



ACT Government Gazette

Gazetted Notices for the week beginning 27 July 2017

VACANCIES

Calvary Health Care ACT (Public)

Intensive Care Unit/Coronary Care Unit

Registered Nurse

Registered Nurse Level 1 \$75,196 - \$84,888, Canberra (PN: TBA)

Gazetted: 03 August 2017

Closing Date: 11 August 2017

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

Reference Number: 15465

Contact Officer: Narelle Comer narelle.comer@calvary-act.com.au

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

Clare Holland House

Occupational Therapist

Health Professional Officer \$87,257 - \$94,749, Canberra (PN: TBA)

Gazetted: 03 August 2017

Closing Date: 03 August 2017

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

Reference Number: 15431

Contact Officer: Jane Etchells (02) 6264 7300 jane.etchells@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 Corporate Services

CIT Business Support

Business Support Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 54730)

Gazetted: 01 August 2017

Closing Date: 8 August 2017

Details: Business Support Managers are a critical part of Canberra Institute of Technology (CIT)'s matrix management operations and are responsible for providing financial, business process and management accounting support to CIT's Colleges and Divisions including financial and management analysis and reporting, researching and providing advice to Executives, Directors and Managers on financial impacts of decisions, including human resource planning and recruitment. Successful applicants will have (among other factors) demonstrated experience and capability in management accounting, analysis and reporting, procurement processes and delivery, and performance analysis and reporting. CIT is 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 or equivalent in Finance and Accounting would be well regarded.

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

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@cit.edu.au

CIT Corporate Services

CIT Business Support

Business Support Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 54955)

Gazetted: 31 July 2017

Closing Date: 8 August 2017

Details: Business Support Managers are a critical part of Canberra Institute of Technology (CIT)'s matrix management operations and are responsible for providing, under limited direction, financial, business process and management accounting support to CIT's Colleges and Divisions including financial and management analysis and reporting, researching and providing advice to Executives, Directors and Managers on financial impacts of decisions, including human resource planning and recruitment. Successful applicants will have (among other factors) experience and capability in management accounting, analysis and reporting, procurement processes and delivery, and performance analysis and reporting. CIT is 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 or equivalent in Finance and Accounting would be well regarded.

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

Contact Officer: Karl Caig (02) 6207 3363 karl.caig@cit.edu.au

CIT Student and Academic Services

CIT Library and Learning Services

Liaison Librarian

Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 54897)

Gazetted: 31 July 2017

Closing Date: 14 August 2017

Details: We are searching for a dynamic Librarian with great people skills to join our customer-focused team. You will have broad experience in providing library and learning services to students, teachers and staff. You will thrive on building partnerships, as well as be an excellent problem solver within environments of constant change. You will develop a client-focused digital literacy program suitable for VET clients. CIT is 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: An appropriate degree or diploma together with training in information studies which qualifies for admission to Associate membership of the Australian Library and Information Association (ALIA) or a recognised course of study. Requirement - Ability to work one shift per week.

Note: This is a temporary position available until 7 August 2018 with the possibility of extension up to a maximum of five years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreement.

Contact Officer: Heather Cousins (02) 6207 3372 heather.cousins@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

Infrastructure Finance and Capital Works

Director, Civil Infrastructure and Capital Works

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E668)

Gazetted: 31 July 2017

Closing Date: 14 August 2017

Details: Infrastructure Finance and Capital Works, in the Chief Minister, Treasury and Economic Development Directorate is seeking applications for the position of Director, Civil Infrastructure and Capital Works (CICW). Reporting to the Executive Director, Infrastructure Finance and Capital Works, the Director CICW is responsible for the procurement and delivery of, and provision of complex advice on, civil infrastructure projects for the ACT Government, as well as the business case development and oversight of infrastructure projects to support the land release program. The Director leads and manages a team of approximately 30 staff and is responsible for ensuring effective and efficient government procurement outcomes in the annual delivery of over \$200 million Capital Works Projects.

This is an exciting and challenging position for an individual with extensive experience in the planning and delivery of civil works projects and high level procurement outcomes.

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

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Suitably experienced candidates are invited to submit an application addressing the responsibilities, Executive Capabilities and position-specific criteria in the Position Description, as well as a current Curriculum Vitae and contact details of three referees. Please submit these documents to the contact officer George Tomlins at George.tomlins@act.gov.au.

Contact Officer: George Tomlins (02) 6207 1222 george.tomlins@act.gov.au

Procurement, Property and Venues

Venues Canberra

National Arboretum Canberra

Operations Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30915)

Gazetted: 28 July 2017

Closing Date: 11 August 2017

Details: The National Arboretum Canberra is looking for a motivated and qualified Operations Manager to oversee horticulture, facilities, asset management and bonsai collection at the Arboretum. You will have strong management, planning, liaison and organisational skills and exemplary communication skills. As Operations Manager for the National Arboretum, the successful applicant will be required to ensure that all strategic and operational responsibilities associated with planning and management of the Arboretum are best practice; manage horticulture, facilities and asset management in an efficient, effective and safe manner; provide leadership and direction to operational staff and contractors; contribute to the strategic management of the Arboretum as a member of the senior management team; build and maintain positive and productive relationships with stakeholders and staff; provide technical advice and take a lead role in implementation of Workplace Health and Safety (WHS) and risk management policies, practices and compliance and chair the WHS Committee to oversee and enforce change where necessary.

Note: This is a temporary position available until 10 August 2018 with the possibility of extension and/or permanency.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@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

Innovate Canberra

Investment and Enterprise Development

Manager, Programs

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19745)

Gazetted: 31 July 2017

Closing Date: 7 August 2017

Details: The Branch is looking for a highly motivated person who can provide leadership in the development of Canberra's higher education and research sector and the Study Canberra initiative; aligning and integrating the strategies of Study Canberra to the Government's broader economic diversification objectives. This includes building partnerships with key stakeholders and contributing to the effective working of the Vice Chancellors' Forum, which has an overseeing role in developing the higher education and research sector in Canberra.

Eligibility/Other Requirements: Relevant tertiary qualifications in related disciplines would be well regarded.

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

Contact Officer: Glen Hassett 0408 201 267 glen.hassett@act.gov.au

Access Canberra

Projects, Governance and Support

Project Office

Accommodation Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36585)

Gazetted: 27 July 2017

Closing Date: 3 August 2017

Details: If you pride yourself on your ability to successfully manage complex projects, enjoy a good game of Tetris, can interpret building plans and utilities/security diagrams and specifications documents and relish the thought of negotiating "win – win" outcomes, we'd love to hear from you. Having recently established award winning offices in Woden, Access Canberra is now working hard to establish an operating hub for its people on the north side of town. The Accommodation Project Manager position description is provided for reference, and applicants should note that this is a challenging role that will suit committed problem solvers who take pride in getting things done. A high standard has been set for Access Canberra's accommodation projects to date and we're looking for someone who is willing to take the lead and engage genuinely with our teams to create a fantastic workspace for our people.

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

How to Apply: Expressions of interest are sought from suitably experienced and motivated individuals and should include a supporting statement of no more than two pages (though any jokes included in your application will be considered a bonus and not considered in the word count), responding to the selection criteria for the position, contact details of at least two referees and a current curriculum vitae.

Note: This is a temporary position available until 24 December 2017 with the possibility of extension. Selection for the position will not be based on the written application alone and shortlisted applicants may be invited to meet with the Accommodation team to ensure all parties (including the applicants themselves) are comfortable they fit with the team and are happy to take up the role.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@act.gov.au

Economic and Financial Group

Financial Framework Management and Insurance

Senior Project Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 43381)

Gazetted: 01 August 2017

Closing Date: 8 August 2017

Details: Financial Framework Management and Insurance is seeking an officer experienced in the provision of policy and technical advice in relation to legislation development and policy implementation. The successful applicant will undertake work on insurance matters, mainly advising on the operation and effectiveness of the Compulsory Third-Party (CTP) Insurance Scheme. The officer will be required to provide strategic and high quality advice, exercise initiative, use good judgement, and liaise with stakeholders and the public on insurance matters. The successful applicant will have well developed policy, legislation development and implementation skills, and the demonstrated capacity to work effectively in a small team environment, plan work, balance competing priorities and meet deadlines. You will have superior written and oral communication skills, including liaison and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in law, business, economics or a related field are highly desirable.

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

Contact Officer: Cecilia Willis (02) 6207 0292 cecilia.willis@act.gov.au

Revenue Management

Compliance

Manager, Compliance

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37658)

Gazetted: 01 August 2017

Closing Date: 8 August 2017

Details: Manager, Compliance – ACT Revenue Office. The Compliance section monitors the integrity, fairness and effectiveness of the ACT's taxation system and plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The section also provides debt recovery services and encourages and assists customers to be proactive in meeting their taxation obligations through targeted awareness and education campaigns. The Compliance section is seeking a Manager, with experience in providing high level advice on revenue taxation issues, to provide management and direction to a large team of skilled project management and investigation officers responsible for: developing and using data matching and analytics tools to undertake high level research and detection activities to identify potential taxation non-compliance; developing and managing projects to investigate the nature and extent of any non-compliance by individuals and/or corporate entities—this includes defining appropriate strategies and investigation techniques to be applied, timeframes and resourcing requirements, specifying what success would look like, and managing each project through to completion; and the recovery of unpaid liabilities owing to the Commissioner for ACT Revenue.

Eligibility/Other Requirements: Tertiary qualifications in Law, Finance, Public Administration or another relevant discipline are highly desirable.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only.

Contact Officer: Ben Morris (02) 6207 0104 ben.morris@act.gov.au

Corporate

Corporate People and Capability

Workplace Relations

Senior Human Resource Advisor, Workplace Relations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 56046)

Gazetted: 02 August 2017

Closing Date: 16 August 2017

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate People and Capability is looking for an experienced Human Resource (HR) professional with strong industrial/employee relations experience to fill the role of Senior Advisor – Workplace Relations. The position will operate as part of a small outcome focussed team that delivers a range of strategic industrial and employee relations related services to CMTEDD businesses. The successful applicant will have broad generalist HR experience, including knowledge of industrial and administrative frameworks governing employee relations in the ACT Public Service. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

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

Contact Officer: Sophie Medved (02) 6205 4899 sophie.medved@act.gov.au

Office of the Under Treasurer and Cabinet Office

Senior Coordination Officers

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55386 and 38847)

Gazetted: 27 July 2017

Closing Date: 2 August 2017

Details: The Chief, Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for energetic, highly responsible individuals for two high profile coordination/liaison roles at the Senior Officer Grade C level. Located in the Office of the Under Treasurer and in the Cabinet Office, these positions provide the opportunity for career-minded officers to expand their knowledge and experience of the peak processes of public policy making in the ACT government. You will have the opportunity to establish effective working relationships and networks with Executives and their business units across CMTEDD, and Treasury in particular, which could be a valuable asset for

your future career progression. While the primary responsibilities will be a liaison relationship with the Treasury Stream of CMTEDD, the successful applicants will also be integral members, respectively, of the Office of the Under Treasurer and the Cabinet Office teams and support these offices with a range of functions. The positions call on the ability to manage matters of sensitivity and confidentiality and to act with discretion and a high level of judgement. A key component of the positions will be the building of effective working relationships across CMTEDD and other parts of government.

Note: These are temporary positions available for period of 12 months. An order of merit will be established for filling permanent positions at level within the next 12 months from this process. Applications are sought from potential candidates and should include statements against the selection criteria of no more than three pages in total outlining experience, contact details of at least two referees and a current curriculum vitae. Applicants should also indicate if they wish to be considered for both positions, or just one.

Contact Officer: Margaret Stewart (02) 6207 0280 or Dorena Morris (02) 6207 5989 margaret.stewart@act.gov.au; dorena.morris@act.gov.au

Shared Services

Strategic Finance

Financial Services

Asset Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39093)

Gazetted: 27 July 2017

Closing Date: 3 August 2017

Details: A temporary opportunity is available for a suitably qualified and experienced person to join the Shared Services Strategic Finance Financial Services team to assume a senior hands on and leadership role in asset and project accounting. The role is a core technical and leadership position that is directly responsible for financial and management accounting and it will also carry significant policy management accountabilities. There is a particular emphasis on asset/capital and project accounting as well as management reporting. The successful occupant will undertake a range of accounting tasks relating to asset/capital and project accounting which will require sound experience in Oracle or a similar system. Ongoing responsibilities will include asset acquisitions and disposals, capital planning, work in progress, reconciliations, project accounting and periodic financial reporting. Reporting on Treasury funded project initiatives is a key responsibility. The ability to examine, review and develop policies and procedures will be important in this role. To be considered further for this role, applicants will need to demonstrate applied technical experience, good policy acumen as well as being able to develop and drive business initiatives that will require communication and liaison skills of a high order. This role also has a strong link to our Financial Reporting and Budgeting team and will be responsible for driving a wide range of related reforms around internal quality assurance and other related tasks. An applied technical knowledge of mandated accounting requirements (e.g. around impairment, revaluations, reserves, etc.) is also required. Managing staff is a requirement of this role. The successful candidate will have or will be progressing toward accreditation with a recognised professional accounting body and if the latter, support will be available where study is being undertaken. The successful incumbent will actively participate in the management function where initiative, personal accountability and a will to succeed and deliver results will be important. Training and guidance along with management and technical support will be provided where necessary. Liaising with various internal and some external stakeholders will require well developed communication and relationship management skills. Managing competing and changing priorities will be an ongoing requirement over the tenure and additional hours may occasionally be necessary. The team environment is friendly, collegiate and supportive and is one that openly welcomes ideas and thoughts and openly recognises initiative and creativity. Winyu House adjoins a major shopping precinct, is close to major and suburban bus routes and free car parking is currently available. Eligibility/Other Requirements: Formal tertiary level Australian accounting and/or related business qualifications are mandatory.

Note: This is a temporary position available until 26 January 2018 with the possibility of extension and/or permanency, where this selection process may be referred to. Interviews if necessary will be conducted as soon as possible however selection may be based on application and/or by consulting referees only. This role is located in Winyu House in Gungahlin, ACT with access to flexible working arrangements being available. Written referee reports are not required to accompany applications and may be called for at a later date. The position is available for immediate filling and initial contact with the contact officer is welcomed prior to submitting an application. A personally authored response addressing all selection criteria to a maximum of one page for each criterion highlighting skills, experience and aptitude is required. Prior to applying, consideration should be given to actual

capability against the duties specified in the Position Description. Applications are to be accompanied by a separate Curriculum Vitae and the documents must be received by no later than the advertised closing date. Applicants will also be required to demonstrate capability against the applicable ACT Public Service Work Standards (SOG C). Please note that late applications or applications not received by this time and date will not be accepted. Extensions will not be available.

Contact Officer: Shonella Tatipata (02) 6207 9406 shonella.tatipata@act.gov.au

Enterprise Canberra

Skills Canberra

Director's office

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11376)

Gazetted: 31 July 2017

Closing Date: 7 August 2017

Details: Skills Canberra is seeking a Senior Policy Officer to research, prepare or coordinate complex submissions, briefs and correspondence relating to both policy and operational matters. Working to the Director, Skills Canberra, the Officer will manage the Branch's reporting obligations, including input to the Directorate's Annual Report; reporting to other areas of the ACT Government, the ACT Legislative Assembly; and the Australian Government. The successful applicant will have a proven ability to effectively prioritise and manage a variety of competing task under pressure within tight deadlines, including the ability to apply project management practices to support day to day workload and manage resources, under limited direction.

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

Contact Officer: David Miller (02) 6207 4791 davidj.miller@act.gov.au

Enterprise Canberra

VisitCanberra

Marketing

Senior Marketing and Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 56029)

Gazetted: 02 August 2017

Closing Date: 16 August 2017

Details: VisitCanberra is seeking a Senior Marketing and Communications professional to join its fast paced marketing team and lead a range of public relations and campaign related activities. The ideal candidate must have highly developed editorial skills and be comfortable producing high quality written marketing content. They would also be able to guide and manage the production of a range of content styles, such as video or images. A good understanding of campaign marketing is also required alongside experience with media planning and scheduling. Eligibility/Other Requirements: Tertiary qualifications in marketing communications, journalism, public relations or related disciplines, and the flexibility to work weekends and evenings on occasion is required.

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

Contact Officer: Brodie Nicholls (02) 6205 5397 brodie.nicholls@act.gov.au

Office of Deputy Under Treasurer

Commercial Services and Infrastructure

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38966)

Gazetted: 31 July 2017

Closing Date: 03 August 2017

Details: The Chief Minister, Treasury and Economic Development Directorate is looking for a highly motivated, well organised and independent Executive Assistant to join the Office of the Deputy Under Treasurer, Commercial Services and Infrastructure. The Executive Assistant provides support to the Deputy Under Treasurer and other members of the Deputy Under Treasurer's Office and plays an integral role in the effective administration of the new Commercial Services and Infrastructure Group within the Treasury Stream. The position manages the Deputy Under Treasurer's communications and workflow; performs coordination, liaison and event management

functions; and undertakes occasional research tasks. The Executive Assistant liaises with other government and external stakeholders, whilst maintaining a high level of confidentiality, sensitivity and discretion.
How to apply: Applications should include a statement addressing the selection criteria, a current curriculum vitae and contact details for at least two referees.

Contact Officer: Andrew Kefford (02) 6207 4583 andrew.kefford@act.gov.au

Enterprise Canberra

Skills Canberra

Analytics and Policy Services

Policy Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31374)

Gazetted: 31 July 2017

Closing Date: 16 August 2017

Details: Skills Canberra is seeking a team player to join a highly skilled and proactive Policy team. The Policy Officer will contribute to the development and implementation of a number of key policy projects and several pieces of key policy change. The successful applicant will be able to conduct research, analysis and provide advice to senior staff. They will also have, or have the ability to quickly gain a detailed understanding of the vocational education and training (VET) systems, relevant legislation and current issues at the local and national level.

Eligibility/Other Requirements: Experience working in a policy setting is highly desirable.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension.

Contact Officer: Angela Lee (02) 6205 8449 angela.lee@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

Executive Director, Inclusion and Participation

Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements, Canberra (PN: E1032)

Gazetted: 28 July 2017

Closing Date: 11 August 2017

Details: The Community Services Directorate manages the human services responsibilities of the ACT Government. They lead policy and program delivery for families, children and young people; people with disabilities, culturally and linguistically diverse groups, migrants and refugees; people in need of housing support and assistance; women, veterans and seniors; and Aboriginal and Torres Strait Islander People.

Reporting to the Deputy Director-General, the Executive Director, Inclusion and Participation will lead the Directorate's relationship and engagement strategy with the community, the ACT community sector and peak bodies. A priority will be to lead the implementation of the ACT Community Sector Industry Strategy, including further streamlining and improvement to the CSD's contract and commissioning frameworks and arrangements. The role is diverse and has oversight of whole-of-government policy design, implementation, reporting, events and festivals, awards and grants and will also be responsible for the evolution of the contract and relationship management model to a true commissioning for outcomes model.

To be successful in this role you will demonstrate extensive experience in human services service delivery and program management and an understanding of the relationships between the Directorate, Government, portfolio Ministers and community agencies and peak bodies. A track record in and reputation in superior management and leadership capabilities and the ability to think strategically as well as excellent interpersonal, organisational and communication skills is a must.

This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT. A competitive salary and relocation package is on offer for this pivotal role.

Remuneration: The position attracts a remuneration package ranging from \$313,260 - \$327,383, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$256,796.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please submit a resume and brief covering letter (maximum two pages) which details your skill and experience relevant to the role here. For further information, please contact Chris Morrison from Davidson Executive and Boards on (02) 8093 0632.

Executive Director, Strategy and Policy

Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements, Canberra (PN: E1039)

Gazetted: 28 July 2017

Closing Date: 11 August 2017

Details: The Community Services Directorate manages the human services responsibilities of the ACT Government. They lead policy and program delivery for families, children and young people; people with disabilities, culturally and linguistically diverse groups, migrants and refugees; people in need of housing support and assistance; women, veterans and seniors; and Aboriginal and Torres Strait Islander People.

Reporting to the Director-General, the Executive Director, Strategy and Policy will build an effective, robust and data-led strategic, cohesive policy function. This is an exciting opportunity to lead key strategic projects, including digital transformation of services and embedding evaluation and data capabilities within the Directorate.

In this role you will lead a strategic policy agenda focused on early intervention across the Directorate, Human Services cluster partners and community stakeholders. You will lead an across government conversation with a view to achieving better outcomes for Aboriginal and Torres Strait Islander Canberrans through the Office of Aboriginal and Torres Strait Islander Affairs. You will work closely with the Chief Information Officer to deliver a digital transformation agenda while also focusing on developing capability across strategic policy, service design, data collection and analysis and program evaluation across the organisation.

To be successful in this role, you will have extensive experience in human services policy development and program management. You will be politically astute and able to navigate complex stakeholder relationships across government, community groups and peak bodies. In addition, you are a leader with a strong values base who possesses significant intellectual capability with respect to analysis and strategic policy development.

This is an exciting time to have a lasting impact on how human services are delivered across the ACT. A competitive salary and relocation package is on offer for this pivotal role.

Remuneration: The position attracts a remuneration package ranging from \$313,260 - \$327,383, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$256,796.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please submit a resume and brief covering letter (maximum two pages) which details your skill and experience relevant to the role here. For further information, please contact Chris Morrison from Davidson Executive and Boards on (02) 8093 0632.

Centre Director, Bimberi

Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E1040)

Gazetted: 28 July 2017

Closing Date: 11 August 2017

Details: The Community Services Directorate manages the human services responsibilities of the ACT Government. They lead policy and program delivery for families, children and young people; people with disabilities, culturally and linguistically diverse groups, migrants and refugees; people in need of housing support and assistance; women, veterans and seniors; and Aboriginal and Torres Strait Islander People.

Reporting to the Executive Director, Children, Youth and Families through the Director Operations, Children, Youth and Families, the Centre Director, Bimberi is a strategic operational role, responsible for a range of statutory services that support young people requiring care or contemporary justice response. You will lead the management of Bimberi Youth Justice Centre (BYJC) and the Narrabundah House Indigenous Supported Residential Facility (NHISRF). The BYJC is a human rights compliant detention facility for young people between the

ages of 10 to 21 years. The NHISRF provides supported accommodation to young men between the ages of 15 and 18 years. A key requirement will be the development and management of a number of significant external stakeholder relationships.

To be successful in this role, you will have extensive experience delivering human services and innovative program management within a complex delivery environment. You are an exceptional leader of people who has the ability to motivate and inspire an operational workforce to deliver the highest standards of service. In addition, you are a strategic thinker who also understands the importance of process and procedure and are able to deliver with precision. You will have a passion for understanding trauma informed practice and a therapeutic model of support for young people at risk.

This is an exciting time to lead the delivery of critical services for children and young people across the ACT. A competitive salary and relocation package is on offer for this pivotal role.

Remuneration: The position attracts a remuneration package ranging from \$211,059 - \$220,120, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Please submit a resume and brief covering letter (maximum two pages) which details your skill and experience relevant to the role here. For further information, please contact Chris Morrison from Davidson Executive and Boards on (02) 8093 0632.

Strategic Policy

Aboriginal and Torres Strait Islander Services

Policy and Government Relations Team

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37239)

Gazetted: 01 August 2017

Closing Date: 16 August 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Senior Policy Officer in the Policy and Government Relations team. The Senior Policy Officer position will report to the Manager Policy and Government Relations and focus on program implementation of the seven key focus areas of the Agreement. The key focus areas are: Cultural identity; healthy mind, healthy body; feeling safe; connecting community; employment and economic independence; education; and leadership. The successful applicant will be able to develop and maintain strong collegiate relationships with colleagues within and across Government and the community sector. They will also manage issues of sensitivity and confidentiality and prepare written correspondence and briefs. The Senior Policy Officer will also be responsible for taking the lead for substantial policy, program and service development projects and research. As part of their duties they will be required to conduct research and analysis and prepare briefing materials for consultation by a range of internal committees and external stakeholders.

Eligibility/Other Requirements: Experience in policy and project management.

Note: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Brian Wilson (02) 6205 2507 brian.wilson@act.gov.au

Housing and Community Services

Housing ACT

Business and Capital

Investigator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09071)

Gazetted: 02 August 2017

Closing Date: 16 August 2017

Details: Business and Capital is seeking a high performing Investigator. The successful applicant will be responsible for assisting with the co-ordination, investigation and collation of complaints management, Freedom of Information (FOI) requests, Legal Subpoenas, information requests made by the Australian Federal Police (AFP)

and enquiries from external oversight agencies such as the ACT Ombudsman and the ACT Human Rights Commission. The position will be required to assist in the day to day operations of the Complaints and Information Unit as directed by the Manager and Senior Manager. The position occupant will require knowledge of, and the ability to interpret, policy and legislation in regard to FOI, Human Rights and Privacy legislation, and will possess high quality customer service attributes, organisational skills, with a flexibility to meet tight deadlines and change roles as required. The position reports to the Manager of the Complaints and Information Unit.

Contact Officer: Matt Barry (02) 6205 4284 matt.barry@act.gov.au

Corporate Services

Finance and Budget

Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55634)

Gazetted: 01 August 2017

Closing Date: 8 August 2017

Details: The Finance and Budget Unit is responsible for the overall budgeting and financial management of the Directorate. The Unit is the interface between the Directorate and ACT Treasury and provides support to business units. Specific functions include budget development, financial reporting, financial processing and financial management and governance.

Eligibility/Other Requirements: Accounting qualifications are essential.

Note: This is a temporary position available from 4 September 2017 until 20 December 2018 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Hamish Palfreyman (02) 6205 7810 hamish.palfreyman@act.gov.au

Strategy and Policy

Aboriginal and Torres Strait Islander Affairs

Aboriginal and Torres Strait Islander Elected Body

Project Officer - Aboriginal and Torres Strait Islander Elected Body

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12388)

Gazetted: 02 August 2017

Closing Date: 18 August 2017

Details: This position provides high level support to the Aboriginal and Torres Strait Islander Elected Body (ATSIEB), ensuring that they are able to meet the requirements under the *Aboriginal and Torres Strait Islander Elected Body Act 2008*, and any matter that the Minister may require the Elected Body to undertake. The position provides support for the interaction between the Minister and the Elected Body. The position is responsible for liaising between ACT Government agencies on behalf of the Elected Body and supporting the Chair and Deputy Chair of the Elected Body in their function as required by the Act. The successful applicant will demonstrate a sound knowledge of relevant legislation, an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

Eligibility/Other Requirements: Experience in using a range of business and office applications.

Note: This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Margaret Beattie (02) 6207 9656 margaret.beattie@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Coordination and Engagement

Project Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34349)

Gazetted: 01 August 2017

Closing Date: 23 August 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Project Officer in the Coordination and Engagement Team. The position will support the Coordination and Engagement Team to plan, direct and coordinate the overall functions of the team and the Office of Aboriginal and Torres Strait Islander Affairs. The Project Officer undertakes tasks of a specialist/specific nature in whole of government and community engagement roles. The position reports to the Assistant Manager, Coordination and Engagement Team.

Eligibility/Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Current driver's licence is required.

Contact Officer: Jacob Collins (02) 6205 0884 jacob.collins@act.gov.au

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 00314, several)

Gazetted: 28 July 2017

Closing Date: 15 August 2017

Details: The Health Professional Level 2 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One year's experience working with children, youth and/or families in a social work/case management role. A current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: A merit list may be established to fill future temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Larissa Sellars (02) 6207 6643 CYPSPRecruitment@act.gov.au

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 27448, several)

Gazetted: 28 July 2017

Closing Date: 15 August 2017

Details: The Health Professional Level 1 (HP1) Case Manager is the entry level position into Child and Youth Protection Services case management. It is expected that HP1's will grow in skill and experience through formal and informal development, supervision by HP3 Case Managers and support from team leaders and other staff. The role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Proficiency with Microsoft Office programs. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a readvertised position. Previous applicants will be considered and need not reapply. A merit list may be established to fill future temporary positions at level, which may occur over the next 12 months.

Contact Officer: Larissa Sellars (02) 6207 6643 CYPSPRecruitment@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**

School Performance and Improvement

Tuggeranong Network

Lanyon High School

Principal

School Leader A \$151,722, Canberra (PN: 01673)

Gazetted: 27 July 2017

Closing Date: 10 August 2017

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

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Kate Smith (02) 6205 3313 katel.smith@act.gov.au

Office for Schools

Belconnen Network

Southern Cross Early Childhood School

Community Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34542)

Gazetted: 01 August 2017

Closing Date: 8 August 2017

Details: Southern Cross Early Childhood School is seeking a Community Coordinator who is able to provide analytical and strategic advice and support to our Birth to Eight leadership team with the ability to build parent engagement, support social and emotional learning across the school, identify community development opportunities, work in partnership with families, foster relationships across government and community sectors and work collaboratively with external agencies to provide support to children, their families and the staff team.

Eligibility/Other Requirements: Highly Desirable: Minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised qualification including social work, community development, health and or education. Experience working with families as part of a multidisciplinary team. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a permanent position commencing 4 September 2017, working part-time at 18.00 - 29.50 hours per week (negotiable). The full-time salary noted above will be paid pro rata. Selection may be based on written application and referee reports only.

Contact Officer: Lyndall Read (02) 6142 0020 lyndall.read@ed.act.edu.au

School Performance and Improvement

Student Engagement

Network Student Engagement Teams

Speech Language Pathologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37200)

Gazetted: 28 July 2017

Closing Date: 16 August 2017

Details: The Education Directorate has expanded their Network Student Engagement Teams (NSET) to include Allied Health Professionals. To provide allied health support to ACT Public Schools, applications for a Health Professional 3 Speech Language Pathologist are being sought. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. 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. Current driver's licence is essential.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Full and part time hours will be considered.

Contact Officer: Tania Piper (02) 6205 4869 tania.piper@ed.act.edu.au

School Performance and Improvement

Student Engagement

Network Student Engagement Teams

Speech Language Pathologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 38928)

Gazetted: 28 July 2017

Closing Date: 16 August 2017

Details: The Education Directorate has expanded their Network Student Engagement Teams (NSET) to include allied health professionals. To provide allied health support to ACT Public Schools, applications for a Health Professional 2 Speech Language Pathologist are being sought. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Speech Pathology. Eligibility for membership or registration with the appropriate professional body/bodies, refer to duty statement. 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. Current drivers licence is essential.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Full and part-time hours will be considered.

Contact Officer: Tania Piper (02) 6205 4869 tania.piper@ed.act.edu.au

Office for Schools

South Weston Network

Telopea Park School

Staffing/Administration Officer

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 37688)

Gazetted: 27 July 2017

Closing Date: 3 August 2017

Details: The successful applicant will be responsible for the booking and engagement for day to day relief staff to cover classes and programs using the schools and Directorate online systems, administer the leave and employee absences, records management and related matters of relief staffing in a K-10 school setting.

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

Note: This is a part-time position at 33:45 hours per week.

Contact Officer: Mary Ryan (02) 6142 3388 mary.ryan@ed.act.edu.au

School Performance and Improvement

North and Gungahlin Network

Franklin Early Childhood School

Building Services Officer (BSO2)

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 39099)

Gazetted: 01 August 2017

Closing Date: 15 August 2017

Details: Franklin Early Childhood School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: 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, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: http://www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable.

Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This is a temporary part-time position available until 15 December 2017 at 19:00 hours per week with the possibility of extension and the full-time salary noted above will be paid pro-rata. This is a job share position and the days required are Thursday and Friday of one week, Wednesday, Thursday and Friday of alternate week.

Contact Officer: Patricia Duffy (02) 6142 1110 patricia.duffy@ed.act.edu.au

Office for Schools

South Weston Network

Telopea Park School

Staffing/Administration Officer

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 39069)

Gazetted: 27 July 2017

Closing Date: 3 August 2017

Details: The successful applicant will be responsible for the booking and engagement for day to day primary relief staff to cover classes in this unique French/Australian Bi-National school. Using the schools and Directorate online systems, administer the leave and employee absences. Work as part of the primary front office team.

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

Desirable: Certificate IV in Government (School Support Services) or equivalent. Knowledge of office practices and procedures. Knowledge of Microsoft Office Packages. First Aid qualification, or willingness to undertake appropriate training.

Note: This is a part-time position at 31:15 hours per week. The salary noted above will be pro rata for part-time hours.

Contact Officer: Mary Ryan (02) 6142 3388 mary.ryan@ed.act.edu.au

Office for Schools

North Gungahlin

Turner School

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 09127, several)

Gazetted: 02 August 2017

Closing Date: 16 August 2017

Details: Turner School is seeking an experienced, highly motivated and passionate person to work as part of a collaborative team to provide high-level personal and educational support to students with additional needs, social and emotional needs and disabilities. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children. As a part of a team the assistant will assist with program material preparation; management of children's social, emotional and behavioural needs; and supervision of children on the playground and on excursions.

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

Desirable: First Aid qualifications or willingness to undertake appropriate training.

Note: Selection may be based on application and referee reports only. Please ensure that your referee contact details are listed on your Application Coversheet. Applicants are strongly encouraged to contact the Business Manager, Deborah Parr for further information regarding this position.

Contact Officer: Deborah Parr (02) 6205 6622 deborah.parr@ed.act.edu.au

Office for Schools

North Gungahlin

Turner School

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 09127, several)

Gazetted: 01 August 2017

Closing Date: 15 August 2017

Details: Turner School is seeking an experienced, highly motivated and passionate person to work as part of a collaborative team to provide high-level personal and educational support to students with additional needs, social and emotional needs and disabilities. The successful applicant will possess sound communication and customer service skills and have the ability to work within a busy work environment. The successful applicant will work closely with and receive direction from the teacher in assisting with the management and learning of children. As a part of a team the assistant will assist with program material preparation; management of children's social, emotional and behavioural needs; and supervision of children on the playground and on excursions.

Eligibility/Other Requirements: Desirable: First Aid qualification, or willingness to undertake appropriate training. Certificate III in Disability Study. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Applicants are strongly encouraged to contact the Business Manager, Deborah Parr for further information regarding this position. The successful applicant may be selected based on written application and referee reports only. Please ensure that your referee contact details are listed on your Application Coversheet.

Contact Officer: Deborah Parr (02) 6205 6622 deborah.parr@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Suburban Land Agency

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18593)

Gazetted: 28 July 2017

Closing Date: 4 August 2017

Details: The Agency is looking for a candidate to manage the office of the Chief Executive Officer (CEO) and provide leadership to the Executive Assistant. The office will be a fast passed dynamic environment with the position reporting to the CEO and working closely with the executive and teams across the Suburban Land Agency, Environment, Planning and Sustainable Development Directorate, City Renewal Authority and other directorates, Ministers' Offices and other key stakeholders. The successful candidate will assist the CEO to manage workloads and priorities; provide strategic and procedural advice on agency and government issues; undertake research and analysis; and review and prepare material for the CEO. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.

Eligibility/Other Requirements: Prior experience in supporting a Senior Executive will be highly appreciated.

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

Contact Officer: Neil Bulless (02) 6205 7346 neil.bulless@act.gov.au

Suburban Land Agency

Internal Audit and Risk Officer

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

Gazetted: 28 July 2017

Closing Date: 4 August 2017

Details: The position will report to the CEO through the Business Operations Manager. The position will manage the Internal Audit role including actively managing and coordinating the agency's internal program of audits, manage the implementation and reporting of audit outcomes in accordance with best practice audit principles and practices. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.

Eligibility/Other Requirements: Relevant Tertiary qualifications and/or experience in a government business or entity or in a related field is desirable.

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

Contact Officer: Neil Bulless (02) 6205 7346 neil.bulless@act.gov.au

Suburban Land Agency

Sales, Marketing and Land Management

Mingle

Community Development and Event Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14877)

Gazetted: 31 July 2017

Closing Date: 14 August 2017

Details: The Suburban Land Agency is seeking an enthusiastic Community Development and Event Manager to develop and implement a range of initiatives as part of the 'Mingle' Community Development and corporate marketing program. The role requires the coordination of the community development program across multiple suburbs and includes community liaison, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media. There are opportunities for innovation and creativity to maximise customer engagement and interaction. The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dynamic, dedicated, flexible team player who is passionate about community development, marketing and events.

Eligibility/Other Requirements: Qualifications in marketing, community development, events or a related discipline; an understanding of the land or property market, particularly in terms of community development; an understanding of community development models such as Asset Based Community Development (ABCD); an understanding of ACT Government legislation; driver's licence; White Card and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position will be required to occasionally work after hours and on weekends. This position is available immediately.

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

Contact Officer: Jody Gleeson (02) 6205 1876 jody.gleeson@act.gov.au

Suburban Land Agency

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: ASO6_SLA)

Gazetted: 28 July 2017

Closing Date: 4 August 2017

Details: The Suburban Land Agency is seeking a highly motivated Executive Assistant to support the CEO. The position will provide high level administrative support to the CEO; coordinate and monitor work flow to ensure deadlines are met and matters are attended to in a timely manner; liaise effectively with key internal and external stakeholders; and contribute to agency administration.

Eligibility/Other Requirements: Prior experience in supporting a Senior Executive will be highly appreciated.

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

Contact Officer: Neil Bulless (02) 6205 7346 neil.bulless@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>

Deputy Director General TCH and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Adult and forensic psychiatrists

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 37610)

Gazetted: 03 August 2017

Closing Date: 14 September 2017

Overview of the work area and position: The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to area Clinical Director - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. Accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246

Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian & New Zealand College of Psychiatrist or equivalent specialist qualifications and evidence of satisfactory participation on the RANZCP continuing professional development program. Desirable: o Knowledge of the Mental Health Act 2015 and other related legislation. o Current drivers licence Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment,

Screening and Vaccination policy. Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 0687
Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method),
by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Assistant Director of Nursing

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 36084 (expected vacancy))

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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: The Dhulwa Mental Health Unit (DMHU) is a part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality mental health care, guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and key services. At this level you will provide senior leadership for the clinical and administrative operations of the DMHU and the maintenance of the therapeutic environment. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality service to people in the DMHU.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a minimum 12 months leadership/management experience. Relevant post graduate qualifications in mental health or forensic mental health; previous management experience within a mental health or drug and alcohol treatment setting; holds or is working towards post graduate management qualifications and a current driver's licence are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Liza Marando (02) 6207 1975 liza.marando@act.gov.au

Corporate

Deputy Director General Corporate

Business Manager - Office of Deputy Director-General Corporate

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 17487)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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

The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Collaboration Partnership - ACT Health and University of Canberra; Digital Solutions Division; Health Infrastructure Services and Strategic Finance. The Division provides corporate business services, maintains critical information, and physical and technological infrastructure for the ACT's public hospitals and health services. The Division also administers ACT Health's contract for the provision of Public Hospital services by Calvary Health Care ACT at Bruce and at Clare Holland House, and supports these close working relationships. Overview of the work area and position: ACT Health is looking for a dynamic person to fill the role of Business Manager in the office of Deputy Director-General (DDG) Corporate. As the Business Manager, you will be responsible for leading this high pressure and fast paced office. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of Executive support and Government Business coordination for the Corporate Division. The Business Manager will supervise and mentor the administrative team in the

management of the day to day operations and workflow of the office. The Deputy Director-General, Corporate, oversees and manages the above mentioned Branches. The DDG is supported by a Business Manager, Executive Officer, Personal Assistant, and Corporate Support Officer. As the Business Manager, you will be responsible for leading this high pressure and fast paced office. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of Executive support and Government Business coordination for the Corporate Division. The Business Manager will supervise and mentor the administrative team in the management of the day to day operations and workflow of the office. Eligibility/Other Requirements: Desirable: Previous experience working in a similar role within an executive office; knowledge of HPRM (formerly TRIM); relevant tertiary qualification and/or working towards a tertiary qualification is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: If you wish to apply for this position please provide information against the listed selection criteria in the duty statement. Your answers to the criteria should be no more than 300 words per criteria. Selection may be based on written application and referee reports only.

Contact Officer: Shaun Strachan (02) 6205 58601 shaun.strachan@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Alcohol and Drug Program
Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 28464)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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: The Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, ten bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); 12 months recent nursing experience in a Alcohol and Drug facility, and sound understanding of alcohol and other drugs. A current driver's licence and that the applicant holds or is working towards qualifications either at a certificate or postgraduate level is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

Canberra Hospital and Health Services
Medicine
Renal

Renal Home Therapies Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 26807)

Gazetted: 03 August 2017

Closing Date: 31 August 2017

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, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The 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. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal Home Therapies nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of home dialysis patients both peritoneal dialysis and home haemodialysis. This position includes participation in provision of after-hours care including the on call roster. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Home Therapies.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current valid driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Must comply with ACT Health Occupational Assessment, screening and vaccination policy. Desirable: Post graduate studies relevant to the speciality field. A minimum of two years full time equivalent post registration experience in Renal Replacement Therapies nursing.

Contact Officer: Joyce Thanabal (02) 6244 4279 joyce.thanabal@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
Breast Screen ACT**

Radiography - Mammography Roles

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 11571, several)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

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 Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. Under direction, as a Radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. We would love to have you on board to join such a great team and dynamic workplace environment. "With only three years post grad experience, BreastScreen ACT has provided me with great opportunity to further my career and education in Breast Imaging. I love working in a close, multidisciplinary team with up to date technology". Melissa - BreastScreen ACT Mammographer since 2012. Eligibility/Other Requirements: Mandatory: Degree or Diploma in Applied Science (Medical Imaging). Australian Health Practitioner Regulation Agency (AHPRA) Registration. ACT Radiation Licence (or eligible for). Eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain). Prior to

commencement successful candidates will be required to undergo a pre-employment Police check. Undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU). Comply with ACT Health credentialing requirements for allied health professionals.

Note: There are several positions available. One position is permanent part-time at 22:03 hours per week with the possibility of increased hours, and the others are casual positions. The full-time salary noted above will be paid pro rata for part-time and casual hours.

Contact Officer: Angela Belluomo (02) 6205 1932 angela.belluomo@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25500)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

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 Population Health Protection and Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Improvement Branch is responsible for improving the health and well being of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Promotion, the Health Promotion Grants Program, and Population Health Research and Evaluation. Overview of the work area and position: Health Improvement Branch is looking for a motivated and enthusiastic Project Officer to help deliver on our health promotion priorities. The successful applicant will be responsible for contributing to the development, implementation and evaluation of innovative marketing communications which promote healthy lifestyles in partnership with key internal and external stakeholders. It would be suited to someone with relevant experience in implementing communication strategies.

Eligibility/Other Requirements: A tertiary qualification in Marketing Communications including Digital Communications, Public Health and/or related disciplines is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary part-time position at 29.00 hours per week (four days per week) available until 30 June 2018 with the possibility of extension. The full-time salary noted above will be paid pro rata. A merit list may be established to fill future positions at level, which may arise over the next 12 months.

Contact Officer: Susie Leydon (02) 6205 1422 susie.leydon@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Clinical Records

PMI/Search System Administrator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30805)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and to ensure correct patient identification. Under general direction, you will be a self motivated individual, committed to progressive, positive change by working to assist the ACTPAS Data Quality Team reduce the duplication of patient registrations and ensuring the quality of the data being entered into the Patient Administration System meets the standards required. This will be achieved through high level system administrator activities, such as checking and maintaining system error logs, managing the implementation of system releases, patches and upgrades, as well as developing test scripts and participating in testing activities for both the PMI and Active Search systems. You will require high level skills in a range of software applications including Word, Excel and Outlook. It will be an advantage to have prior system administrator experience.

Eligibility/Other Requirements: Desirable: Previous system administrator experience including writing test scripts and testing of system upgrades. Previous supervisory experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary part-time position available at 30:00 hours per week for two years until 1 January 2020 with the possibility of extension and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. To qualify for consideration of this position you must complete the online application form and attach a statement addressing the selection criteria, two written referee reports and your CV. Incomplete applications will not be considered.

Contact Officer: Gloria Spyropoulos (02) 6244 3331 gloria.spyropoulos@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Operations Manager Ward Services

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 05359)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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: The Operations Manager is responsible to the Assistant Director, Ward Services. The primary function of the Operations Manager is to manage the day-to-day operation of sub-section of ward services ensuring that services meet client and organisational needs. There may be operational requirements to undertake the role managing portfolios such as ward clerks, patient liaison admission team, wardspersons, hospital assistants and central equipment and courier services.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Highly Desirable: A sound appreciation of the provision of operational support services. Possess, or capacity to quickly acquire skills, qualifications and knowledge in the operational setting, conduct preliminary assessments writing or conflict resolution. Sound human resource management experience, preferably in Healthcare or operational setting.

Contact Officer: Rodney Chandler (02) 6244 2980 rodney.chandler@act.gov.au

Corporate

Strategic Finance

Capital Finance

Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 29001)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. Overview of the work area and position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate.

This Position is to assist in the provision of a range of support services, such as project reconciliations, reporting analysis, process improvement and asset management. This role will work closely with the Finance Manager to support the branch and its clients. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Desirable: Previous experience in Finance with a focus on capital funding highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Vicki Andres (02) 6207 7929 vicki.andres@act.gov.au

Corporate

Health Infrastructure Services

Health Infrastructure Service Recurrent

Personal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 27980)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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. Health Infrastructure Services directs and manages ACT Health's infrastructure program, being responsible for the Capital Upgrades Program and Facilities Management. Overview of the work area and position: The Personal Assistant is responsible for providing high level administrative support to the Executive Director, Health Infrastructure Services. The position supports the Executive Director on day-to-day matters, and is part of the Executive support team with the Executive Officer, Health Infrastructure Services. The position reports to and is supervised by the Executive Officer, Health Infrastructure Services.

Eligibility/ Other Requirements: Desirable: Recent Experience providing high level support to an Executive Director is highly desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Colm Mooney (02) 6207 9186 colm.mooney@act.gov.au

Quality Governance and Risk

People and Culture

Employment Services

Recruitment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16116, several)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

Details: ACT Health are looking for people with an interest in providing high quality customer service in a e-recruitment environment. The successful applicant will play a key role in providing day to day recruitment support and advice to managers and staff across ACT Health on all matters relating to general recruitment, e-recruitment system support and position establishments. Recruitment sits within the People and Culture Branch which is responsible for the strategic and operational management, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health.

Eligibility/Other Requirements: Knowledge or experience with an e-recruitment system is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Selection maybe based on applications and referee reports only.

How to Apply: For further information about the positions and a copy of the performance expectations and jobs demands checklist, please contact the Contact Officer. If you wish to apply for the positions please provide information against the listed Selection Criteria and a current CV. If you are shortlisted you will be asked to provide two referee reports with at least one referee report from your current or a recent Manager.

Please email your application directly to: heidi.gregson@act.gov.au

Contact Officer: Heidi Gregson (02) 6207 7600 heidi.gregson@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 37735, several)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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: The Dhulwa Mental Health Unit (DMHU) is part of Mental Health, Justice Health and 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 Dhulwa Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. In this role under limited supervision, you will provide, high quality nursing care to consumers within a therapeutic secure environment. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Nursing experience within a mental health or alcohol and drug service, understanding of forensic mental health and a current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two full-time permanent positions available.

Contact Officer: Liza Marando (02) 6207 1975 liza.marando@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Mental Health Nurse
Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 33950)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. Mental Health, Justice Health and Alcohol and Drug Services include the following programs: 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; Rehabilitation and Speciality Services. Overview of the work area and position: The Adult Mental Health Day Service (AMHDS) offers a range of therapeutic programs within a community environment to support recovery. The AMHDS offer a multidisciplinary approach to the bio-psychosocial assessment and treatment of people with moderate to severe mental illness in a supportive and recovery oriented environment. The primary goal of the service is to optimise symptom relief, build capacity for self management as well as developing resilience and skills/resources for living in the community. The AMHDS complement existing services and enhance available options for intensive treatment, therapy and rehabilitation available through community mental health teams, inpatient units, and the adult mental health rehabilitation unit at The Canberra Hospital.

Eligibility/Other Requirements: **Mandatory:** Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Nursing is desirable. The successful applicant must hold a current drivers licence. Experience, paid or voluntary, working in a mental health care setting is desirable. Prior to commencement successful candidates will be required to: Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; and undergo a pre-employment National Police check.

Note: Successful candidate may be selected based on written application and referee reports only.

Contact Officer: Teall McQueen (02) 6205 2652 teall.mcqueen@act.gov.au

Canberra Hospital and Health Services
Rehabilitation, Aged Care and Community Care
Rehabilitation Allied Health
Speech Pathologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 30399)

Gazetted: 03 August 2017

Closing Date: 17 August 2017

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 Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: It is expected that this position will work across both the Rehabilitation Aged and Community Care Transitional Therapy and Care Program and the Speech Pathology Department. Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation and aged care areas of Canberra Hospital and the surrounding region. The position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support. The Transitional Therapy and Care Program (TTCP) is based at the Village Creek Centre, Kambah and is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks is provided either in a 15 bed low level care facility, located in Red Hill or in the client's home.

Eligibility/Other Requirements: **Mandatory:** A Degree or Diploma in Speech Pathology from a recognised tertiary institution. Eligibility for practicing membership of Speech Pathology Australia. Must hold a current driver's licence. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Please note

prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.
Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.
Comply with ACT Health occupational screening requirements related to immunisation.
Contact Officer: Rachel Heatley (02) 6244 3644 rachel.heatley@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy – TCH

Rotational Pharmacist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 10952)

Gazetted: 03 August 2017

Closing Date: 20 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The pharmacy department sits in the Division of Clinical Support Services. The following areas are included within this Division: Pharmacy, Biomedical Engineering, Medical Physics and Radiation Engineering, Nursing Operational Support and Clinical Records. Overview of the work area and position: The Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and work across multiple CHHS sites. Desirable: At least two years clinical experience as a registered pharmacist in the hospital setting and SHPA membership. 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*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a full-time temporary position available for a period of two years.

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Business Support Officer, Intensive Care Unit

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14510)

Gazetted: 03 August 2017

Closing Date: 10 August 2017

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, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Division of Critical Care Administration team is seeking an enthusiastic and professional individual to temporarily fill an Administration Service Officer position within the CHHS Intensive Care Unit team. This is a great opportunity to develop your administrative skills in a busy working environment. The Division of Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit and Research and Service Development Unit. The Medical Support Officer is responsible for supporting the strategic and operations of the Intensive Care Unit. The position reports to the Administration Manager, Division of Critical Care and indirectly to the Clinical Director, Intensive Care Unit. Under broad direction, you will play a role in providing day-to-day support to the Medical Officers including, but not limited to: Roster Management, human resource management, fiscal matters, course coordination, ward rounds, secretariat support, inpatient billing, maintenance requests and policy support. Eligibility/Other requirements: Knowledge of ACT Patient Administration System (ACTPAS) and MYSHIFT is desirable but not essential. 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 six months with the possibility of extension and/or permanency from this process. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria. Candidates are also required to submit a current CV and one written referee report. The successful applicant may be based on selection criteria, CV and referee reports only.
Contact Officer: Daniel Ingram (02) 6244 4500 daniel.ingram@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

Security and Emergency Management (SEMB)

Branch Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07944)

Gazetted: 28 July 2017

Closing Date: 4 August 2017

Details: The Security and Emergency Management Branch (SEMB) is seeking to fill the role of Branch Support Officer for a period of two weeks, commencing 10 August. The Branch Support Officer supports all staff within SEMB and in particular the Senior Director. Duties include monitoring and actioning emails, calendar management, coding invoices accurately, and tracking tasks across the branch to ensure deadlines are met. The successful candidate will have experience in office administration, be well organised, have effective interpersonal and communication skills, and the ability to monitor deadlines.

Note: This is a temporary position available until 25 August 2017.

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

Applications should be sent to the Contact Officer.

Contact Officer: Adelle Webb (02) 6205 0553 adelle.webb@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

Chief Operating Officer Group

Communications

Communications Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 11993)

Gazetted: 01 August 2017

Closing Date: 8 August 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. The Communications team supports the TCCS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. Under limited direction the Communications Officer will prepare media releases, organise photo/launch opportunities and respond to media enquiries; develop media, communication and community engagement strategies on issues across the Directorate; provide advice to officers from the Directorate to ensure their communication activities are timely, accurate and appropriate; utilise digital media channels to inform the community about Directorate activities and keep abreast of new developments in the digital space; develop and implement communication strategies ensuring up-to-date and consistent corporate messages; build and maintain relationships with key stakeholders, including the Minister's office, internal business areas, media, advertising companies and community groups to help deliver the Directorate's communication and community engagement outcomes; manage out of hours media enquiries as part of an on-call roster arrangement; support other members of the Communications team on joint projects when required. 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: Degree or Diploma in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is essential. A current driver's licence is also required.

Note: This is a temporary position available until 25 July 2018.

Contact Officer: Samantha Stebbings (02) 6207 5063 samantha.stebbing@act.gov.au

City Services

Roads ACT

Road Maintenance

Asset Engineer

Infrastructure Officer 1 \$66,251 - \$78,280, Canberra (PN: 03138)

Gazetted: 28 July 2017

Closing Date: 4 August 2017

Details: Road Maintenance is seeking suitable candidates who, under general direction from the Manager Program Development, will carry out various projects and consultancies for the maintenance of road pavements bridges, road barriers, dams, community paths, line marking and other Roads ACT assets. 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.

Note: This is a temporary position available 14 August 2017 until 6 October 2017. Selection may be based on written application and referee reports only. This temporary position is open to current ACTPS employees only. How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae. Applications should be sent to the Contact Officer. Contact Officer: Mynul Chowdhury (02) 6207 7453 mynul.chowdhury@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$79,824 - \$91,356
Lachlan McCall 848-34706, Section 68(1), 17 July 2017

Administrative Services Officer Class 6 \$79,824 - \$91,356
Edwin Crump 833-00446, Section 68(1), 24 July 2017

Senior Officer Grade C \$100,462 - \$108,140
Susan Louise Harrison 850-41169, Section 68(1), 1 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554
Steven Bruce Hoppitt 853-68997, Section 68(1), 1 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554
Graeme Oldfield 769-31290, Section 68(1), 21 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554
Rajpal Sidhu 836-06453, Section 68(1), 1 August 2017

Administrative Services Officer Class 6 \$79,824 - \$91,356
Mikaela Turner 848-75313, Section 68(1), 31 July 2017

Information Technology Officer Class 1 \$64,616 - \$73,554
Joey van Kimmenade 846-88737, Section 68(1), 1 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554
Brook Wills 846-91151, Section 68(1), 1 August 2017

Information Technology Officer Class 1 \$64,616 - \$73,554
David Wojcik 846-93413, Section 68(1), 1 August 2017

Community Services

Senior Officer Grade C \$100,462 - \$108,140
Susan Kingsford 853-68954, Section 68(1), 28 July 2017

Education

General Service Officer Level 6 \$54,949 - \$57,445

Andrew Crossman 843-35528, Section 68(1), 1 August 2017

General Service Officer Level 3/4 \$47,087 - \$51,420

Andrew Harper 848-99614, Section 68(1), 1 August 2017

Health

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

Simone Anstice 845-03691, Section 68(1), 10 August 2017

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

Regan Bartholomew 850-41097, Section 68(1), 10 August 2017

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

Louisa Briggs 847-02973, Section 68(1), 1 August 2017

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

Ninu Davis 834-45733, Section 68(1), 1 August 2017

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

Manjula Devagudi 843-90439, Section 68(1), 1 August 2017

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Shelja Dua 847-03319, Section 68(1), 1 August 2017

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

Stacey Duff 853-51888, Section 68(1), 8 August 2017

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

Rafael Frias 847-01559, Section 68(1), 1 August 2017

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

Concetta Galati 847-01727, Section 68(1), 27 July 2017

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

Richard Hogan 853-65614, Section 68(1), 7 August 2017

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

Anna Hutchison 848-21008, Section 68(1), 1 August 2017

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

Saritha Konapuram 839-25892, Section 68(1), 1 August 2017

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

Vijaya Kottapalli 834-52415, Section 68(1), 1 August 2017

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

Lissy Kunnathuparampil 834-46058, Section 68(1), 1 August 2017

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Anuruddika Chitramalie Manatunga Arachchige Dona 853-66107, Section 68(1), 1 August 2017

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Samantha Marwick 848-83890, Section 68(1), 31 July 2017

Registered Nurse Level 3.1 \$101,175 - \$105,339
Jennifer McCudden 853-65382, Section 68(1), 31 July 2017

Administrative Services Officer Class 4 \$66,656 - \$72,175
Katie Middlemiss 847-03992, Section 68(1), 31 July 2017

Infrastructure Officer 5 \$142,761
John Nakkan 843-48687, Section 68(1), 14 August 2017

Enrolled Nurse Level 1 \$57,635 - \$61,578
Nakita Nott 845-03341, Section 68(1), 22 February 2018

Administrative Services Officer Class 5 \$74,081 - \$78,415
Renga Soundararajan 853-66078, Section 68(1), 31 July 2017

Health Professional Level 2 \$61,784 - \$84,816
Alana Wild 853-65294, Section 68(1), 2 August 2017

Enrolled Nurse Level 1 \$57,635 - \$61,578
Emily-Rose Wilson 847-02404, Section 68(1), 10 August 2017

Dentist Level 1-2 \$73,210 - \$133,197
Erin Kropinak: 847-11255, Section 68(1), 1 August 2017

Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Anuruddika Chitramalie Manatunga Arachchige Dona: 853-66107, Section 68(1), 01 August 2017

Transport Canberra and City Services

Infrastructure Officer 3 \$100,694 - \$110,536
Nookeswara Paluri Bhaskara Rama 846-88913, Section 68(1), 1 August 2017

Administrative Services Officer Class 4 \$66,656 - \$72,175
Jessika Lee Philp 853-69076, Section 68(1), 2 August 2017

Senior Officer Grade C \$100,462 - \$108,140
Justin Thompson 853-69068, Section 68(1), 31 July 2017

TRANSFERS

Health

Danielle May: 740-94724
From: Administrative Services Officer Class 6 \$79,824
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health, Canberra (PN. 33923) (Gazetted 1 June 2017)

Zhenmei Li: 821-58396

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

Health

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

Health, Canberra (PN: 20475) (Gazetted 22/06/2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Procurement and Capital Works

Goods and Services Procurement

Sourcing, Advice and Supply and ICT

Sharon Bogg: 761-22223

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14094) (Gazetted 12 May 2017)

Procurement and Capital Works

Goods and Services Procurement

Sourcing, Advice and Supply and ICT

Matthew Allan Hart: 836-08272

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03114) (Gazetted 12 May 2017)

Access Canberra

Project, Governance and Support

Finance and Budgets

Hollie Hughes: 794-28877

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55661) (Gazetted 8 July 2016)

Education

School Performance and Improvement

Belconnen Network

Fraser Primary School

Mark Deeker: 824-41298

From: School Leader B \$132,814

Education

To: †School Leader A \$145,868 - \$175,149

Education, Canberra (PN. 04146) (Gazetted 3 August 2017)

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

Environment, Planning and Sustainable Development

Planning Policy

Strategic Planning

Syed Ali: 827-32159

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15361) (Gazetted 3 August 2017)

Health

Canberra Hospital and Health Services

Medicine

Clinical

Sheeja Anil: 821-59372

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

Health

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

Health, Canberra (PN. 22506) (Gazetted 29 June 2017)

Canberra Hospital and Health Services

Lillian Chipangura: 786-50257

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

Health

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

Health, Canberra (PN. 20912) (Gazetted 29 June 2017)

Canberra Hospital and Health Services

Deputy Director General

ACT Chief Nurse

Sally-Ann De-Vitry Smith: 853-45250

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 18031) (Gazetted 15 June 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Therese Foster: 752-28085

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

Health

To: †Health Professional Level 5 \$118,319 - \$133,197

Health, Canberra (PN. 28477) (Gazetted 6 July 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Jacob Mabil-Atem: 835-90535

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

Health

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

Health, Canberra (PN. 28970) (Gazetted 11 May 2017)

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Branka Milanovic: 839-27556

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Health

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 23044) (Gazetted 29 June 2017)

Canberra Hospital and Health Services

Rebekah Namgyal: 842-89832

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 20913) (Gazetted 29 June 2017)

Canberra Hospital and Health Services

Medicine

Infection Control

Rachael Naumovski: 780-52791

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 30688) (Gazetted 22 June 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Tarkan Tez: 836-00457

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 11724) (Gazetted 25 May 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Bronwyn Vejvoda: 838-53227

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 17293) (Gazetted 13 July 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Bronwyn Vejvoda: 838-53227

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 17293) (Gazetted 13 July 2017)

Justice and Community Safety

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Review and Regulation

Samantha Cunningham: 827-42154

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety, Canberra (PN. 02134) (Gazetted 8 March 2017)

**ACT Law Courts and Tribunal
Registry Operations
ACT Civil and Administrative Tribunal
Gordana Ivancevic: 820-77000**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Justice and Community Safety
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety, Canberra (PN. 10460) (Gazetted 28 July 2017)

**ACT Law Courts and Tribunal
ACT Civil and Administrative Tribunal
Review and Regulation
Miriam Meaney: 748-42649**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety, Canberra (PN. 21914) (Gazetted 8 March 2017)

**ACT Human Rights Commission
Health, Discrimination, Disability and Community Services Commissioner
Maria Vieira: 788-76854**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Human Rights Commission
To: †Senior Officer Grade C \$100,462 - \$108,140
Justice and Community Safety, Canberra (PN. 09943) (Gazetted 18 May 2017)

Transport Canberra and City Services

**Transport Canberra
Light Rail
Light Rail Project Directors Group
Vivienne Budnick: 835-34007**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Education
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Transport Canberra and City Services, Canberra (PN. 38604) (Gazetted 16 May 2017)

CORRIGENDA

Education

Office for Schools

Dianne Champion 787-40738
Correction made to the notification of promotion published in the Gazette of 6 July 2017. Promotion should have been to Amaroo School.

Education

Office for Schools

Stacie Johnston 835-31607

Correction made to the notification of promotion published in the Gazette of 6 July 2017. Promotion should have been to Amaroo School.