post grad work experience. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

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

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 16264)

Gazetted: 18 August 2016

Closing Date: 1 September 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

Overview of the work area and position: Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/ medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Degree in Physiotherapy, or recognised equivalent; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); and current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check; Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Contact Officer: Dominic Furphy (02) 6205 3808 dominic.p.furphy@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business and Infrastructure Executive

Facility Contract Services Administrator

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 29951)

Gazetted: 18 August 2016

Closing Date: 25 August 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. At ACT Health we are 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. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great

benefits you will receive as an ACT Government employee. Business and Infrastructure (B&I) Branch is responsible for the provision of a range of infrastructure, strategic and client support services to all Health acute and non-acute sites across the ACT. The B&I Branch delivers a diverse range of critical services including the maintenance of infrastructure, providing food and sterilising services and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, Mitchell, Calvary Hospital and Civic. Overview of the work area and position: The Secure Mental Health Unit (SMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. The SMHU is a medium secure mental health facility. All employees of the SMHU are responsible for maintaining the therapeutic security of the unit, within their scope of practice, including the application of procedural, relational and environmental security practices and procedures. It is expected that in this position you will provide effective facilities management support to the SMHU Nurse Unit Manager by overseeing and co-ordinating the operations and maintenance of the facility.

Working within a multi-disciplinary team, you will act as the first point of contact with staff and consumers for any issues related to any contract or infrastructure operational functions of the SMHU inclusive of any training required. Applications are sought from an appropriately skilled officer to work within a multi-disciplinary team, acting as the first point of contact with staff and consumers for any issues related to any contract or infrastructure operational functions of the new Secure Mental Health Unit (SMHU). We are seeking an officer with strong customer service and stakeholder management skills to provide effective facilities management support for the SMHU by overseeing and co-ordinating the operations and maintenance of the facility. The SMHU is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary evidence-based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. The SMHU is a medium secure mental health facility. All employees of the SMHU will be responsible for maintaining the therapeutic security of the unit, within their scope of practice, including the application of procedural, relational and environmental security practices and procedures. While dedicated to SMHU, this position works in the Business and Infrastructure (B&I) Branch which is responsible for the provision of a range of infrastructure, strategic and client support services to all Health acute and non-acute sites across the ACT.

Eligibility/Other Requirements: Previous work experience with a health or similar facility as a Facility Manager is desirable. Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a permanent position available for immediate start.

Contact Officer: Libby Roberts (02) 6205 9495 elizabeth.roberts@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

System support Administration Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 37471)

Gazetted: 18 August 2016

Closing Date: 25 August 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. ACT Health provides a range of coordinated health and health care services designed to deliver improved health and community well-being for a population of over 500,000 people (including Canberra and Regional Areas). 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 e-Rostering Support Team has been recently established to enable centralisation of rostering support services across ACT Health. The team provides technical and process related support services to over 5,500 Health Directorate staff currently managed by the rostering system. The team also works closely with Shared Services ICT and the vendor to manage system upgrades and break/fix solutions as well as conducting system testing and training. Overview of the work area and position: The Clinical Systems team in the Information, Communication and Technology Branch is looking for an enthusiastic, motivated individual to provide systems administration support for e-Health Clinical

Systems products. The e-Rostering Support Administration Officer works as part of a team reporting to the e-Rostering Support Team Manager. This position is responsible for providing day to day system administration, help desk services, rostering training and maintenance of data integrity within the rostering system. ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location.

Eligibility/Other Requirements: Previous experience using an electronic rostering system and an understanding of best practice rostering processes is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a permanent full-time position. Applicants are to address the selection criteria, provide a resume and two referees. Selection may based on written application and referee reports only.

Contact Officer: Chin Wong (02) 6244 2419 chin.wong@act.gov.au

Director General Reports

Financial Management

Revenue and Financial Services

Billing and Debt Recovery Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 02944)

Gazetted: 18 August 2016

Closing Date: 25 August 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: The position will provide high-level support to the Cashiers Office, Admission Administration and Patient Accounts team and be required to have a high level of skills in time management, data integrity, communication and the ability to work independently and as part of a team. The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers and debtors about outstanding invoices. They will also be required to screen incoming phone calls and correspondence, support the debt recovery team and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand private health insurance and previous experience in the use of hospital based IT system such as ACTPAS.

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

Contact Officer: Leo de Boer (02) 6244 2248 leo.deboer@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT-Wide Mental Health Services

Administrative Support - Rehabilitation and Specialty Mental Health Services

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 29045)

Gazetted: 18 August 2016

Closing Date: 25 August 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. Overview of the work area and position: This position reports to the Operational Director of Rehabilitation and Specialty Mental Health Services. The position will provide high level administrative support, including all aspects of Calendar and Inbox management to assist in the

strategic and operational processes required for the Operational and Clinical Director to undertake their accountabilities.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Michelle Hemming (02) 6205 5142 michelle.hemming@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

EHCR Management and Strategic Group

Clinical Coder - Medical Services

Clinical Coder \$61,195 - \$75,857, Canberra (PN: 25113, several)

Gazetted: 18 August 2016

Closing Date: 1 September 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. E-Health and Clinical Records is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Overview of the work area and position: An exciting opportunity exists for suitably qualified, efficient and experienced clinical coders to join the Clinical Coding team at Canberra Hospital. Full time or part time positions are available. The Clinical Record Service is part of the e-Health and Clinical Records Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

Eligibility/Other Requirements: Completion of an approved HIMAA clinical coding certificate course or equivalent. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: Part-time and full-time positions are available with the possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home. Applicants may be required to complete a coding test to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only. You must be an Australian Citizen or Permanent Resident to apply.

Contact Officer: Sharon Gibbons (02) 6244 3243 sharon.gibbons@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health and Imaging

Medical Staff

Personal Assistant to Director of Neurosurgery

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 12954)

Gazetted: 18 August 2016

Closing Date: 25 August 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Neurosurgery Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Overview of the work area and position: Under direction of the Director of Neurosurgery, the Personal Assistant will provide administrative support for the Neurosurgery Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Experience with Dictaphone typing is desirable. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

2017 Enrolled Nurse Transition to Practice Program (ENTTPP)

Enrolled Nurse Level 1 \$55,944 - \$59,772, Canberra (PN: 17637)

Gazetted: 18 August 2016

Closing Date: 1 September 2016

Details: ACT Health invites applications from Graduate Enrolled Nurses for the 2017 Enrolled Nurse Transition to Practice Program (ENTTPP).

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

Overview of the work area and position: ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. These are temporary positions available for a period of 12 months, full-time or part-time hours available to assist Enrolled Nurse Graduates with the transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the Graduate Enrolled Nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas. Further information about this program can be found at

<http://www.health.act.gov.au/professionals/nursing-and-midwifery/transition-practice-program/enrolled-nurse>

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

How to Apply/Application Process: To be considered all applications must be submitted electronically through this website. Applicants are required to submit the following: Completed Application form inclusive of the required selection criteria (4 questions in no more than 2 pages). The application form is available at

<http://www.health.act.gov.au/sites/default/files//2017%20EN%20Application%20form.docx> Curriculum Vitae; A

current transcript of results from TAFE/CIT; Two written professional referee reports using the referee template form supplied (not academic referees). Further information about the application process can be found at: -

<http://www.health.act.gov.au/professionals/nursing-and-midwifery/transition-practice-program/enrolled-nurse/application-process> To complete your application, you must complete the application form inclusive of the required selection criteria and upload this as part of your application along with your CV, referee reports and transcript. For further information about the position and a copy of the complete application including the performance expectations and jobs demands checklist, please contact the Contact Officer. Incomplete or late applications will not be considered. This application process is for those applicants who would like to be considered for February 2017 Graduate Enrolled Nurses placements.

Short listing of applicants will take place from the above submitted documentation. Short listed applicants will be invited to attend an interview and Assessment Centre on either September 29th or 30th, 2016. At this time all elements of the application process will be considered including performance at Interview and Assessment Centre. Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health.

Contact Officer: Maxine Jordan (02) 6244 3382 maxine.jordan@act.gov.au

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Sterilising Services Technical Officer

Technical Officer Level 1 \$53,114 - \$55,686, Canberra (PN: 29385)

Gazetted: 18 August 2016

Closing Date: 25 August 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. Business and Infrastructure is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Business and Infrastructure is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services, property maintenance, and management of infrastructure and strategic support services to all acute and non-acute activities of ACT Health. Overview of the work area and position: Applications are sought for a suitable individual to fill the position of Sterilising Services Technical Officer 1, 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) and Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CHHS. As a Sterilising Services Technical Officer 1, you will reprocess Reusable Medical Devices (RMDs) in accordance with operational requirements in accordance with AS/NZ 4187:2014, Infection Control guidelines, the Quality Management System, Workplace Safety (WPS) and ACT Health policy and procedures. You will also effectively respond to customer enquiries, contribute to the Quality Management System, assist loan set Company Representatives in the introduction of new sets to other staff of Sterilising Services.

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

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position involves participating in a rotating 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).

Contact Officer: Suzi Vrbat (02) 6213 3206 suzi.vrbat@act.gov.au

**Strategy and Corporate
Business and Infrastructure
Business Support and Development
Records Officer**

Administrative Services Officer Class 2 \$51,436 - \$56,796, Canberra (PN: 24135)

Gazetted: 18 August 2016

Closing Date: 25 August 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. At ACT Health we are 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. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The ACT Health Records Management team is responsible to ensure that the corporate history is maintained permanently and is accessible. Primary responsibility for developing and implementing the Records Management Program and providing advice to staff on legislation, departmental policy and procedures affecting administrative records management. Under broad direction, you will play a key role in providing day to day file creation, maintenance, storage, disposal and preservation of appropriate records on official paper files and providing a courier service between Health sites by transporting records via the Records Management courier van. The successful applicant will be proactive, flexible and adaptive.

Eligibility/Other Requirements: Considerable practical experience in an ACT Government records management environment including a sound knowledge of the business system HP Records Manager. Desirable: A current unrestricted driver's licence is important (ACT Government Class C or equivalent); Manual ability to mobilise, load and transfer files between ACT Health sites. NB: Due to the manual handling component of this role any pre-existing medical conditions that may inhibit the capacity to fulfil the role must be disclosed. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Anne Folger-Pleuger (02) 6205 2295 anne.folger-pleuger@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 Emergency Services Agency

Executive Support Unit

Commissioner's Office

Executive Officer to ACT Emergency Services Agency (ESA) Commissioner

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 24880)

Gazetted: 17 August 2016

Closing Date: 31 August 2016

Details: The ACT Emergency Services Agency (ESA) is seeking a suitably qualified and experienced person to be the Executive Officer to the ACT ESA Commissioner. Duties include supporting the ESA Commissioner by providing efficient and cohesive management and support of the Commissioner's Office; managing the governance of ESA's Committees, managing and coordinating meetings and activities between ESA Chief Officers and Directors; managing stakeholder activities related to the delivery of project objectives and outcomes, developing stakeholder relationships and networks, preparation and clearance of correspondence, briefs, submissions and reports, and leading a team to work collaboratively across the organisation and with external partners.

Eligibility/Other Requirements: This is a security designated position. Security clearance is not mandatory for the application process but the ability to obtain the security clearance is mandatory for permanency in this position.

Tertiary qualifications and management experience in the public service are desirable. An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes.
Contact Officer: Frank Marando (02) 6207 0367 frank.marando@act.gov.au

Emergency Services Agency
Rural Fire Service
Assistant Manager Community Engagement
Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 08018)

Gazetted: 11 August 2016

Closing Date: 25 August 2016

Details: The ACT Emergency Services Agency (ESA) seeks a dynamic self directed person to work with the Rural Fire Service (RFS) Chief Officer and the ESA to plan and deliver community education programs. You will be responsible for supporting the Commissioner to deliver the day to day management of Bushfire and Emergency community education matters. You will be skilled in developing and maintaining effective working relationships with volunteers and key stakeholders and will have previously managed and planned community education activities. You will work as part of a collaborative ESA team to plan and deliver all hazards community education. The successful applicant will be required to perform duties outside of the normal business hours to support community education activities as well as in a support role within the broader ESA incident management structures.

Notes: Applicants should address the selection criteria in writing. Applicants selected for interview will be required to provide two written referee reports at the interview. 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: Joe Murphy (02) 6207 8396 joe.murphy@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.

Emergency Services Agency
ACT Ambulance Service
Quality Safety and Risk Management
Communications Quality Assurance Officer
Ambulance Support Officer 4 \$67,119 - \$75,852, Canberra (PN: 31490)

Gazetted: 17 August 2016

Closing Date: 31 August 2016

Details: This position will suit an enthusiastic, highly professional individual who enjoys the challenge of reviewing data and service delivery. Under direction of the Quality and Patient Safety Officer, Quality Safety and Risk Management (QSRM), the successful applicant will: Perform audit of ACT Ambulance Service (ACTAS) Communications Centre call taking, measuring service policy and procedure compliance; Produce end of month compliance reports; Identify emerging trends, organisational risks/issues; Contribute to the review and evaluation of work practices and cases, and development of recommendations for change; and Compile information on issues requiring further call taking/communications education.

Eligibility/Other Requirements: Certificate III Ambulance Communications (Call Taking) with a minimum of six months post qualification; Certificate IV in Frontline Management or equivalent or preparedness to work towards same within 12 months.

Note: Selection may be based on application and referee reports only. 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: Carol Brook (02) 6205 0734 carol.brook@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.

Emergency Services Agency

ACT Ambulance Service

Ambulance Operations

Patient Transport Officer

Ambulance Support Officer 1 \$53,337 - \$56,681 + shift penalties/overtime, Canberra (PN: 21278, several)

Gazetted: 17 August 2016

Closing Date: 6 September 2016

Details: Patient Transport Officers provide non-emergency patient transport to and from healthcare facilities, clinics and private residences. To succeed in the role you must have a strong desire to help others, have excellent customer service and interpersonal skills and an ability to work as part of a small team in a time-sensitive environment and commit to working a shiftwork roster, including weekends and public holidays.

Eligibility/Other Requirements: Current ACT "C" driver's licence or interstate equivalent. A standard of medical/physical fitness and strength appropriate to perform the physical activities and duties of a Patient Transport Officer. Successful applicants will be required to undergo a criminal record check. Successful applicants will be required to undertake a Certificate III in Non-emergency Client Transport - continued employment is dependent on attainment of this qualification. Applicants already holding the prescribed qualification are encouraged to apply and may be eligible for accelerated advancement.

Note: These are temporary positions available for a period of 12 months with the possibility of permanency upon successful completion of the required qualification - Certificate III in Non-emergency Client Transport. Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. This position is also entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00. 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: Rob Trevillion (02) 6207 9018 robert.trevillion@act.gov.au

Office of the Legislative Assembly

Hansard, Technology and Library

Publications Officer

Information Technology Officer 2 (ITO2) \$77,482 - \$85,454, Canberra (PN: 506)

Gazetted: 11 August 2016

Closing Date: 25 August 2016

The Office of the Legislative Assembly is seeking an experienced website administrator and content manager, with experience in website development, Microsoft Word publishing and structured document authoring, to fill the key role of Publications Officer. This position works closely with the Hansard office to prepare and publish proof and final Hansards for hardcopy and electronic publication in a timely and accurate manner. This position is the webmaster for the Hansard website and a content manager for the Parliament website and provides advice and assistance to the office on technical matters associated with these websites. Applicants should note that the office is undergoing an organisational restructure that will result in some changes to the role and/or responsibilities of this position following the October 2016 election when the size of the Assembly will increase from 17 members to 25 members.

Contact Officer: Val Szychowska (02) 6205 0126 valeria.szychowska@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

Strategy, Innovation and Customer Experience

Travel Program and Asset Program

Asset Acceptance

Director, Innovation and Technology

Executive Level 1.1 \$190,839 - \$198,895 depending on current superannuation arrangements, Canberra (PN: E888)

Gazetted: 17 August 2016

Closing Date: 1 September 2016

Details: Transport Canberra and City Services (TCCS) is seeking applications for a Director, Innovation and Technology. This is a 12 month contract with the possibility of extension up to two years. A critical leadership role, the Director will be responsible for developing a systematic approach to innovation, redesign and implementation of solutions that deliver short, medium and long term outcomes with real benefits to our customers. The Innovation and Technology team is an enabling unit for reform and innovation across TCCS, driving the innovation agenda and working as business partners across the directorate. Planning, aligning and correcting activities and approaches to ensure effective delivery and realisation of benefits are critical. 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. Remuneration: The position attracts a remuneration package ranging from \$190,839 - \$198,895, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$146,461. Contract: The successful applicant will be engaged under a performance based contract for 12 months with the possibility of extension up to two years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Applicants should submit a CV and no more than two pages addressing the Executive Capabilities and Job Specific Criteria along with the application coversheet. Contact details for two referees should be provided.

Contact Officer: Cherie Hughes (02) 6205 8316 cherie.hughes@act.gov.au

Chief Operating Officer Group

Governance and Business Solutions

Assurance and Risk

Senior Manager, Assurance and Risk

Senior Officer Grade A \$133,383, Canberra (PN: 00478)

Gazetted: 17 August 2016

Closing Date: 24 August 2016

Details: Transport Canberra and City Services (TCCS) is a new ACT Government directorate responsible for delivering connected services to the Canberra people. It works on the infrastructure needs of our growing city, connecting ACTION buses, light rail and active travel with Canberra's vital local services including our libraries, recycling and waste services, road and infrastructure management, Cemeteries, Capital Linen Service, Yarralumla Nursery, and city maintenance services. Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Senior Manager, Assurance and Risk. The Senior Manager reports directly to the Director of Governance and Business Solutions and is responsible for leading the implementation of the Directorate's audit program, protective security, compliance assurance, risk management, emergency planning, business continuity, insurance coordination, and fraud control. The Senior Manager is expected to work collaboratively with all business units across the Directorate and be supportive and flexible in their approach to changing priorities.

Eligibility/Other Requirements: This position is a Designated Security Assessed Position under the ACT Protective Security Framework. It is a requirement of the position that the occupant holds a national security clearance of NEGATIVE VETTING 1. If the successful applicant does not already hold this clearance, they will, until successfully obtaining this clearance, be placed in this position on a temporary basis. Permanency into the position will be offered after clearance has been obtained.

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

City Services

Yarralumla Nursery

General Manager – Yarralumla Nursery

Senior Officer Grade A \$133,383, Canberra (PN: 13666)

Gazetted: 15 August 2016

Closing Date: 22 August 2016

Details: The Yarralumla Nursery General Manager is responsible for the stewardship of Yarralumla Nursery including the creation and delivery of the strategic direction, the leadership of staff and contractors to realise the annual management plan, collaboration with key stakeholders and the management of the precinct, operations, production, sales, heritage and promotion of the Nursery. 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: Certificate III in Horticulture or equivalent experience in the nursery industry, staff management skills and financial management skills. Desirable Requirements: Business Management and/or Financial Management qualifications or equivalent.

Contact Officer: Ross Burden (02) 6207 2307 ross.burden@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.

Roads and Infrastructure

City Services

City Presentation/Place Management

Operations Manager – South Canberra

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 33868)

Gazetted: 15 August 2016

Closing Date: 29 August 2016

Details: Place Management is seeking a highly motivated and experienced person to lead a large work team responsible for the planning, management, maintenance and cleaning of urban public open spaces including parks, shopping centres, lakes, arterial road verges, playgrounds and conservation areas. This process will be used to establish an order of merit for filling of temporary or permanent positions. 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: Relevant tertiary qualifications or equivalent. Current driver's licence and permanent resident/citizen of Australia.

Contact Officer: Jane Carder (02) 6207 2525 jane.carder@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.

Chief Operating Officer Group

Governance and Business Solutions

Assurance and Risk

Compliance Assurance Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 10320)

Gazetted: 17 August 2016

Closing Date: 31 August 2016

Details: The successful applicant should have proven experience in compliance assurance, be outcomes driven with an eye for detail.

Note: All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted by email to jobs@act.gov.au. Selection may be based on application and referee reports only.

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

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

**City Services
Libraries ACT
Collections
Courier Driver**

Administrative Services Officer Class 2 \$51,436 - \$56,796 pro rata for part -time, Canberra (PN: 46077)

Gazetted: 11 August 2016

Closing Date: 25 August 2016

Details: Libraries ACT would like to hear from people interested in becoming one of two Courier Drivers. The role includes meeting people, customer service, moving materials between sites around Canberra, and promoting a positive image of Libraries ACT? Anyone with excellent customer service skills, who can work independently and as part of a team, meet deadlines, and has an excellent driving record would be encouraged to apply. 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: Current driver's licence and an excellent driving record/history with no convictions recorded in the past 10 years for driving a vehicle with a prescribed range of alcohol.

Note: This is a part-time temporary position available at 21 hours per week until 31 January 2017.

Contact Officer: Matthew Burless (02) 6207 5742 matthew.burless@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

Chief Minister, Treasury and Economic Development

General Service Officer Level 5/6 \$50,666 - \$55,760

Jeffrey Albrecht 848-80286, Section 68(1), 22 August 2016

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

Vanessa Althorp 844-75360, Section 68(1), 16 August 2016

General Service Officer Level 5/6 \$50,666 - \$55,760

Todd Elliott 846-94520, Section 68(1), 15 August 2016

Senior Officer Grade A \$133,383

Jaime Elton 753-78032, Section 68(1), 22 August 2016

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

Connie O'Day 848-79832, Section 68(1), 15 August 2016

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

Kimberly Weston 846-88403, Section 68(1), 18 August 2016

Education

General Service Officer Level 6 \$53,337 - \$55,760

Mark Butterfield 843-27835, Section 68(1), 11 August 2016

Environment and Planning

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

Trent Varlow 844-74608, Section 68(1), 11 August 2016

Health

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

Kate Anderson 846-99911, Section 68(1), 14 September 2016

Enrolled Nurse Level 1 \$55,944 - \$59,772

Alfred Cardona 848-80024, Section 68(1), 25 August 2016

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

Ruth Clark 848-79410, Section 68(1), 6 September 2016

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

Rogen Eulatic 834-45514, Section 68(1), 14 September 2016

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

Phillip Gordon 843-90789, Section 68(1), 10 August 2016

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

Sasha Ireland 845-20766, Section 68(1), 11 August 2016

Health Professional Level 2 \$59,971 - \$82,328

Lucy Jacobsen 848-76658, Section 68(1), 18 August 2016

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

Raji Jose 845-20491, Section 68(1), 9 August 2016

Radiation Therapist Grade 2 \$62,501 - \$86,387

Vishnu Karunagaran 838-53649, Section 68(1), 16 August 2016

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

Amy McGloin 847-01102, Section 68(1), 10 August 2016

Assistant in Nursing \$47,454 - \$49,060

Eldho Paulose 831-22205, Section 68(1), 10 August 2016

Assistant in Nursing \$47,454 - \$49,060

Anilraj Ramattatt Gopinathan Nai 843-89657, Section 68(1), 9 August 2016

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

Damien Schroeter 848-80251, Section 68(1), 15 August 2016

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

Katherine Stevens 848-20267, Section 68(1), 9 August 2016

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

Jan Louis Yongque 848-79955, Section 68(1), 15 August 2016

Justice and Community Safety

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

Jason Hall 846-89086, Section 68(1), 10 August 2016

Transport Canberra and City Services

Bus Operator - Training \$64,269

Faisal Abbas 848-79517, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

Sasa Gnjatovic 848-79445, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

Graham Green 848-79576, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

James Perrottet 848-79453, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

Peter Robinson 848-79592, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

Gurtej Singh 848-79509, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

Sandeep Singh 848-79584, Section 68(1), 12 August 2016

Bus Operator - Training \$64,269

Sukhwinder Singh 848-79496, Section 68(1), 12 August 2016

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Office of Industrial Affairs

Work Safety Policy

Teo Findlay: 835-86026

From: Youth Worker 1/2 \$58,278 - \$70,057

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37072) (Gazetted 29 June 2016)

Access Canberra

Projects, Governance and Support

Strategic ICT – Business Systems and Reform

Maryam Howe: 835-87766

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. 27308) (Gazetted 27 June 2016)

Access Canberra

Projects, Governance and Support

Strategic ICT – Business Systems and Reform

Veronica Morados: 844-00764

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. 20019) (Gazetted 27 June 2016)

Shared Services ICT

Partnership Services Group

Business Application Management/Education ICT

Neethu Rohith: 835-83423

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 05262) (Gazetted 17 June 2016)

Education

Office for Schools

Belconnen Network

Hawker Primary School

Eric McCabe: 326-92769

From: Building Service Officer \$42,211 - \$46,293

Education

To: †General Service Officer Level 6 \$53,337 - \$55,760

Education, Canberra (PN. 36247) (Gazetted 18 July 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

South / Weston Network

Yarralumla Primary School

Debra Sayers: 785-51152

From: School Leader C \$110,720

Education

To: School Leader B \$128,917

Education, Canberra (PN. 14295) (Gazetted 6 June 2016)

Office for Schools

Tuggeranong Network

Calwell Primary School

Lucas John Marsden: 775-67216

From: Classroom Teacher \$60,687 - \$95,935

Education

To: School Leader C \$110,720

Education, Canberra (PN. 03764) (Gazetted 21 June 2016)

Environment and Planning

Strategic Planning

Planning

Master Plans

Michael Bennett: 799-88372

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

Environment and Planning

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

Environment and Planning, Canberra (PN. 15310) (Gazetted 2 May 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Annie Bell: 842-87773

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

Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249

Health, Canberra (PN. 26358) (Gazetted 7 July 2016)

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Alexander Bulley: 842-88813

From: Health Professional Level 2 \$59,971 - \$82,328

Health

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

Health, Canberra (PN. 31321) (Gazetted 21 July 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug

ACT Wide Mental Health Services

Toni Cooper: 771-95539

From: Registered Nurse Level 3.2 \$111,021

Health

To: †Registered Nurse Level 4.2 \$118,893

Health, Canberra (PN. 03866) (Gazetted 14 April 2016)

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Melanie Egan: 834-52685

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

Health

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

Health, Canberra (PN. 28818) (Gazetted 21 July 2016)

Canberra Hospital and Health Services

Medicine

Acute Support Services

Katie Erwin: 838-54609

From: Health Professional Level 2 \$59,971 - \$82,328

Health

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

Health, Canberra (PN. 28845) (Gazetted 23 June 2016)

Population Health

Health Improvement

Health Promotion Grants Program

Neill Taylor: 822-65407

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

Health

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

health, Canberra (PN. 24371) (Gazetted 17 December 2015)

Justice and Community Safety

Office of the Coordinator General for Family Safety

Emily Beltrami: 831-23224

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

Health

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

Justice and Community Safety, Canberra (PN. 37261) (Gazetted 15 July 2016)

Emergency Services Agency

ACT Ambulance Service

Operations

Marc Jai Brown: 747-04975

From: Ambulance Support Officer 2 \$57,492 - \$60,714

Justice and Community Safety

To: †Ambulance Support Officer 4 \$67,119 - \$75,852

Justice and Community Safety, Canberra (PN. 31666) (Gazetted 20 June 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.

Emergency Services Agency

ACT Ambulance Service

Operations

Michael Caldwell: 827-21636

From: Ambulance Support Officer 2 \$57,492 - \$60,714

Justice and Community Safety

To: †Ambulance Support Officer 4 \$67,119 - \$75,852

Justice and Community Safety, Canberra (PN. 31669) (Gazetted 20 June 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.

Emergency Services Agency

ACT Ambulance Service

Operations

Brendan Greenhill: 796-73792

From: Ambulance Support Officer 2 \$57,492 - \$60,714

Justice and Community Safety

To: †Ambulance Support Officer 4 \$67,119 - \$75,852

Justice and Community Safety, Canberra (PN. 31667) (Gazetted 20 June 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.

Emergency Services Agency

ACT Ambulance Service

Operations

Sally Jaggard: 795-66823

From: Ambulance Support Officer 2 \$57,492 - \$60,714

Justice and Community Safety

To: †Ambulance Support Officer 4 \$67,119 - \$75,852

Justice and Community Safety, Canberra (PN. 36196) (Gazetted 20 June 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.

Emergency Services Agency

ACT Ambulance Service

Operations

George McDermid: 820-83347

From: Ambulance Support Officer 2 \$57,492 - \$60,714

Justice and Community Safety

To: †Ambulance Support Officer 4 \$67,119 - \$75,852

Justice and Community Safety, Canberra (PN. 31668) (Gazetted 20 June 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.

ACT Law Courts and Tribunal Administration

Magistrates Court

Registry Operations

Simon West: 827-45064

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 37043) (Gazetted 20 May 2016)

CORRIGENDA

Chief Minister, Treasury and Economic Development

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

Dylan Somerville: 848-79015, Section 68(1), 15 August 2016

Amendment to commencement date originally published in the gazette of 4 August 2016

RETIREMENTS AND DISMISSALS

Chief Minister, Treasury and Economic Development

Section 143 of the Public Sector Management Act 1994, Ross Gordon McConchie 792-43776 9 September 2016

