



ACT Government Gazette

Gazetted Notices for the week beginning 24 March 2016

EXECUTIVE NOTICES

Health

Engagement

Katrina Bracher – Executive Director, Mental Health, Justice Health and Alcohol and Drug Service (E622) Section 72 of the Public Sector Management Act 1994

Contract Cessation

Elizabeth Trickett – Director, Patient Care and Quality Unit (E453) – 20.03.2016

VACANCIES

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

Shared Services

Strategic Business and Programmes Branch

ICT ED Program Delivery

Assistant Manager - Program Delivery

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36352, several)

Gazetted: 30 March 2016

Closing Date: 15 April 2016

Details: The ICT ED Program Delivery Team is currently seeking applications from suitably experienced persons to perform in the roles of Assistant Manager – Program Delivery. The successful applicants will be responsible for a busy and diversely challenging role, assisting with the delivery of the ACT Education Directorates ICT program. This involves project management and/or business analysis tasks depending upon the applicant's area of expertise.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised Business Analysis or Project Management discipline or equivalent experience would be highly desirable.

Contact Officer: Craig Smith (02) 6205 2254 craigp.smith@act.gov.au

Office of the Head of Service

Executive Assistant to the Head of Service

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36704)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: The Office of the Head of Service is seeking a highly motivated and reliable individual to fill an important position within their small team as the Executive Assistant to the Head of Service and Director-General, Chief Minister, Treasury and Economic Development (CMTEDD). The successful applicant will work closely with the ACTPS Executive and the Head of Service's Executive Officer to provide strategic support to the Head of Service including high level coordination, workflow and output management, liaison and written communication.

Emphasis will be placed on a proven ability to foster the smooth running of a high pressure, busy environment under limited direction. Duties include, but are not limited to the provision of executive support to the Director-General through telephone and executive diary management, arranging of travel, undertaking research and liaison on behalf of the Director-General and registration, tracking and management of all incoming and outgoing Director-General correspondence and briefs.

Eligibility/Other Requirements: Only current ACTPS employees are eligible to apply. The successful candidate may be required to obtain a relevant security clearance.

Notes: This is a temporary position available a period of three (3) months with the possibility of extension pending permanent recruitment to the role. Selection may be based on application and referee reports 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.

Contact Officer: Christine Creed (02) 6205 0241 christine.creed@act.gov.au

**Land Development and Corporate
Coordinator General, Urban Renewal
Project Facilitation and Direct Sales
Project Manager**

Administrative Services Officer Class 6/Senior Officer Grade C \$76,337 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 45187)

Gazetted: 30 March 2016

Closing Date: 6 April 2016

Details: The Project Facilitation and Direct Sales team are seeking applications from suitable Project Managers. The occupant of this position will be a key member of the Project Facilitation and Direct Sales team and a motivated person with an eye for detail. Duties include, but not limited to; undertake high-level research and analysis; Provide high level secretariat and other support to strategic meetings and high level forums and in particular to an inter-directorate panel assessing eligibility of applicants for the direct sale of land, including: detailed examination of eligibility applications; identification and assimilation of key issues for consideration by the assessment panel; and preparation of high level written documentation associated with the role of the assessment panel, including minutes, correspondence, Ministerial briefs and Government submissions.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Note: This is a temporary position available until 31 January 2017. This position will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. The successful applicant may be selected from written application and referee reports only.

Contact Officer: Christine Luchetti (02) 6205 4866 christine.luchetti@act.gov.au

**Shared Services
Human Resources
Recruitment**

Team Supervisor - Recruitment

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 08071)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: Shared Services is seeking an experienced Human Resource team supervisor to join the Recruitment Team.

Primarily, you will share responsibility for managing a team of eight recruitment specialists providing transactional services to the ACTPS. In this job you will be responsible for the training and development of your staff, engaging in business improvement processes, responsible for data quality assurance and workload management.

Additionally you will work as part of the Recruitment Team's management group to ensure that recruitment practices are customer focussed and efficient. Shared Services is a changing environment and to succeed you will need to be an efficient operator, flexible, collaborative and open to change.

Note: Applications must be sent directly to the Contact Officer.

Contact Officer: Edmund Davis (02) 6205 3816 edmund.davis@act.gov.au

**Economic Development
Arts, Business, Events, Sport and Tourism
Events ACT**

Campaign Marketing Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 32741)

Gazetted: 29 March 2016

Closing Date: 12 April 2016

Details: Events ACT is seeking an experienced Campaign Marketing Officer to manage the planning of national campaign and marketing projects for the suite of events in the portfolio in consultation with the Marketing and Communications Manager. This position is responsible for developing, implementing and evaluating strategic and integrated national and local media campaigns.

Eligibility/Other Requirements: A degree in Marketing or a related discipline, or experience working in a similar role is mandatory. The position requires a current Australian driver's licence and the willingness to work flexible hours and outside of normal business hours as required by events programs and activities, and to travel interstate.

Contact Officer: Helena Cataldo (02) 6205 0659 helena.cataldo@act.gov.au

Access Canberra

Office of the Deputy Director-General

Chief Operating Officer, Access Canberra

Executive Level 2.6 \$299,682 - \$314,419 depending on current superannuation arrangements, Canberra (PN: E847)

Gazetted: 30 March 2016

Closing Date: 13 April 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and high performing officer to fill the position of Chief Operating Officer, Access Canberra. The Chief Operating Officer (COO) runs the regulatory arms of Access Canberra. The COO provides leadership, management and the vision to ensure Access Canberra's regulatory teams are working together to deliver good regulatory outcomes. But don't mistake this for a typical desk-bound executive position. We are looking for someone who is as comfortable pulling on a hard hat and steel caps, as clearing a ministerial. You may need to jump into action at anytime or any place, so don't expect to be sitting in an office; and the functioning of the organisation may not be what you expect from the public sector. But it will provide a rewarding opportunity for someone ready to put their stamp on a fast-paced, high priority government initiative.

Remuneration: The position attracts a remuneration package ranging from \$299,682 - \$314,419, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$245,620.

Contract: The successful applicant will be engaged under a performance based contract for the period 1 June 2016 to 30 June 2018. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Dave Peffer (02) 6205 5169 dave.peffer@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

Service Strategy and Community Building

Corporate Services

Fleet

Fleet Manager

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 00045)

Gazetted: 29 March 2016

Closing Date: 12 April 2016

Details: Applications are sought from interested and suitably experienced candidates. The position requires significant fleet management experience, including the research, design and supervision of vehicle modifications for select ACT Clients.

Note: Applications should outline experience and abilities against the position description, and should include contact details of at least two references and current curriculum vitae. Selection may be based on application and referee reports only.

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

Education Strategy

Student Engagement

Director's Office

Ministerial Liaison Executive Officer

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36862)

Gazetted: 24 March 2016

Closing Date: 31 March 2016

Details: This role is a permanent position with the Student Engagement branch of the Education Directorate. Student Engagement provides support to school staff and students through multi-disciplinary teams and in collaboration with parents and the community, as well as providing strategic direction to schools in the areas of student wellbeing, behaviour support and students with disabilities. This position will be responsible for liaison with the Minister's office and other key stakeholders to coordinate ministerial and other coordinated responses on behalf of the branch. The position is also responsible for the supervision and support of a small team of Administrative Officers and supporting the Branch in the development projects, research and writing relating to student wellbeing and engagement in the Education context.

Eligibility/Other Requirements: Essential: 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. Highly Desirable: Relevant tertiary qualifications in Education, Policy or Human Services. Previous experience working in ACT government.

Contact Officer: Jane Shun Wah (02) 6205 3312 jane.shunwah@act.gov.au

Office For Schools

South and Weston Network

Forrest Primary School

Business Manager

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33973)

Gazetted: 29 March 2016

Closing Date: 5 April 2016

Details: Forrest School is seeking a highly experienced officer to fill the position of Business Manager. The successful applicant will be required to manage and administer all the school's finance, budgetary and operational tasks and provide administrative support to the Principal and School Board. This position includes supervision of non teaching staff, liaising with a diverse client group including students, parents, members of the public, teaching staff, contractors and central office directorate personnel ensuring a high quality customer service is delivered. The successful applicant will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. This position requires a high understanding of Financial and HR management, computer systems and an understanding of the school environment. Applicants are strongly encouraged to contact the Principal for further information regarding this position.

Eligibility/Other Requirements: Desirable: Working knowledge of the MAZE management systems, Current First Aid Certificate or willingness to undertake appropriate training.

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to - www.worksafe.act.gov.au/health_safety

Note: The successful applicant may be selected from written application and referee reports only. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Chris Pilgrim (02) 6205 5644 christine.pilgrim@ed.act.edu.au

**Organisational Integrity
People and Performance
HR People Services
Administration Officer**

Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 34439)

Gazetted: 29 March 2016

Closing Date: 5 April 2016

Details: HR People Services are seeking application from suitable Administrative Officers. The successful applicant will provide advice and support about staff recruitment and deployment, position management, resource allocation and undertake data analysis to strategically inform workforce planning. Foster key partnerships include those with Shared Services, the ACT Teacher Quality Institute, Access Canberra and relevant unions. Under general direction, deliver effective administrative support for HR transactional services, demonstrating proven ability in communication and information technology skills, positive interpersonal relationships and timely workflow management.

Eligibility/Other Requirements: Highly Desirable: Proficient in the use of information and communication technologies, including Word and Excel. Current experience in a Government HR environment.

Contact Officer: Tabatha Prado (02) 6205 9429 tabatha.prado@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>

Population Health

Office of the Chief Health Officer

Office of the Chief Health Officer

Public Health Physician

Staff Specialist Level 1-5 \$257,805 - \$313,767, Canberra (PN: 24238)

Gazetted: 31 March 2016

Closing Date:

Details: We are seeking the services of an enthusiastic Medical Specialist to join ACT Health's Population Health Division in this newly-created position. The Office of the Chief Health Officer (OCHO) is responsible for providing public health advice - both internally and external to the Division - as well as undertaking high-level project and policy work on behalf of the CHO. Key policy priority areas for the OCHO include obesity and injury prevention and reduction; medicinal cannabis; loose-fill asbestos; organ and tissue donation; gene technology and the health effects of climate change. Under the direction of the Deputy Chief Health Officer, the successful applicant will work with Divisional Officers to address a wide range of public health issues within the ACT and via representation on national committees. These include (but are not limited to) chronic disease prevention; environmental health and food safety; regulation of medicines and therapeutic goods, communicable disease control; epidemiology relating to the health of the ACT population; health promotion, and policy development relating to a wide range of issues including sexually transmitted infections, Hepatitis B and C and HIV/AIDS. This position requires participation in an after-hours roster. 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 Division (PHD) 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 nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is comprised of two branches and two offices - the Health Protection Service, Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. To be successful in this position, it is expected that the successful candidate will have the following attributes:

- o Strong organisational skills with a high degree of drive.
- o Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of the ACT Community.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$257,805 - \$313,767. 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 \$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 Faculty of Public Health Medicine or of the Royal Australasian College of Medical Administrators or an equivalent higher specialist qualification. Current Driver's Licence. Familiarity with modern computer systems including office software will be highly desirable.

Contact Officer: Dr Andrew Pengilley, Chief Health Officer (02) 6207 0291

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

Director-General's Office

Communications and Engagement

Director, Government and Communication

Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E845)

Gazetted: 31 March 2016

Closing Date: 13 April 2016

Details: The Government and Communication Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. The Director of Government and Communication coordinates and facilitates ACT Health Directorate communications. This includes the provision of high quality and responsive public information for directorate initiatives and in the event of health-related emergencies, as well as acting as media spokesperson as required. The position is also responsible for communications, media and stakeholder engagement in relation to ACT Health operations. The Director role operates in an environment of openness and transparency, maximising the use of all communication channels, including the active take up of digital and social media opportunities. The position works collaboratively with the Ministers' offices, the ACT Health Director-General, other Executives and officers across the directorate and ACTPS, and key government and non government stakeholders, particularly the media.

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

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

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

Contact Officer: Elizabeth Webster (02) 6207 2111 or 0466 381 832 elizabeth.webster@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Library

Senior Reference Librarian

Senior Professional Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26259)

Gazetted: 31 March 2016

Closing Date: 14 April 2016

Details: The ACT Health Library provides comprehensive, high quality information resources and support evidence-based patient care, education and research. We are seeking excellent applicant for the position of Reference Librarian. The position is responsible for providing complex literature searches, planning, and training educational programs. The Librarian will prepare library guides, handouts, and other research tools. Knowledge/skills of EBM, health resources, project management, and current information technology are must.

Eligibility/Other Requirements: Relevant tertiary qualification. Eligibility for professional membership of the Australian Library and Information Association. Extensive health library and information technology experience.

Notes: Selection may be based on application and referee reports only. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

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

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

About our great city, Canberra, Australia's National Capital: Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only three hours away by road. For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

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

Director General Reports

Population Health

Health Protection Service

Annual Salary: \$96,073-\$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Gazetted: 31 March 2016

Closing Date: 14 April 2016

This position is responsible for the provision of high level epidemiological advice and assistance on the surveillance and management of notifiable conditions. The applicant will be required to monitor communicable disease trends, analyse disease investigation results and provide reports as required. The ideal applicant will have practical experience in epidemiology, knowledge of current public health guidelines on communicable disease control, strong communication skills and a sound track record in program management. Excellent interpersonal and negotiation skills are essential.

Eligibility/Other Requirements: Tertiary qualifications in Epidemiology, with experience in surveillance and management of communicable diseases, statistical analysis and reporting of data.

Note: This is a temporary position available for a period of 6 months with the possibility of extension.

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

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

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

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

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

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

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Contact Officer: Rebecca Hundy, (02) 6205 2052

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Formulary Management Pharmacist

Health Professional Level 4 \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26553)

Gazetted: 31 March 2016

Closing Date: 14 April 2016

Details: Working within the Pharmacy Services' Quality Use of Medicines, Research and Education team, the Formulary Management Pharmacist will work to support the Drug and Therapeutics Committee in providing patients with access to safe, efficacious and affordable medicines. The Formulary Management Pharmacist will provide secretariat services to the Drug and Therapeutics Committee, including the preparation of meeting papers, coordination of communication within the committee and management of communication between the committee and clinicians. In addition, the Formulary Management Pharmacist will support the Drug and Therapeutics Committee by preparing critical analyses of the evidence on which their decisions are made. The Formulary Management Pharmacist will also coordinate the development of policy, educational materials or other activities that are required to introduce new medicines to the formulary.

Eligibility/Other Requirements: Essential: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or extensive clinical pharmacy, or quality improvement experience deemed equivalent.

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

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

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

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ACT Government employees enjoy excellent employment conditions. More Information is available at:

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ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

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

Contact Officer: Daniel Lalor (02) 6244 2121 daniel.lalor@act.gov.au

Canberra Hospital and Health Services

HealthCARE Improvement

Advance Care Planning Program Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33299)

Gazetted: 31 March 2016

Closing Date: 07 April 2016

Details: An exciting opportunity exists for a motivated and passionate person to take up this temporary position of Advance Care Planning Program Officer for the Respecting Patient Choices® (RPC) Program within the HealthCARE Improvement Division. The key responsibilities of this position will be to assist with coordination of Advance Care Planning project activities, assist individuals with the completion of RPC documentation, provide training and complete audits. The successful applicant will work closely with the team to continuously improve the Program. Eligibility/Other Requirements: Relevant tertiary qualifications or extensive experience in advance care planning, patient and family centred care and/or research development.

Notes: This is a temporary position commencing as soon as possible, until 31 December 2016. Selection may be based on application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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Contact Officer: Emma Awizen (02) 6174 5925

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

ICU Medical Support Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 14510)

Gazetted: 31 March 2016

Closing Date: 7 April 2016

Details: The Intensive Care Unit (ICU) is a tertiary referral unit, servicing a population base of 650 thousand and admits 1800 patients annually. Within the ICU is a High Dependency Unit (HDU), which caters for major complex elective surgical cases and patients from the ward requiring an enhanced level of monitoring and interventions, but not requiring ICU admission. The Division of Critical Care Administration team is seeking an enthusiastic and professional individual to permanently fill the role of the Medical Support Officer, Intensive Care Unit.

The successful applicant must be able to: Provide a high level of administrative support to the Intensive Care Unit. Effectively prioritise work and meet deadlines. Be a proactive, enthusiasm and strong communicator. Work independently and as member of the administrative team. Be adaptable and responsive. Be able to quickly acquire knowledge and understanding of situations and subject matter and build and maintain professional relationships in this pioneering and collaborative team.

This is a great opportunity to develop your administrative skills in a busy clinical working environment. 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.

Eligibility/Other Requirements: Knowledge of ACT Patient Administration System (ACTPAS) and MYSHIFT is desirable but not essential.

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

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

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

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

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Contact Officer: Daniel Ingram (02) 6244 500 daniel.ingram@act.gov.au

Territory and Municipal Services

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

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

Parks and Territory Services

Parks and Conservation

National Parks and Catchments

Visitor Services Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: C09436, several)

Gazetted: 24 March 2016

Closing Date: 7 April 2016

Details: We are seeking motivated and passionate people to provide frontline visitor service functions and administrative support to Namadgi National Park, Tidbinbilla Nature Reserve and Murrumbidgee River Corridor.

Duties include staffing the Visitor Centres, providing information about recreation and tourism activities, retail sales, food safety and coffee brewing, and administrative tasks related to the operations of the region. The successful occupant will require excellent communication skills, a flexible approach and the ability to maintain a strong customer focus. 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. We are seeking applications from suitably qualified people who are interested in casual employment.

Eligibility/Other Requirements: Current manual driver's licence; preparedness to wear a uniform; preparedness to work weekends.

Note: Selection may be based on consideration of written application and referee reports only. An Employment Register order of merit list will be created from this process to be used for filling casual vacancies over the next 12 months. All applicants are required to address the Selection Criteria and must submit two written referee reports addressing the selection criteria and graded using the stipulated rating scale, with their written application.

Contact Officer: Melissa Barton (02) 6205 3664 melissa.barton@act.gov.au

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

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Jasmin Kientzel 835-98414, Section 68(1), 22 March 2016

Capital Metro

Senior Officer Grade A \$131,412 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Susan Jane Marriage 848-65553, Section 68(1), 31 March 2016

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Callan William James McPhan 846-86424, Section 68(1), 29 March 2016

Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Jane Rowe 848-66054, Section 68(1), 29 March 2016

Building Trade \$63,656 - \$67,325 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Alexander Webster 827-60491, Section 68(1), 30 March 2016

Health

Health Professional Level 1 \$55,410 - \$70,598 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Lauren Maclachlan 850-41302, Section 68(1), 24 March 2016

Justice and Community Safety

Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Michelle Christine Moffat 848-66046, Section 68(1), 29 March 2016

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination

Applications and Approvals

Angelina Aloisi: 827-43341

From: Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 15064) (Gazetted 16 December 2015)

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

Access Canberra

Construction, Environment and Workplace Protection

Vicki Hagen: 843-99601

From: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$96,073 - \$103,416 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Chief Minister, Treasury and Economic Development, Canberra (PN. 34153) (Gazetted 10 December 2015)

Corporate

Corporate Management

Information Management and Business Systems

Morgan Potter: 835-33362

From: Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 36085) (Gazetted 18 February 2016)

Land Development Agency

City to the Lake

Peter Rea: 816-76351

From: Infrastructure Officer 4 \$114,126 - \$129,664 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 5 \$136,524 | From 7 April 2016 the salary for this vacancy will increase by 1.5%
Chief Minister, Treasury and Economic Development, Canberra (PN. 34375) (Gazetted 10 February 2016)

Health

Strategy and Corporate

People, Strategy and Services

Organisational Development

Flavia D'Ambrosio: 816-82591

From: Senior Officer Grade C \$96,073 - \$103,416

Health

To: †Senior Officer Grade B \$113,150 - \$127,379

Health, Canberra (PN. 16350) (Gazetted 14 January 2016)

Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Library

Anne Morrison: 789-46859

From: Administrative Services Officer Class 3 \$57,417 - \$61,793 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 35890) (Gazetted 3 March 2016)

Justice and Community Safety

ACT Corrective Services

Community Corrections

Probation and Parole

Alexandra Durrant: 848-19936

From: Health Professional Level 2 \$59,085 - \$81,111 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety, Canberra (PN. 35664) (Gazetted 8 January 2016)

ACT Corrective Services

Community Corrections

Probation and Parole

Olga Samantha Malisani: 836-08491

From: Administrative Services Officer Class 5 \$70,844 - \$74,989 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety, Canberra (PN. 11239) (Gazetted 8 January 2016)

ACT Corrective Services

Community Corrections

Probation and Parole

Jessica Ryan: 835-96224

From: Administrative Services Officer Class 4 \$63,744 - \$69,022 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Community Services

To: Administrative Services Officer Class 6 \$76,337 - \$87,366 | From 7 April 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety, Canberra (PN. 35661) (Gazetted 8 January 2016)