



ACT Government Gazette

Gazetted Notices for the week beginning 16 April 2015

EXECUTIVE NOTICES

Territory and Municipal Services

Variation – Transfer

Phillip Perram – Executive Director, Parks and Territory Services (E582) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

ACT Long Service Leave Authority

Chief Executive Officer and Registrar, Long Service Leave Authority

Executive Level 1.2 \$197,350 to \$207,343 depending on current superannuation arrangements, Canberra (PN: E695)

Gazetted: 18 April 2015

Closing Date: 11 May 2015

Details: The ACT Long Service Leave Authority is an industry-funded agency established under ACT legislation to administer schemes which provide defined benefit, long service leave entitlements for employees. Industries covered by the schemes include building and construction, contract cleaning, security and community services, with aged care and waste worker sectors to be added, in accordance with a recent ACT Government announcement. As Chief Executive Officer (CEO) and Registrar you will provide strong leadership as the CEO in addition to a legal and compliance responsibility as Registrar. You will report to, and will be a non-voting member of, the Board and provide informed guidance about employee entitlements and scheme investments. A capacity to interpret and apply the *Long Service Leave (Portable Schemes) Act 2009* is also important. In addition to employer and employee stakeholders, you will have close working relations with the Minister and Chief Minister, Treasury and Economic Development Directorate in relation to policy and investment strategy issues.

Remuneration: The position attracts a remuneration package ranging from \$197,350 - \$207,343, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$153,744.

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

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

Eligibility/Other Requirements: To be a strong contender for this important role you will need to be an experienced, energetic leader who can lead a small team and operate in a multi-disciplinary environment. You will be proactive, have experience in the application of legislation and have a strong understanding of the public sector and its values. Experience in the public or private sectors in managing a financial registry, claims, staff entitlement, superannuation or similar arrangement would be highly valued. Ideally you will also have knowledge or experience in the financial sector or in a public sector role with a financial dimension, and experience in the management or governance of IT systems.

Contact Officer: Before applying, please obtain selection documentation by emailing admin@execintell.com.au quoting Ref. No 443. Further information can be obtained by contacting either Karina Duffey or Tricia Searson (02) 6232 2200 admin@execintell.com.au quoting Ref. No. 443.

Calvary Health Care ACT (Public)

Senior Emergency Department Physiotherapist

Health Professional Level 3 \$82,212 - \$86,626, Canberra (PN: 7039)

Gazetted: 17 April 2015

Closing Date: 4 May 2015

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

Contact Officer: Jeanie Weber (02) 6201 6960 jeanie.weber@calvary-act.com.au

Director Pastoral Care Department

Administrative Services Officer Level 6 \$75,209 - \$86,075, Canberra (PN: 6806)

Gazetted: 17 April 2015

Closing Date: 29 April 2015

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

Contact Officer: Karen Edwards (02) 6201 6101 karen.edwards@calvary-act.com.au

Canberra Institute of Technology

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

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

CIT Technology and Design

CIT ICT and Library Studies

Apprenticeship Program Coordinator

Teacher Level 2 \$94,697, Canberra (PN: 35047)

Gazetted: 22 April 2015

Closing Date: 29 April 2015

Details: CIT ICT and Library Studies is looking for an energetic people person with excellent management skills to manage the coordination of the department's Apprentice Program. This is an important role as the candidate must liaise with ICT industry employers, teachers and provide pastoral care to apprentices to ensure program completion. The candidate will be required to provide leadership and innovation in teaching delivery, assessment and support the department to grow its commercial delivery program.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Bachelor Degree in Information Technology Experience in User Choice Processes and Procedures is desirable.

Note: This position is a temporary vacancy available until 30 April 2019 with the possibility of extension.

Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.edu.au

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

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

Asbestos Response Taskforce

Director, Community, Engagement and Personal Support – Asbestos Response Taskforce

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E792)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) would like to appoint an outstanding Executive to the position of Director, Community, Engagement and Personal Support – Asbestos Response Taskforce. This key Senior Executive position leads all Taskforce communications, media relations and

community engagement. It is also responsible for delivering complex support requirements to affected homeowners, residents and the broader community. The role includes the provision of high quality and responsive individual and public information, including the coordination, development and implementation of whole of government and Taskforce strategic communications plans, policies and services media activities.

Eligibility/Other Requirements: The position requires a person with exceptional leadership, relationship management and strategic communications skills. A proven record in media and/or communications and public affairs management, commitment to public service integrity and people management is essential.

Note: Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Remuneration: The position attracts a remuneration package ranging from \$213,051 - \$223,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

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

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

Contact Officer: Andrew Kefford (02) 6205 4717 andrew.kefford@act.gov.au

Office of the Director-General

Executive Officer

Senior Officer Grade A \$129,470, Canberra (PN: 33966)

Gazetted: 20 April 2015

Closing Date: 4 May 2015

Details: Applications are sought for an Executive Officer to the Head of Service and Director-General of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). The Executive Officer reports directly to the Head of Service and is located in the Office of the Head of Service. The Executive Officer works closely with the Executive Management team of CMTEDD and the Executive Assistant to the Head of Service. This senior manager position will suit candidates who can work with a high degree of independence, provide support and advice on complex issues, prioritise and be adaptable as well as maintaining exceptional professional relationships.

Eligibility/Other Requirements: There may be a requirement to obtain a security clearance.

Note: The Executive Officer to the Head of Service is a rotating position and so this vacancy will be filled until December 2016 (with possible extension).

Contact Officer: Claire Barbato (02) 6205 0465 claire.barbato@act.gov.au

Arts, Business, Events, Sport and Tourism

Events ACT

Manager, Event Facilitation and Government Coordination

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 28836)

Gazetted: 22 April 2015

Closing Date: 6 May 2015

Details: Events ACT is seeking an experienced Manager to oversee the Event Facilitation and Government Coordination team. The position is responsible for the management of strategic functions and programs that relate to the planning and support of major events and event related projects for ACT Government. In particular, the position is responsible for the facilitation and coordination of a range of policy and programs relating to events and the events sector including researching, developing and evaluating event programs, overseeing the management and administration of the ACT Event Fund and providing high level secretariat support to the Events Coordination Group. This position will also be required to prepare policy advice, briefings and correspondence on issues relevant to the event sector and assist with wider work of the Events ACT Team. A strong understanding of and experience in the events sector or related industry is required to undertake this role.

Eligibility/Other Requirements: Applicants should possess a current driver's licence and have the ability to work flexible hours including weekends and public holidays.

Contact Officer: Dianne Ireland (02) 6207 5369 dianne.ireland@act.gov.au

Shared Services

Partnership Services Group/ Business Application Management

ESA ICT

Deputy ICT Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33286)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The Emergency Services Agency (ESA) ICT Team is currently seeking applications from people interested in working in a dynamic team which has significant partner interaction. The core function of this role is managing and coordinating the provision of ICT services across the ESA ICT portfolio including operational activities, application portfolio management, business systems support, Category 3 projects and change requests.

Eligibility/Other Requirements: ITIL Foundations and Practitioners Certificates and Project Management certification (Prince2) highly desirable.

Note: Applications should include a supporting statement against the selection criteria outlining experience and/or ability in the above areas, contact details of at least two referees and current curriculum vitae.

Contact Officer: Karen Carlton (02) 6207 2335 karen.carlton@act.gov.au

Community Engagement and Media

Senior Community Engagement Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33016)

Gazetted: 22 April 2015

Closing Date: 6 May 2015

Details: The Community Engagement Team at Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated Senior Community Engagement Officer to join the Team. The successful candidate will have strong experience in community engagement with the ability to prepare, implement and undertake community engagement strategies on major directorate and Land Development Agency initiatives.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in communications and/or public relations are desirable.

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

Contact Officer: Simon Lansdown (02) 6205 2980 simon.lansdown@act.gov.au

Office of the Director-General/Chief Executive Officer

Ministerial Cabinet and Policy Coordination

LDA Board Secretariat

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34259)

Gazetted: 17 April 2015

Closing Date: 4 May 2015

Details: The Economic Development Portfolio is seeking an experienced and highly motivated Officer to join the Office of the Director-General/CEO as Secretary to the Land Development Agency Board. The successful candidate will be required to provide high-level secretariat support to the Board and its subcommittees. This challenging role will also be responsible for undertaking analysis of Government policies, project briefs, cabinet submissions, policy positions and responses and reports for Executives in Economic Development and the Land Development Agency.

Contact Officer: Chris Wilson (02) 6205 2697 chris.wilson@act.gov.au

Access Canberra

ACT Gambling and Racing Commission

Compliance and Investigations

Authorised Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 42502)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The ACT Gambling and Racing Commission is looking to temporarily fill an Authorised Officer position in the Compliance and Investigations Section. The successful applicant will require excellent coordination, writing and time management skills and experience within a government context. Duties include (but not limited to); investigate breaches of the ACT gaming laws and complaints made against providers of gambling products and services; conduct audits and inspections of ACT gambling service providers; assist with the supervision and

direction of Authorised Officers performing regulatory and compliance activities ensuring that accurate records are maintained; research, collate and analyse data relating to gambling activities including financial records as required; and, prepare reports, briefings and correspondence on a range of issues pertaining to gambling regulation.

Eligibility/Other Requirements: Current driver's licence. Certificate IV in Government Investigation or the ability to obtain is desirable. Experience in an audit or investigative capacity would be beneficial.

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

Contact Officer: Dan Curtin (02) 6205 0882 daniel.curtin@act.gov.au

Arts, Business, Events, Sport and Tourism

Executive

Brand Canberra

Brand Canberra Project Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33741)

Gazetted: 20 April 2015

Closing Date: 4 May 2015

Details: The Arts, Business, Events, Sport and Tourism Division within the Chief Minister, Treasury and Economic Development Directorate are seeking a highly motivated and dynamic candidate to undertake the role of Project Officer, Brand Canberra. The primary objective of this position will be to assist and contribute to the management of the Brand Canberra project. Brand Canberra is a fast paced, dynamic program which requires excellent interpersonal skills, sound judgement and strong written skills. Experience in the areas of media, communication, public relations, including social media, is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications in Marketing, Communications, Journalism or related discipline desirable. Working knowledge (or the ability to acquire this knowledge) of government process, requirements and best practice.

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

Business Services

Strategic HR

Organisational Development

Project Officer - Learning and Development

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 32176)

Gazetted: 20 April 2015

Closing Date: 27 April 2015

Details: As Project Officer Learning and Development, the successful applicant will be required to provide administrative support for the organisational development coordinated training courses. In undertaking this role, the applicant will also be required to assist with the development and implementation of a range of HR projects, including policy and guidelines review.

Note: This is a temporary position available from 1 June 2015 until 31 January 2016. Selection may be based on written applications and referee reports only.

Contact Officer: Peter Jones (02) 6207 7399 peterh.jones@act.gov.au

ACT Property Group

Property, Projects and Services

Electrician

Building Trade \$62,715 - \$66,330, Canberra (PN: 34860)

Gazetted: 22 April 2015

Closing Date: 6 May 2015

Details: The ACT Property Group is seeking an experienced and enthusiastic person to fill the role of Electrician. The successful applicant will be required to deliver reactive and planned maintenance. The successful applicant will be required to read and understand detailed plans; order materials; supply quotes; liaise with customers and supervise apprentices. The ability to work as a team player as well as independently with limited supervision will be highly regarded.

Eligibility/Other Requirements: Licensed Electrician, white card and a current driver's licence are essential. Significant experience is highly desirable.

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

Contact Officer: Steve McDougall (02) 6213 0712 steve.mcdougall@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.

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

Disability ACT

Disability ACT

Individual Response Team

Planning Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 22595, several)

Gazetted: 22 April 2015

Closing Date: 6 May 2015

Details: Applications are sought from enthusiastic and motivated people who are interested in working within the Individual Response Team. The role will be to assist in projects associated with transitioning Disability ACT Accommodations Support to the non-government sector with the focus on choice and control. Applicants must have an understanding of how to support people with a physical or intellectual disability to achieve what they want to achieve in a positive and uplifting way, ensuring that people are referred to mainstream and specialist services as appropriate.

Eligibility/Other Requirements: Current unencumbered drivers' licence is essential. Tertiary qualifications in Human Services, experience in person centred practice principles and/or experience of working with people with disability is desirable.

Notes: These full-time temporary positions are available until 14 June 2016. Applicants need to demonstrate a commitment to the Vision and Values of Disability ACT. Applications are sought from potential candidates and should include a supporting statement of no more than 250 words per criterion, outlining experience and/or eligibility in accordance with the selection criteria, contact details of at least 2 referees and a current curriculum vitae. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Sue Watson (02) 6205 3533 sue.watson@act.gov.au

Service Strategy and Community Building

People Management

Workforce Management Advisor

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 21971)

Gazetted: 17 April 2015

Closing Date: 1 May 2015

Details: The Workforce Management Advisor is responsible for the management of all requests for recruitment activity within the Directorate, including Executive Action Requests. The occupant will also be responsible for the management and coordination of the team's positional mailbox, and the development and maintenance of requisite processes that achieves a responsive service to all staff of the directorate. This position will also contribute to the development of internal policies and practices, and develop and maintain relationships with key senior executive staff, and other ACT Government agencies, most notably, Shared Services.

Note: This is a temporary position available for a period of up to 12 months.

Contact Officer: Tamara Graham (02) 6207 5305 tamara.graham@act.gov.au

**Office of Children, Youth and Family Support
Early Intervention and Prevention Services
Child and Family Services
Administrative Officer**

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 09185)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: West Belconnen Child and Family Centre is looking for a motivated individual to undertake the role of Administrative Officer. The position is responsible for providing a variety of tasks for the Centre such as maintaining office records and files, set-up of programs and preparation of correspondence. The position is also responsible for providing a reception service for the Centre and ensuring office presentation is of a high standard. Eligibility/Other Requirements: Current driver's licence essential.

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

Contact Officer: Shona Chapman (02) 6207 4540 shona.chapman@act.gov.au

Education and Training

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

Education Strategy

School Leadership

Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35542)

Gazetted: 22 April 2015

Closing Date: 6 May 2015

Details: The School Leadership team is looking for a highly motivated and conscientious individual to take on the role of Manager. The role will require the successful applicant to provide high-level management and leadership to a team; deliver major policy and project outcomes; develop, implement and monitor best practice across school leadership related policies; prepare high-level reports and briefs; represent the Directorate at a wide range of government and non-government forums; manage the Directorate Leadership Forums.

Eligibility/Other Requirements: Qualifications and experience in school education or a related field is highly desirable.

Contact Officer: Christine Lucas (02) 6205 8260 christine.lucas@act.gov.au

Organisational Integrity

Information and Knowledge Services

Senior Business Analyst

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 35525)

Gazetted: 21 April 2015

Closing Date: 7 May 2015

Details: The Education and Training Directorate is engaged in an exciting and challenging multi-year upgrade of its IT Portfolio across school and student administration, business intelligence systems and staff support. The person in this position performs a lead role in gathering and articulating business, functional and non-functional requirements for the Education and Training Directorate ICT portfolio. Ideally you will have experience as a Senior Business Analyst in development and delivery of substantial IT Projects. You will have demonstrated experience in business analysis skills, in particular in business process modelling, business re-engineering and change management. You will need to be self motivated, adaptable and have efficient and effective communication skills. You will have highly developed work management and organisational skills including the ability to effectively

manage workloads, work independently and as part of a team, deliver high quality service to internal and external stakeholders and meet workplace objectives within tight timelines.

Eligibility/Other Requirements: Highly Desirable: Experience as a Senior Business Analyst in development and delivery of substantial IT Projects. Experience in defining requirements as part of a project team delivering digital solutions including online portals, intranets, business intelligence and integration.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Prior to commencing in this role, a current registration issued under *the Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Graham Sporne (02) 6205 5464 graham.sporne@act.gov.au

Office of the Deputy Director-General

Training and Tertiary Education

Training and Skills Development

Liaison and Engagement Support Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 02405)

Gazetted: 22 April 2015

Closing Date: 7 May 2015

Details: The Training and Skills Development section is seeking a suitable Liaison and Engagement Support Officer. The successful applicant is required to have a high level of customer service and the ability to create, maintain, interpret and analyse content, data and publications to extract and present information, in order to provide guidance and support to internal and external stakeholders. They will be responsible for providing support to a number of field officers by liaising with stakeholders and assisting with the design of internal and external communication including stakeholder correspondence, web content, publications and briefs.

Note: This vacancy is temporary to 22 April 2016 with the possibility of extension.

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

Environment and Planning

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

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

Deputy Director-General, Planning Policy

Executive Level 3.7 \$303,205 to \$319,363 depending on current superannuation arrangements, Canberra (PN: E699)

Gazetted: 20 April 2015

Closing Date: 27 April 2015

Details: The Environment and Planning Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan.

The Deputy Director-General, Planning Policy, reports to the Director-General.

Eligibility/Other Requirements: Applicants should be able to demonstrate leadership in strategic public policy, especially related to land use planning, and inter-governmental relations. Experience at a senior executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Remuneration: The position attracts a remuneration package ranging from \$303,205 - \$319,363, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$248,589.

Contract: The successful applicant will be engaged under a performance based contract for the period 4 May 2015 to 14 June 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

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: Ben Ponton (02) 6207 7248 ben.ponton@act.gov.au

Strategic Planning

Major Projects and Transport

Senior Transport Planner

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35520)

Gazetted: 21 April 2015

Closing Date: 5 May 2015

Details: Strategic Planning Division in the Environment and Planning Directorate is seeking a Senior Transport Planner to manage and contribute to major transport projects, policy development and planning for the ACT Government. Applicants should have strong project management and/or policy development experience, preferably in a transport planning setting; strong written and oral communication skills; experience in supervising staff; and a proven ability to work as part of a team to deliver high profile projects for Government.

Eligibility/Other Requirements: Qualifications in Transport Planning or a related field are highly desirable.

Note: This is a temporary position available to 2 May 2016 with the possibility of extension.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 Suzanne.jurcevic@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Health Programs

Paediatrician

Staff Specialist Band 1-5 \$147,465 - \$181,976, Canberra (PN: 19596)

Gazetted: 23 April 2015

Closing Date: 7 May 2015

An exciting opportunity has arisen for paediatricians with experience in the fields of developmental paediatrics, child behaviour and child protection, including forensic medical assessments to join the multidisciplinary team at the Child At Risk Health Unit (CARHU). CARHU provides specialist health services to children, young people and their families/carers who have been affected by abuse and/or neglect. The successful applicant will provide paediatric services from CARHU and the Canberra Hospital, may provide services at various community health centres, and will be required to participate on the afterhours paediatric forensic roster. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians or an equivalent higher specialist qualification.

Note: This position is a part time temporary position of 2 days per week for 9 months, commencing 29 June 2015.

Contact Officer: Deborah Colliver or Dr Catherine Sansum (02) 6244 2712 (02) 6244 2712

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

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Nursing
Nurse Practitioner, Oncology/Haematology
Nurse Practitioner \$115,404, Canberra (PN: 24145)

Gazetted: 23 April 2015

Closing Date: 7 May 2015

Details: Applications are being sought from a dynamic Oncology/Haematology - Nurse Practitioner who has highly developed assessment, communication and interpersonal skills. This position is a consultative and supportive role to the Rapid Assessment Unit within the Canberra Region Cancer Centre. The successful applicant will have to collaborate with all stakeholders to ensure that Oncology patients and their families/carers gain timely access to appropriate care and support, with a focus on avoiding hospital admission. The position will include involvement with shared care in some tumour groups. The Oncology/Haematology Nurse Practitioner operationally reports to the ADON, CACHS and professionally to the DON, CACHS.

Eligibility / Other Requirements: Applicants must hold or be eligible to hold registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have the notation of Nurse Practitioner attached to this registration therefore, applicants must have the appropriate tertiary qualification that supports registration as an endorsed Nurse Practitioner.

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

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

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

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

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

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

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

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

Contact Officer: Gaynor Stevenson (02) 6244 2623

Director General Reports
Population Health
Health Improvement
Senior Officer, ACT Health Promotion Grants Program
Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 12955)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: Health Improvement Branch is seeking a motivated person to help manage the ACT Health Promotion Grants Program. The program provides \$2.1m in annual grants funding to community organisations, so that they can deliver health promotion programs and projects, with a particular focus on activities which improve outcomes around overweight and obesity. The successful applicant needs to have enthusiasm and excellent stakeholder engagement skills, as well as knowledge of health promotion principles and practices. Previous experience in grants administration would be an advantage.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion or community development is desirable.

Note: This is a temporary position available until 30 June 2015, with the possibility of extension. Selection may be based on application and referee reports only.

Expressions of Interest (no longer than two pages) should address the Selection Criteria, and include a Curriculum Vitae and two referee contacts, including most recent supervisor.

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

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

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

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

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Contact Officer: Ros Garrity (02) 6205 6926

Canberra Hospital and Health Services

Medicine

ACT Diabetes Service

Diabetes Educator

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 28377)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The ACT Health Diabetes Service is seeking a skilled and motivated Diabetes Educator to fill a temporary part-time position within our service. The successful applicant will provide high quality care and self management education and support to individuals and patient groups at risk of or affected by diabetes encouraging optimal self management using evidence based practices. Our service, provided by a multidisciplinary team of medical, nursing and allied health staff, is both community and hospital based.

Eligibility/Other Requirements: Registered with Australian Health Practitioner Regulation Agency (APHRA). Must hold and maintain a current driver's licence. Holds or is working towards a tertiary or post graduate qualification in Diabetes Education and ADEA credentialing desirable.

Notes: This is a temporary part-time position working 31 hours per week available until October 2015. There may be an opportunity that this position will be extended and hours increased.

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

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Contact Officer: Di Roberts (02) 617 47929

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Development Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 24065)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Division of Medicine is seeking a suitably qualified, enthusiastic and dynamic Registered Nurse to fill the position of Ward 9A (Gastroenterology) Clinical Development Nurse. This position is full-time, working Monday to Friday.

Eligibility/Other Requirements: Registered with Australian Health Practitioner Regulation Authority (AHPRA) as a Registered Nurse. Working towards or holds relevant qualifications either at a certificate or postgraduate level.

Notes: Applicants are to provide: a written response to the selection criteria, current Curriculum Vitae and the names of two professional referees.

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

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Contact Officer: Cathy Clift (02) 6244 2265

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22212)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Clinical Development Nurse (CDN) position is responsible for the facilitation of clinical teaching and the development of clinical in-services utilising adult learning principles, and following practice development principles. The CDN will attend to competency based assessments of all nurses and ensure mandatory skills are credentialed annually. The CDN will work collaboratively with the Clinical Nurse Consultant and participate in quality improvement and risk management. The CDN will support reflective practice, facilitate debriefing and provide advice as required. The successful applicant will act as a role model to promote evidence-based practice and provide input into the development and revision of clinical policy.

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

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

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Contact Officer: Sue Langdon (02) 6244 3396

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

SNAP Assessment Officer

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 31385)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: This is an exciting opportunity to work with a newly established multi-disciplinary team and gain valuable experience in the collection of comprehensive sub-acute and non-acute patient assessments including Resource Utilisation Group Activities of Daily Living (RUG-ADLs), Functional Independence Measure (FIMs), Standardised Mini-Mental State Examination, Palliative Care Phases and Health of the Nation Outcome Scales (HoNOS65+).

Expressions of interest are sought from individuals from a Registered Nurse or Allied Health Professional discipline who are interested in filling several vacancies in the Sub and Non-Acute Patient (SNAP) Assessment Team for a 12 month initial period. The team based model of service delivery will be reviewed and evaluated during this period. Interested staff will be given specific training in each of the assessments relevant to the role. Options for full-time or part-time work as part of the SNAP Assessment Team will also be considered. Subacute services play an integral role within the health care continuum, supporting patients to maximise their independence and functioning and, in doing so, minimise long-term health and community care needs. Subacute care focuses on the patient's functional status and quality of life with care provided through a multidisciplinary approach. This includes selection of eligible episodes and comprehensive assessment of patients to facilitate pathways from acute care.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or relevant full membership of the appropriate professional organization. Highly Desirable: Holds accreditation or trained in recognised clinical assessment tools such as Functional Independence Measure (FIM), Health of the Nation Outcome Scales (HoNOS65+), Resource Utilisation Group Activities of Daily Living (RUG-ADL), Standardised Mini-Mental State Examination (SMMSE), Palliative Care Phases.

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

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Contact Officer: Lesley Dickens (02) 6244 3075

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

CRIS Manager, Clinical Record Service

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 21564)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: Are you an enthusiastic career-minded person who enjoys challenges? Would you like to live and work within driving distance of the coast, snowfields and national parks? Would you also like to experience the lifestyle and access the cultural activities that only the nation's capital can offer? Canberra Hospital is a 670 bed teaching hospital providing tertiary referral services for the ACT and surrounding areas and utilises an on-line electronic storage system for clinical records (CRIS). ACT Health has embarked on a 10 year \$300 million capital asset development program that includes \$90 million for information systems. This is an exciting time to be involved in the organisation as it moves towards an electronic health record and complete re-development of the health infrastructure. An exciting opportunity exists for an experienced person with a background in Health Information Management to develop skills beyond those used within the traditional paper based clinical record systems. The CRIS (Clinical Record Information System) Manager is responsible for the overall operation of the on-line CRIS system including system administration, end-user (clinician) training, and the line management and training of up to 30 staff in the CRIS processing team. The successful applicant will have previous staff management and clinical record management experience with very sound computer and communication skills.

Eligibility/Other Requirements: Tertiary qualifications in Health Information Management (or an equivalent qualification, e.g. Health Informatics) with eligibility for full membership of the Health Information Management Association of Australia is essential, with a minimum of two years experience in a medium to large health organisation.

Notes: This is a full-time permanent position. Selection may be based on written application and referee reports only. Applicants must provide written responses to the selection criteria, provide a current CV and contact details for two referees. Incomplete or late applications will not be accepted.

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

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

Director General Reports

Population Health

Health Improvement

Project Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 24365)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: Health Improvement Branch is seeking a motivated person to help administer the ACT Health Promotion Grants Program. The Program provides annual grants funding to community organisations so that they can deliver health promotion programs and projects with a particular focus on improving outcomes in relation to overweight and obesity. The successful applicant needs to have enthusiasm and stakeholder engagement skills, as well as

knowledge of health promotion principles and practices. Previous experience in grants administration would be an advantage.

Eligibility/Other Requirements: A tertiary qualification or equivalent experience in a field relevant to health promotion is desirable.

Note: This is a temporary position available until 30 June 2015. Selection may be on the basis of written application and referee reports only. Expressions of interest should address the Selection Criteria (no longer than two pages), and include a Curriculum Vitae and two referee contacts, including most recent supervisor. To complete your application you must prepare responses to the Selection Criteria to be uploaded and included with your application.

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

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Contact Officer: Ros Garrity (02) 6205 6926

Strategy and Corporate

Business and Infrastructure

Sterilising Services

Training Officer

Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 11741)

Gazetted: 23 April 2015

Closing Date: 1 May 2015

Details: Expressions of Interest (EOI) are sought for an experienced individual to fill the position of Training Officer for Sterilising Services, Business Support and Development within the Business and Infrastructure Branch. This position is based at Mitchell. The primary role of the position is to develop, implement and coordinate training programs for Sterilising Services (SS) in accordance with AS/NZS 4187, GENCA, Quality Management System, OHS and ACT Health policy and procedures. As the successful applicant, you will possess achievement in a leadership and management role with an ability to deliver training in an operation unit and a sound knowledge of relevant standards and maintain training records in the training database.

Eligibility/Other Requirements: Certificate III in Sterilisation and Certificate IV in Training and Assessment or relevant experience, training or accreditation, to competently perform the duties.

Notes: This is a temporary position available for six months, with the possibility of extension. Applicants are required to submit a two page EOI addressing the Selection Criteria, a current CV and two recent referees.

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

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Contact Officer: Devinder Sahni (02) 6213 3295

Strategy and Corporate

Business and Infrastructure

Logistics Support

Senior Stores Supervisor

Senior Stores Supervisor Level 2 \$62,802 - \$64,728, Canberra (PN: 26153, several, expected vacancies)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: Supply Services forms part of the Logistic Support Section within the Business and Infrastructure Branch, delivering customer focused supply chain solutions to the Health Directorate.

These positions report to the Warehouse and Distributions Manager of Supply Services. The successful candidates will be required to work within Supply Services at Mitchell and the Canberra Hospital. To be successful in this position, you will need to have proven experience in warehousing, distribution and customer service in a busy and large warehouse environment operating in a computerised inventory and purchasing control system.

Eligibility/Other Requirements: Current driver's licence and relevant work experience are highly desired.

Note: These positions may be located or rotated between the Supply Services warehouse and the Canberra Hospital. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria. Selection may be based on written applications and referee reports only. Please ensure all necessary attachments are lodged with your application.

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Check with the contact officer to confirm the position's eligibility for these benefits.

Contact Officer: Francis Carn (02) 6207 8637

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Personal Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 29075)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW with 70,000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. The Critical Care Administration team is seeking an enthusiastic and professional individual to temporarily fill the role of Personal Assistant to the Clinical Director, Emergency Department. This is a great opportunity to develop your administrative skills in a busy clinical working environment.

Eligibility/Other Requirements: Medical terminology and knowledge of the TRIM system is desirable.

Note: This is a temporary position for a period of twelve months available from June 2015 with the possibility of extension. 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 Curriculum Vitae and one written referee report.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application. Applicants must provide current CV and one written referee report.

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Contact Officer: Daniel Ingram (02) 6244 4500

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 22995)

Gazetted: 23 April 2015

Closing Date: 14 May 2015

Details: An exciting opportunity exists for an enthusiastic and suitably qualified Occupational Therapist to work within the Rehabilitation and Aged Care Occupational Therapy team. The Rehabilitation and Aged Care Occupational Therapy team provides services across inpatient and community settings. This position will provide clinical services on rotation basis within both aged care and rehabilitation settings. The successful applicant will have support from a very experienced team of clinicians, as well as direct clinical supervision from a Senior Occupational Therapist.

Eligibility/Other Requirements: Recognised Occupational Therapy Degree or Diploma. Current Australian Health Practitioner Regulation Agency registration and current driver's licence.

Note: This position may be required to participate in overtime, on call, and/or rotation roster. Applicants are strongly encouraged to contact the contact officer to discuss the position.

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Contact Officer: Tegan Reid (02) 6244 2904

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Client Support Services

Prosthetist/Orthotist

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 19775)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: A suitably qualified and experienced Prosthetist/Orthotist is sought to provide backfill until June 2016 as part of the Prosthetics and Orthotics Service of ACT Health. The position requires you to work within a multidisciplinary team to provide a wide range of prosthetic, orthotic and medical grade footwear services to inpatients and outpatients. Please refer to the attached duty statement and selection criteria for full information on the position.

Eligibility/Other requirements: Degree or Diploma in Prosthetics and Orthotics. Eligibility for Australian Orthotic and Prosthetic Association (AOPA) membership. Minimum 12 months relevant clinical experience. Hold current driver's licence.

Notes: This is a temporary position available until June 2016. Applicants are requested to provide a response against the selection criteria, their curriculum vitae and contact details for two referees. Selection may be based on application and referee reports only.

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Contact Officer: Deanne Galvin (02) 6207 0658

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Administration

Surgical Bookings, Receptionist

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 29730)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The successful applicant will be required to provide reception services and coordinate outpatient clinics for the Pre-Admission Clinic in the Surgical Bookings Department. Duties include provision of high quality customer service to patients and stakeholders who contact the Pre-Admission Clinic, liaising with Surgical Bookings staff, clinical staff, surgeons, theatre staff and other stakeholders.

Eligibility/Other Requirements: Sound communication skills, knowledge and understanding of surgical bookings and wait list management practices and principles. Knowledge and experience of ACTPAS and Microsoft Office Suite is essential.

Notes: This is a temporary part-time vacancy at 18:22 hours a week commencing 1 July 2015 for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Nicole Burke (02) 6244 4175

Strategy and Corporate

Business and Infrastructure

Logistics Support

Chef

Health Service Officer Level 7 \$55,806 - \$58,933, Canberra (PN: 21523)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Food Services Department of The Canberra Hospital has a full-time permanent position available within the Production Area as a Chef. In this position the person selected has the responsibility for preparation and cooking of meals components ensuring adherence to National Food Safety Standards.

Eligibility/Other Requirements: Certificate in Commercial Cookery, Food Safety Certificate, and minimum five years Commercial Cookery supervisory experience.

Notes: This position is on a rotating roster and weekend/shift work is required. Please address Selection Criteria and include a Resume when applying.

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Contact Officer: Daniel Farias (02) 6174 5263

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 1 \$54,591 - \$69,555, Canberra (PN: 32185, several)

Gazetted: 23 April 2015

Closing Date: 07 May 2015

Details: An exciting opportunity exists for a new graduate Occupational Therapist to join the Rehabilitation, Aged and Community Care Service. Successful applicants will work with a team of experienced clinicians, and will have regular, direct supervision with a senior Occupational Therapist. There are well established new graduate support programs on offer through ACT Health that can be accessed by the successful applicants. Interested applicants are strongly encouraged to contact the contact officer to discuss the position further.

Eligibility/Other Requirements: Appropriate Degree in Occupational Therapy. Eligible for registration with the Occupational Therapy Board of Australia / Australian Health Practitioner Regulation Agency. Current driver's licence is desirable. A new graduate Therapist is a Registered Therapist who has graduated within the past 12 months.

Notes: These are temporary positions available for a period of 12 months, to work within an existing rotation system between hospital and community settings across rehabilitation and aged care caseloads.

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Contact Officer: Tegan Reid (02) 6244 2904

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

CRIS Officer

Administrative Services Officer Class 2/3 \$49,927 - \$60,880, Canberra (PN: 20107)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Clinical Record Department is seeking the services of an enthusiastic person for our Clinical Record Information System (CRIS) Night Team. The CRIS Team comprises of three shifts; two day shifts and one night shift. This vacancy is with our night shift and is a full-time, Monday to Friday position. Hours are 3:00pm to 10:51pm. The CRIS Team process clinical records and documentation into the Clinical Record Information System, making the documents available electronically to registered users for ongoing patient care. Due to the nature of the work it is essential that the successful applicant has a very good eye for detail and is able to work quickly and efficiently to meet very tight deadlines.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on written application and referee reports only. Applicants must provide written responses to the selection criteria, provide a current CV and contact details for two referees. Incomplete or late applications will not be accepted

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

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

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

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

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

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

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

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

Contact Officer: Heather Byrne (02) 6244 3663

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

CRIS Officer

Administrative Services Officer Class 2/3 \$49,927 - \$60,880, Canberra (PN: 20752, several)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Clinical Record Department is seeking the services of enthusiastic people for our Clinical Record Information System (CRIS) Team. The CRIS Team comprises of three shifts; two day shifts and one night shift. These vacancies are within our day shift team and are full-time, Monday to Friday positions. Hours are 7am to 3.21pm or 8.30am to 16.51pm. The CRIS teams process clinical records and documentation into the Clinical Record Information System, making the documents available electronically to registered users for ongoing patient care. Due to the nature of the work it is essential that the successful applicants have a very good eye for detail and are able to work quickly and efficiently to meet very tight deadlines.

Notes: These are temporary positions available for six months with the possibility of extension. Selection may be based on written application and referee reports only. Applicants must provide written responses to the Selection Criteria provide a current CV and contact details for two referees. Incomplete or late applications will not be accepted.

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

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

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

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Contact Officer: Heather Byrne (02) 6244 3663

Strategy and Corporate

Business and Infrastructure

Food Services

Menu Monitor

Health Service Officer Level 5 \$49,565 - \$52,029, Canberra (PN: 30491)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Food Services Department of The Canberra Hospital has a permanent full-time position for a Patient Services Menu Monitor available within the Patient Services area. Duties include delivery and collection of menus to all areas of the hospital. Other duties will include the use of the Food Services Mymmeal Food service management system.

Notes: This position is on a rotating roster and weekend/shift work will be required.

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

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

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free

benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Sanjay Prasad (02) 6174 5263

Strategy and Corporate

Business and Infrastructure

Food Services

Preparation Assistant

Health Service Officer Level 4 \$47,070 - \$48,870, Canberra (PN: 23066)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: The Food Services Department of The Canberra Hospital has a full-time permanent position available within the Preparation area. Duties include the preparation of salads, sandwiches and supplements for Patients and the Staff Cafeteria as well as other areas of the Canberra hospital.

Notes: This position is on a rotating roster and weekend/shift work is required.

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

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

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

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Contact Officer: Daniel Farias (02) 6174 5263

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Wardsperson

Health Service Officer Level 3 \$45,588 - \$47,070, Canberra (PN: 35413, several)

Gazetted: 23 April 2015

Closing Date: 30 April 2015

Details: Do you enjoy the excitement of working in a variety of areas that provide you with the opportunity to broaden your skills? If the answer is "yes", then an excellent opportunity is available as a Wardsperson to work within Ward Services, Operational Support, Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of the Canberra Hospital. Ward Services offers: - Ongoing training and education through Staff Development Unit (SDU); Rotating Rosters and permanent full-time or part-time positions. Ward Services is looking for an energetic, motivated, committed person with strong interpersonal and communication skills.

Eligibility/Other Requirements: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes.

Note: Applications should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability in the areas, contact details of two referees and a current Curriculum Vitae. Ability to work Monday to Friday or shift work as required (eight and eleven hour shifts). Applicants will be assessed in accordance with the ACT Public Sector Support Services Enterprise Agreement 2013-2017, Section S - The Canberra Hospital Ward Services. Recruitment of these positions will be based on applications that address the selection criteria and selection may be based on application and referee reports only without the need for interview.

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

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

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Contact Officer: David Hosie (02) 6244 2610

Justice and Community Safety

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

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

ACT Corrective Services

Business, Policy and Coordination

Project Support Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35519)

Gazetted: 22 April 2015

Closing Date: 6 May 2015

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Project Support Officer. The successful applicant will work closely with the Manager, Business Systems. The Project Support Officer will be responsible for providing administrative assistance to manage existing and new ICT initiatives at ACT Corrective Services such as a new case management system; intranet and internet improvement projects that support Corrective Services with our business system needs. The successful applicant must have a demonstrated ability to use a variety of computer applications in the preparation of complex documentations, such as MS Word and Excel skills, ability to use or quickly learn the MS Visio skills and have an understanding of MS SharePoint.

Eligibility/Other Requirements: Experience, including in using MS Word and MS Excel is essential. Experience in MS VISIO and SharePoint is desirable or the capacity to quickly gain this knowledge. Understanding of Corrective Services business operation is highly desirable.

Note: Applicants must submit a written statement addressing the Selection Criteria. Please limit your response to one A4 page (maximum) against each of the Criterion.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

**ACT Government Solicitor
Litigation and Dispute Resolution
Legal Support Team Leader
Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 18166)**

Gazetted: 14 April 2015

Closing Date: 25 April 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is looking for an enthusiastic and committed self starter with a strong background in working within a legal environment and a proven ability to mentor, motivate and train staff. The successful applicant will be required to possess good communication skills, exercise initiative and discretion in managing work priorities and deadlines, and exhibit strong attention to detail. The successful applicant will lead the administrative support team in our Litigation and Dispute Resolution Section which deals with matters relating to one or both of the following practice areas: (1) Claims, inquests and inquiries, dealing with claims including, personal injury claims, property damage claims, medical negligence, public liability, insurance law, coronial inquests and inquiries and (2) Dispute Resolution, focusing on commercial litigation including contractual disputes, arbitrations, mediations, land disputes, debt recovery and insolvency. Applicants will possess excellent organisational and interpersonal qualities, the ability to function within a flexible team environment and communicate and build relationships with people at all levels.

Eligibility/Other Requirements: Minimum typing speed of 50 wpm and the ability to use digital Dictaphone is required. Demonstrated experience in working in a litigation practice is desirable. A sound knowledge of electronic information systems (preferably Open Practice and Lawdocs) would be an advantage. Proven knowledge and understanding of legal terminology and legal processes is required.

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

Contact Officer: Larissa Duggan (02) 6205 3787 larissa.duggan@act.gov.au

Territory and Municipal Services

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

**Parks and City Services
Parks and Conservation Service
Biosecurity, Rural Services and Partnerships
Rural Programs Coordinator
Professional Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 09900)**

Gazetted: 22 April 2015

Closing Date: 11 May 2015

Details: As the Rural Programs Coordinator working in the Parks and Conservation Service you will be a member of a team which provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management, livestock production, vertebrate pests, invasive plants and kangaroo population management. You will lead a small Rural Programs team in delivering rural land management programs and extension activities to rural landholders in accordance with the principles of ecologically sustainable land management consistent with legislation and the ACT Nature Conservation Strategy. The successful candidate will possess tertiary qualifications in Agricultural Science with a focus on sheep and/or cattle production and at least three years associated work experience. An appreciation of rural land management issues pertinent to the ACT and surrounding region will be an advantage.

Eligibility/Other Requirements: Tertiary qualifications in Agricultural Science. A current manual driver's licence; Willingness to participate as a member of the Parks Bushfire Brigade.

Notes: Selection may be based on application and referee reports only. Please include the contact details for two referees in your application. Selection documentation may be downloaded from: <http://www.jobs.act.gov.au>.

Applications: Via email to jobs@act.gov.au or by post to Shared Services, Recruitment Services, GPO Box 158, Canberra City 2601.

Contact Officer: Bruce Lambie (02) 6207 2264 bruce.lambie@act.gov.au

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

Parks and Territory Services

Executive Area

Executive

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 10617)

Gazetted: 16 April 2015

Closing Date: 30 April 2015

Details: The Ministerial Liaison Officer (MLO) provides corporate support services through the coordination and preparation of high quality ministerial material to the Executive Director Parks and Territory Services (PATS). This includes drafting of ministerial correspondence, briefings, parliamentary questions, responses to questions on notice and other requests as required within specific timeframes. The MLO will need to establish working relationships with all directors and managers in PATS, as well as other ministerial liaison and corporate support colleagues in the Territory and Municipal Services Governance Unit. 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 for 12 months with the possibility of permanency as per section 53F of the Public Sector Management Standards.

Contact Officer: Ned McRae (02) 6205 3538 ned.mcrae@act.gov.au

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

Infrastructure, Roads and Public Transport Division

Asset Information and Management Services Branch

Asset Acceptance

Data Processing and Assessing Officer

Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 24408)

Gazetted: 22 April 2015

Closing Date: 29 April 2015

Details: Asset Acceptance is seeking a dynamic self motivated Data Processing and Assessing Officer to support a team of qualified and professional Engineers by undertaking duties associated with the preparation and maintenance of the Section records for performance assessments. The successful applicant will need to exhibit a track record in data collection and recording and preparation of performance reports based on collected data. The applicant must demonstrate the ability to integrate into the team and contribute in a constructive and competent manner.

Eligibility/Other Requirements: Relevant tertiary qualifications or relevant experience, training or accreditation is required. Applicant must hold a current driver's licence.

Note: The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$66,442 - \$88,654

James Barker 820-94660, Section 68(1), 16 April 2015

Teacher Level 2 \$94,697

Robert Jack 799-91918, Section 68(1), 20 April 2015

Chief Minister, Treasury and Economic Development

Information Technology Officer Class 2 \$75,209 - \$86,075

Carolyn Chapman 820-97829, Section 68(1), 21 April 2015

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

Lana Clark 844-85091, Section 68(1), 28 April 2015

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

Brodie Nicholls 846-85595, Section 68(1), 15 April 2015

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

Ian Hildred 844-84590, Section 68(1), 4 May 2015

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

Alice Stainlay 846-85608, Section 68(1), 20 April 2015

Community Services

Administrative Services Officer Class 5 \$68,766 - \$72,789

John Mazengarb 846-85616, Section 68(1), 20 April 2015

Environment and Planning

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

Clinton Dengate 844-02700, Section 68(1), 15 April 2015

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

Rebecca McLeod 846-83848, Section 68(1), 21 April 2015

Health

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

Camallie Guest 843-90017, Section 68(1), 10 April 2015

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

Casey Johnson 838-54625, Section 68(1), 23 April 2015

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

Daniela Kostoska 844-33750, Section 68(1), 23 April 2015

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

Liza Marando 846-86264, Section 68(1), 20 April 2015

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

Smithamol Sreesan 838-52937, Section 68(1), 23 April 2015

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

Vanessa Ward 846-85157, Section 68(1), 13 April 2015

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

John Willis 844-33144, Section 68(1), 23 April 2015

Senior Staff Specialist \$199,231

Boon Lim, 829-56988 Section 68(1), 20 April 2015

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

Tracy Soh, 829-57251 Section 68(1), 13 April 2015

Justice and Community Safety

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

Suzette Berdin 844-84531, Section 68(1), 17 April 2015

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

Ranju Kumari 843-34007, Section 68(1), 21 April 2015

Territory and Municipal Services

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

Martin Bajt 836-07122, Section 68(1), 20 April 2015

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

Tinus Ehlers 836-12239, Section 68(1), 23 April 2015

TRANSFERS

Health

James Cotterill: 774-31503

From: Health Professional Level 3 \$86,626

Health

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

Health, Canberra (PN. 34522) (Gazetted 15 January 2015)

Aleah Green: 839-25200

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

Health

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

Health, Canberra (PN. 28378) (Gazetted 19 March 2015)

PROMOTIONS

Calvary Health Care ACT (Public)

Ambulatory Care

Therese Howe: 1610073

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

To: Registered Nurse Level 2.1 \$83,146
Ambulatory Care, Canberra (PN. 7943) (Gazetted 25 February 2015)

Canberra Institute of Technology

Business, Tourism and Accounting
CIT Tourism, Hospitality and Events
Nicole Dixon: 781-70798

From: Teacher Level 1 \$66,442 - \$88,654

Canberra Institute of Technology

To: †Teacher Level 2 \$94,697

Canberra Institute of Technology, Canberra (PN. 34887) (Gazetted 27 November 2014)

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

Chief Minister, Treasury and Economic Development

Revenue Management

Compliance

Mary Louise Amos: 836-10903

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00097) (Gazetted 18 March 2014)

Arts, Business, Events, Sport and Tourism

artsACT

Arts Infrastructure and Public Art

Libby Gordon: 767-82934

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 20337) (Gazetted 24 February 2015)

Director of Public Prosecutions

Soraya Saikal: 827-62606

From: Prosecutor Grade 1 \$68,204 - \$77,358

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$87,623 - \$106,617

Director of Public Prosecutions, Canberra (PN. 43576) (Gazetted 7 October 2014)

Education and Training

Governance and Assurance

Children's Policy and Regulation Unit

Wendy McDuff: 827-21281

From: Professional Officer Class 2 \$75,209 - \$86,075

Education and Training

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

Education and Training, Canberra (PN. 31286) (Gazetted 25 June 2014)

Environment and Planning

Construction and Client Services

Client Services

Customer Services

Kevin Thornhill: 836-04693

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

Environment and Planning

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

Environment and Planning, Canberra (PN. 12566) (Gazetted 7 November 2014)

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.

Health

Strategy and Corporate

Deputy Director General Strategy and Corporate

Vanessa Dal Molin: 835-63342

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

Health

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

Health, Canberra (PN. 17487) (Gazetted 16 October 2014)

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Kylie Tilbury: 817-47930

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

Health

To: †Registered Nurse Level 3.1 \$95,326 - \$99,249

Health, Canberra (PN. 03172) (Gazetted 5 March 2015)

Justice and Community Safety

ACT Government Solicitor

Executive

Georgia Nott: 827-22671

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42601) (Gazetted 5 March 2015)