



ACT Government Gazette

Gazetted Notices for the week beginning 01 June 2017

VACANCIES

Calvary Health Care ACT (Public)

Clare Holland House

Palliative Care

Clinical Nurse Practitioner

Registered Nurse 4 Grade 2 \$122,486, Canberra (PN: TBA)

Gazetted: 08 June 2017

Closing Date: 22 June 2017

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

Reference Number: 15198

Contact Officer: Jane Etchells (02) 6264 7300 jane.etchells@calvary-act.com.au

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

Ward Support Officers

Ward Clerk

Administration Service Officer 2 \$52,991 - \$58,513, Canberra (PN:TBA)

Gazetted: 08 June 2017

Closing Date: 16 June 2017

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

Reference Number: 15146

Contact Officer: Alana Cash (02) 6264 7100 alana.cash@calvary-act.com.au

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

Mission

Aboriginal Liaison Service

Aboriginal Liaison Officer

Administrative Service Officer 5 \$74,081 - \$78,415, Canberra (PN:TBA)

Gazetted: 08 June 2017

Closing Date: 22 June 2017

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

Reference Number: 15167

Contact Officer: Frances Brown 02 6201 6106 Francis.Brown@calvary-act.com.au

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

People and Organisational Development

Learning and Development

Graduate Nurse Coordinator

Registered Nurse Level 2.1 - Registered Nurse Level 2.4 \$88,249 - \$93,533, Canberra (PN: TBA)

Gazetted: 08 June 2017

Closing Date: 7 June 2017

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

Reference Number: 15091

Contact Officer: Kylee Gardiner (02) 6264 7262 kylee.gardiner@calvary-act.com.au

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

Pharmacy

Pharmacist-Graduate

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

Gazetted: 08 June 2017

Closing Date: 25 June 2017

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

Reference Number: 14882

Contact Officer: Megan Arnold 02 6201 6266 megan.arnold@calvary-act.com.au

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

Emergency Department

Registrar

Registrar 1 - Registrar 4 \$98,704-\$123,327, Canberra (PN: TBA)

Gazetted: 08 June 2017

Closing Date: 14 June 2017

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

Contact Officer: Dr Rajan Raghupati rajan.raghupati@calvary-act.com.au

Reference Number: 14148

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

Canberra Institute of Technology

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

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

Trade Skills and Vocational Learning

Access Education

Head of Department Access Education

Manager Education Level 1 \$116,494, Canberra (PN: 35111)

Gazetted: 07 June 2017

Closing Date: 22 June 2017

Details: Canberra Institute of Technology (CIT) Trade Skills and Vocational Learning College is looking for an experienced Head of Department to lead the Access Education team. The Head of Department will, through quality leadership and management of related activities, contribute to the achievement of departmental goals and the strategic goals of CIT. The Head of Department will lead and manage the integration and reporting of Foundation Skills, Language, Literacy and Numeracy (LLN), and Australian Apprentice support into CIT programs broadly to improve student engagement and completion rates. This position is heavily focused on cross College and cross institute collaboration and will work closely with other support services within CIT to achieve outcomes. In addition, this role will promote leadership and innovation in education and training product development, assessment, and service delivery to further support student success and enhance the student experience. Finally, this role will manage and support the provision of student transition to further study or employment initiatives. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

All managers at Manager Education Level 1 or Manager Education Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. A Bachelor or Education, Management or relevant higher level qualification, Diploma/Advanced Diploma in Language, Literacy and Numeracy (LLN) specialisation is highly desirable.

Note: This is a temporary position available for a period of 12 months with the possibility of extension up to but not exceeding five years in total from the initial commencement date.

Contact Officer: Anita Wesley (02) 6207 3593 anita.wesney@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.

Corporate Services

Corporate Finance

Financial Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23842)

Gazetted: 02 June 2017

Closing Date: 9 June 2017

Details: The core duties of the this role involves supervision, team management and deliverables across many areas of corporate finance, including: financial statements, internal and external financial and performance reporting, audits, taxation, capital works, corporate credit cards, revenue and receipting, and General Ledger data integrity. Other responsibilities of the role include: provision of high level advice, support and reporting to Executive, Directors and managers on financial operational and accounting matters; the continuous improvement and implementation of financial policies, procedures, and controls; the evaluation, design, implementation and improvement of internal financial and performance reporting tools; working closely and collaboratively with the budget accountant to deliver optimal outcomes for the finance team; managing, developing, training and mentoring staff to achieve optimal performance in the finance team; representing CIT at various meetings, committees and other forums as required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: A Bachelor degree in accounting or finance is required. CPA/Chartered Accountants status or working towards completion would be highly desirable.

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

Student and Academic Services

Student Services

Client Service Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 54907, Several)

Gazetted: 01 June 2017

Closing Date: 8 June 2017

Details: Applications are invited to fill Client Service Officer roles in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Client Relations and Information and Recognition teams to provide first-point-of-contact for all general counter services and be able to respond to phone/email and chat inquiries. Staff will complete a variety of administrative tasks including enrolments and re-enrolments, issue CIT Cards, take payments and provide information to prospective and current students on the products and services available at CIT. Successful applicants will be required to accurately use student information systems and a client relationship management system. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Certificate II in Business, Certificate III in Business Administration or equivalent, Certificate III in Information and Cultural Services or equivalent and a current driver's licence are desirable.

Note: These positions may require shift work.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Shared Services ICT

ICT Security

ICT Security Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 14551, expected vacancy)

Gazetted: 06 June 2017

Closing Date: 22 June 2017

Details: Shared Services ICT Provides a complete range of ICT services to the Government, including; Management of the government's infrastructure, data and communications network; Project management services; Business systems development and support; ICT security policy and ICT operational policies and standards; and Lifecycle management of government ICT assets. The ICT Security Senior Manager will lead, manage and drive the ACT Government's information security vision and strategy and engage with key stakeholders to ensure that the ACT Government maintains a strong security posture. The successful candidate will have extensive knowledge of contemporary security management frameworks, standards, practices, policies, initiatives and processes applicable within the public sector. Candidates should have a demonstrated ability to shape strategic thinking, planning and partnering, as well as experience in facilitating and managing change and risk in complex and diverse settings. Shared Services provides staff with flexible working arrangements, across to a range of varied and interesting roles and training that is tailored to their career goals. Staff working within Shared Services are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcomes focused and accountable for their actions.

Eligibility/Other Requirements: This is a Security Assessed Position, NV1 (Secret). Professional qualifications in Security Management such as CISSP, CISM, CISA or equivalent are mandatory.

Note: This is an expected permanent vacancy.

Contact Officer: Gary Davis (02) 6207 6489 gary.davis@act.gov.au

Expenditure Review

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 34373, several)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking to fill a Senior Manager position within the Expenditure Review Division (ERD). ERD is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role requires significant experience and skills in analysis of complex policy and financial issues and includes: planning and allocating resources to deliver the division's priorities; providing team leadership and demonstrating a high standard of behaviour in line with ACT Government Public Sector values; undertaking complex research and analysis and providing accurate, robust advice and options; identifying service delivery issues in the context of legislative, policy, community and operational drivers; undertaking significant liaison with staff of CMTEDD, other agencies and consultants supporting the reviews; and managing and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable. Experience in leading or undertaking financial reviews of businesses, programs or functions of Government is highly desirable.

Note: In addition to seeking to fill a permanent vacancy, applicants may also be considered to fill other temporary positions at certain times to meet workflows of the division. How to apply: Applicants are required to submit: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager).

Contact Officer: Stuart Friend (02) 6207 0213 stuart.friend@act.gov.au

Land Development and Corporate

Strategy and Program Design

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 18985)

Gazetted: 02 June 2017

Closing Date: 15 June 2017

Details: The position of Senior Manager of Strategic and Program Design manages a small team which provides economic analysis, policy development and other support for major ACT Government Economic Development initiatives. Some of the activities this position is involved with include the Investment Pipeline Report; Land and Property Report; and freight industry development. We also undertake economic analysis and report on the state of the ACT economy. This is a great opportunity for a motivated officer who has good quantitative and policy development skills to make a significant contribution to economic development initiatives. The successful applicant will have strong communication and management skills to ensure appropriate outputs are achieved.

Eligibility/other requirements: Tertiary qualifications in economics or a related field would be advantageous.

Note: This is a temporary position available until 31 December 2017. Selection may be based on application only.

Contact Officer: Simon Tennent (02) 6205 4961 simon.tennent@act.gov.au

Shared Services

Partnership Services

Recruitment and HR Support

Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 09335)

Gazetted: 05 June 2017

Closing Date: 19 June 2017

Details: Shared Services is seeking an experienced HR professional to join the Recruitment and HR Support Team. The successful applicant will lead a team responsible for HR information, data or recruitment services for the whole of government. The role requires exceptional communication and relationship management skills and the ability to promote a customer focused culture through strong governance, accountability and driving targeted initiatives. The successful applicant must be proficient in the interpretation and application of relevant legislation and enterprise agreements.

Applications should be sent to the Contact Officer.

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@act.gov.au

Policy and Cabinet

Strategic Policy

Office for LGBTIQ Affairs

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38639)

Gazetted: 07 June 2017

Closing Date: 21 June 2017

Details: ACT Office for Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ) Affairs. The ACT Office for LGBTIQ Affairs has only recently been established within the Chief Minister, Treasury and Economic Development Directorate and has a prominent role in the ACT Public Service delivering and coordinating strategic policy and programs to promote Canberra as Australia's most LGBTIQ friendly city. The Office: coordinates a whole of ACT Government and community approach for promoting Canberra as the most LGBTIQ friendly city in the country; engages relevant areas of government with subject matter expertise to implement legislative reform, promote inclusive events, and appropriately targeted services for LGBTIQ people; supports and engages with the LGBTIQ Ministerial Advisory Council on matters where the government is seeking advice and guidance; and provides policy advice to the ACT Chief Minister and Government on LGBTIQ matters. The successful candidate will demonstrate experience in the coordination and delivery of policies and programs as well as communication, negotiation, representational and interpersonal skills. Highly developed analytical and conceptual skills and a demonstrated ability to apply these to resolve complex problems as well as an appreciation for the diversity of policy consideration in relation to sex, gender and sexuality is highly desirable.

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

Contact Officer: Geoffrey Rutledge (02) 6207 8884 geoffrey.rutledge@act.gov.au

Shared Services

Partnership Services

Recruitment and HR Support

HR Advisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33490)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: Shared Services is seeking a human resource professional to join the Recruitment and HR Support Team as a Human Resource (HR) Advisor. The position will work as part of a smaller team that is responsible for whole of government coordination and advertising of executive contracts, coordinating HR employee information, data and establishments. The successful applicant will have a demonstrated understanding of recruitment practices in the ACTPS, exceptional communication skills and an eye for detail. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

Note: Applications should be sent to the Contact Officer.

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@act.gov.au

Workforce Capability and Governance

Public Sector Management

Employment Inclusion Team

Inclusion Employment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 27521)

Gazetted: 02 June 2017

Closing Date: 9 June 2017

Details: The ACT Public Service (ACTPS) is committed to growing its workforce and it being reflective of the diverse community we serve. To help increase the number of inclusion employees (Aboriginal and/or Torres Strait Islander peoples or people with disability) in the ACTPS, the Inclusion Team coordinates whole of government initiatives for inclusion employment, and supports the Traineeship and Graduate Programs by providing pastoral care, support, mentoring and assistance for both participants and the supervisors and work areas involved. The successful candidate will play an important role within the Inclusion Team, providing support and advice on Inclusion Initiatives and programs. Aboriginal and/or Torres Strait Islander peoples and people with Disability are encouraged to apply.

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

Contact Officer: William Towler (02) 6205 3629 william.towler@act.gov.au

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31560)

Gazetted: 06 June 2017

Closing Date: 20 June 2017

Details: The Professional Standards Unit (PSU) is seeking applications from enthusiastic, innovative and committed individuals to fill the role of Administrative Officer. The successful applicant will work collaboratively in a team environment providing administrative support to the PSU to enable the functions of the unit to be fulfilled.

Principle responsibilities include: general administrative support and office management; preparation of recruitment documents and routine correspondence; and providing assistance to the Analytical Manager as required. The position requires a well organised, efficient person who can communicate well. The successful applicant will need to understand the importance of the work undertaken by the PSU, the confidential nature of that work, and be able to demonstrate an ability to provide a high level of customer service.

Contact Officer: Cheryl Condon (02) 6205 4699 cheryl.condon@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30728)

Gazetted: 05 June 2017

Closing Date: 19 June 2017

Details: The Regional Manager is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants. The duties of this position include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicant will need to demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills.

Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT business and office applications. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for a period of eight months.

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@act.gov.au

Child and Youth Protection Services

Practice

Therapeutic Assessor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27435, several)

Gazetted: 05 June 2017

Closing Date: 21 June 2017

Details: The Health Professional Level 3 Therapeutic Assessor role is focussed on undertaking child centred assessments that analyse the impact abuse and/or neglect has had on children and young people's development. The Therapeutic Assessor will also be involved in providing psycho-education to caregivers to develop an understanding of trauma and create a care environment that helps children and young people recover from the trauma they have experienced. Therapeutic Assessors will contribute to the work of Child and Youth Protection Services by working collaboratively with case managers and other professionals to develop and implement the recommendations of therapeutic assessments; promoting the principles of trauma informed care throughout the work they do within the organisation and with the team around each child; and generally contributing to the ongoing program development.

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

Qualifications and experience in relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or a related discipline is essential. At least five years experience in human service delivery and a current driver's licence.

Note: This is a permanent position and additional temporary positions are available. An order of merit will be established from this recruitment process to fill future temporary and permanent positions at level which may arise over the next 12 months.

Contact Officer: Stephane Breton (02) 6205 5332 stephane.breton@act.gov.au

Child and Youth Protection Services

Child and Youth Protection Services

Practice and Performance

Case Analysis Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37468)

Gazetted: 02 June 2017

Closing Date: 19 June 2017

Details: The independent Case Analysis Officer is focussed on influencing and supporting operational staff to deliver high quality casework to children, young people and their families. The position will have a focus on contributing to Child and Youth Protection Services (CYPS) as a learning organisation and continuous improvement. The position will undertake a diverse range of complex case analysis on individual matters to ensure the ongoing response to children, young people and their families is informed and influenced by all of the information available and the risks and vulnerabilities have been considered. The position will contribute to improved decision making and case work by providing timely independent advice, quality assurance on decision making and guidance to caseworkers and team leaders. A key component of this role will therefore be the provision of constructive feedback to peers regarding the findings of a case analysis.

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

For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available for 12 months.

Contact Officer: Alison Trehwella (02) 6207 0621 alison.trehwella@act.gov.au

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18197)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: Senior Policy Officers in Social Housing and Homelessness Services contribute to contract management and program development for homelessness services in the ACT. The occupant of this position administers service funding agreements with community organisations; manage organisational and departmental compliance with contractual obligations, and contributes to human services policy development.

Contact Officer: Deborah Foulcher (02) 6205 3884 deborah.foulcher@act.gov.au

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Policy Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30591)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: Policy Officers within Social Housing and Homelessness Services provide advice and support to a range of stakeholders and work collaboratively with service providers to ensure that ACT government's strategic goals on

homelessness can be met. This position works individually as well as closely with other team members and the occupant should have the capacity for innovation within the workplace and be willing to think outside the box.

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

Contact Officer: Deborah Foulcher (02) 6205 3884 deborah.foulcher@act.gov.au

Child and Youth Protection Services

Child and Youth Protection Services/Practice and Performance

Bimberi Youth Justice Centre

Cook

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 00066)

Gazetted: 06 June 2017

Closing Date: 5 July 2017

Details: Bimberi Youth Justice Centre is a human rights compliant youth detention facility. The Centre provides safe and secure accommodation for young people between the ages of 10 and 21 years, who are remanded in custody or sentenced by the ACT Children's or Supreme Courts. The part-time Chef is responsible for the safe day to day operations of the Kitchen including assisting with the planning of menus, the preparation and serving of meals that are nutritionally balanced and meet the daily requirements of young people. This position involves shift work and would suit someone who doesn't mind working autonomously as part of their shift arrangements. This person would also have an affinity in working and interacting with vulnerable young people held in detention.

Eligibility/Other Requirements: A minimum of Certificate three in Commercial Cookery must be held. Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric testing as well as a medical assessment as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and a pre employment police check will be required for all applicants.

Note: This is a part-time position at 24 hours per week. The salary noted above will be pro rata for part-time hours.

Contact Officer: Kerrie Biddlecombe (02) 6207 3402 kerri.biddlecombe@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.

Director of Public Prosecutions

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

Senior Advocate

Prosecutor Grade 5 \$159,448 - \$169,054, Canberra (PN: 27932)

Gazetted: 06 June 2017

Closing Date: 21 June 2017

Details: The Director of Public Prosecutions is the independent prosecutions authority of and for the Territory and is seeking outstanding and highly motivated criminal lawyers with a high degree of advocacy and litigation management skills. The successful applicant will appear as counsel in complex litigation, including appeals, and give high level legal advice to the Director. Senior advocates also have a key role in mentoring and training junior prosecutors, and contributing to criminal justice issues.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: An order of merit will be created for temporary or permanent filling of future positions at level within the next 12 months

Contact Officer: Emma Flukes (02) 6207 5399 emma.flukes@act.gov.au

Education

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

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

School Performance and Improvement Office of the Board of Senior Secondary Studies Executive Director

Executive Level 2.4 \$251,597 - \$262,652 depending on current superannuation arrangements, Canberra (PN: E1009)

Gazetted: 01 June 2017

Closing Date: 19 June 2017

Details: The Executive Director Board of Senior Secondary Studies is a senior executive position within the ACT Government. The role requires high levels of strategic vision, thought leadership and well developed analytical skills. The Executive Director provides expert advice and recommendations to the Board on a wide range of matters pertinent to senior secondary school curriculum, assessment and certification.

The Executive Director Board of Senior Secondary Studies will: Provide strategic and policy advice and leadership on senior secondary education to the Board, the minister, ACT government, government and non-government education authorities and school leaders.

Ensure the Board meets its legislative functions under the BSSS Act and other applicable ACT and Commonwealth legislation and draft amendments to the Act as required.

Assure the quality and integrity of the ACT senior secondary curriculum, assessment and certification system.

Lead the development and implementation of the Australian Curriculum and other ACT and national initiatives.

Ensure timely and accurate production of data and documentation related to year 11 and 12 curriculum, assessment and certification.

Lead the review and implementation of Board policies and procedures.

Support the effective functioning of the Board and its committees and lead the effective management of the Office of the BSSS instilling critical analysis and innovation.

Develop and maintain effective relationships across government and with other key stakeholders.

Remuneration: The position attracts a remuneration package ranging from \$251,597 - \$262,652 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$200,993.

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

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

Contact Officer: Deb Efthymiades (02) 6205 9172 deb.efthymiades@act.gov.au

Business Services Governance and Community Liaison Media and Communications

Assistant Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 09514)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: As Assistant Manager, you will operate with a high degree of independence, reporting to the Senior Manager and providing strategic advice to the executive on matters relating to communications within the Education Directorate portfolio. You will assist in managing the section and supervising staff, and develop, manage, monitor and implement strategic and communications plans to meet the needs of the Directorate, including ACT public schools.

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

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

Contact Officer: Jessica Summerrell (02) 6205 0837 jessica.summerrell@act.gov.au

Office for Schools

Belconnen Network

Canberra High School

Executive Teacher - English

School Leader C \$114,067, Canberra (PN: 01981)

Gazetted: 05 June 2017

Closing Date: 19 June 2017

Details: As a member of the Executive Team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage English team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

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

Contact Officer: Phil Beecher (02) 6205 7000 phil.beecher@ed.act.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.

Office for Schools

Tuggeranong Network

Monash School

Classroom Teacher- Monash Primary

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 08455)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: Monash Primary School is seeking a dynamic Classroom Teacher to join our collaborative team. The successful applicant will be required to demonstrate strong inclusive practices in a mainstream setting and be willing to work collaboratively in a team.

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

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

Note: This is a temporary position available until 28 January 2018.

Applications should be sent to the Contact Officer.

Contact Officer: Shane Carpenter (02) 6205 7555 shane.carpenter@ed.act.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.

Office For Schools

South/Weston Network

Torrens Primary School

Classroom teacher- Torrens Primary

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 06066)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: Torrens Primary School is seeking a part-time Kindergarten Teacher focussed on inquiry learning and developing literacy skills using Jolly Phonics, THRASS and Minilit and, a strong focus on using quality literature. Team work and a commitment to using data and differentiation to improve outcomes for all students is essential. The applicant will require skills in mentoring within teams.

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

Note: This is a part-time temporary position at 22.03 hours per week and is available until 26 January 2018 and the full-time salary noted above will be paid pro-rata.

This position is available to ACT Public Service employees only.

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

Applications should be sent to the contact officer.

Contact Officer: Sue Mueller (02) 6205 7411 sue.mueller@ed.act.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.

School Performance and Improvement

Student Engagement

Network Student Engagement Teams (NSET)

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36968, Several)

Gazetted: 07 June 2017

Closing Date: 14 June 2017

Details: Network Student Engagement Teams (NSET) is seeking exceptional Administration Officers to perform professional, administrative and operational duties within the section. This will include processing and triaging incoming referrals from schools requesting support, managing enquiries, data collection, file management as well as day-to-day support for a multi-disciplinary team. The successful applicants will be committed to working within an inclusive workplace and will achieve this by establishing partnerships with schools and the Education Support Office.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Mel Howard (02) 6205 9117 melinda.howard@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Dickson College

Student Services/Wellbeing and Records Management Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 15040, expected vacancy)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: Dickson College is seeking a highly motivated individual to fill the position of Student Services/Wellbeing and Records Management Officer. The successful applicant will be required to lead the Student Wellbeing Team, and work collaboratively as part of the Student Wellbeing Team. The successful applicant will have good communications skills, and the ability to liaise with all stakeholders to ensure the provision of efficient customer focused service to both internal and external stakeholders.

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

Desirable: An understanding of the ACT Certification System (ACS) and Board of Senior Secondary Studies (BSSS).
First Aid certificate.

Contact Officer: Dr John Clink (02) 6142 0131 john.clink@ed.act.edu.au

School Improvement North/Gungahlin Network

Gungahlin College School

Administrative Assistant School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 27234, Several)

Gazetted: 07 June 2017

Closing Date: 14 June 2017

Details: Gungahlin College is fast paced, complex environment with over 1100 students. We are looking for experienced School Administrative Assistants to be responsible for a variety of administrative tasks that support the efficient, flexible and responsive college front office. The successful applicant will contribute effectively to the efficiency of a customer focused team and demonstrate competence in undertaking and prioritising administrative tasks including proficient use of IT software and equipment. This role is often the first point of contact for students and visitors and requires excellent relationship management skills, time management skills as well as first-rate written and verbal communications skills.

Eligibility/Other Requirements: First Aid Certificate or a willingness to undertake appropriate training is desirable.

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

Note: These are temporary positions available until 15 December 2017 with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only.

Contact Officer: Chantelle Lawson (02) 6142 1000 chantelle.lawson@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Land Strategy and Environment

Deputy Director-General, Land Strategy and Environment

Executive Level 3.7 \$325,369 - \$340,021 depending on current superannuation arrangements. Remuneration noted is effective from 1 July, Canberra (PN: E1017)

Gazetted: 01 June 2017

Closing Date: 15 June 2017

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

The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; and the Asbestos Response Taskforce.

The Deputy Director-General, Land Strategy and Environment will be responsible for the Land Policy, Planning Policy and Environment streams. The role will provide leadership and strategic direction for a newly re-constituted Directorate; focussing on innovation, collaboration and high performance. A successful applicant would need to demonstrate their ability to understand citizen-orientated government, connecting public policy to tangible outcomes for our community. Part of this service will also include leading edge community engagement and meaningful consultation with stakeholders on key policy and project outcomes.

The position requires a person with exceptional leadership and management skills to provide leadership and direction in strategic public policy, especially related to land use planning, and inter-governmental relations.

Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$325,369 - \$340,021, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$266,397.

Contract: The successful applicant will be engaged on a short-term contract from 1 July 2017 until 31 March 2018.

Contact Officer: Ben Ponton (02) 6207 8359 ben.ponton@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Business Unit

Manager – Business Unit

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17578, expected vacancy)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: The Directorate is seeking an experienced Program Manager to support delivery of the Business Waste/Recycling and Public Events programs delivered by the Business Unit of Sustainability Programs. The successful applicant will manage a team in the development, delivery and evaluation of waste programs. Eligibility/Other Requirements: Current driver's licence is essential. Occasional weekend work will be required. Experience and knowledge in managing sustainability programs is desirable.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and/or permanency. This position is an expected vacancy.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Environment

Catchment Management and Water Policy

ACT Healthy Waterways

Project Manager - Communication and Liaison

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36953)

Gazetted: 02 June 2017

Closing Date: 12 June 2017

Details: Catchment Management and Water Policy are looking for a highly motivated Project Manager for our Communication and Liaison roles. The successful candidate will ensure effective communication, coordination and collaboration; produce and edit material for internal and external publications, complex briefing, papers, newsletters, video scripts, social media posts, website publications, media releases and correspondence; and identify potential media opportunities and events. You will have excellent communications skills and an ability to develop strong relationships with internal and external stakeholders using your excellent client service, liaison and negotiation skills. You will have an ability to work within a busy team environment and manage priorities and personal workload, with a flexible approach to work and the ability to respond to tight deadlines in a high pressure environment.

Eligibility/Other Requirements: Communications and Project Management experience and tertiary qualifications in a relevant discipline are highly desirable.

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

Contact Officer: Maria Mangeruca (02) 6205 9651 maria.mangeruca@act.gov.au

Climate Change and Sustainability

Executive

Executive Assistant to the Executive Director, Climate Change and Sustainability

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13008)

Gazetted: 05 June 2017

Closing Date: 19 June 2017

Details: The Environment, Planning and Sustainable Development Directorate is seeking a highly motivated Executive Assistant to support the Executive Director of Climate Change and Sustainability. The position will provide high level administrative support to the Executive Director and division; coordinate and monitor work flow to ensure deadlines are met and matters are attended to in a timely manner; liaise effectively with key internal and external stakeholders; and contribute to division administration.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension and/or permanency.

Contact Officer: Stephen Bygrave (02) 6207 6357 stephen.bygrave@act.gov.au

Office of the Surveyor-General and Land Information

Technical Survey Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 05502)

Gazetted: 05 June 2017

Closing Date: 21 June 2017

Details: The ACT Office of the Surveyor-General is seeking an enthusiastic and motivated Surveyors Assistant to help with field and office surveying functions; maintain equipment and vehicles; assist with survey plan examination as required; assist with the maintenance of the spatial data management system; and assist with the administration of the Workplace Safety System and other duties.

Eligibility/Other Requirements: A Certificate IV in Surveying and/or Spatial Information is a minimum requirement.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@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>

Corporate

Deputy Director General Corporate

Canberra Prevocational Management Committee

Manager- Canberra Region Medical Education Council

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 33417)

Gazetted: 08 June 2017

Closing Date: 15 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Manage the functions and partnerships of the Canberra Region Medical Education Council (CRMEC). The CRMEC conducts the accreditation functions of the intern training program within the ACT and linked regional networks and provides expert advice to the Minister for Health regarding the quality of education, training and welfare for Junior Medical Officers in the ACT and regional networks.

Eligibility/Other Requirements: Prior to commencement successful candidate will be required to undergo a pre-employment police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. An understanding and experience of education in a health setting is desirable.

Notes: This position is a permanent part-time position at 29.24 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Katrina Anderson (02) 6244 4951 katrina.anderson2@act.gov.au

Innovation

Policy and Stakeholder Relations

Multicultural and Diversity Policy Unit

Senior Officer Grade C- Mental Health Support

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38359)

Gazetted: 08 June 2017

Closing Date: 22 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Multicultural and Diversity Health Policy Unit supports all ACT Health Divisions in delivering appropriate and inclusive services to: people from culturally and linguistically diverse (CALD) backgrounds; lesbian, gay, bisexual, transgender and intersex (LGBTI) people; and people with disabilities (PWD). The Unit recognises that these groups are not mutually exclusive and may often overlap. Under broad direction you will play a key role in developing

policy and facilitating the delivery by the ACT Health Mental Health, Justice Health, Alcohol and Drug Services Division (MHJHADS) of mental health services and information that are responsive to the needs of people from CALD backgrounds. This will involve working with: Targeted CALD communities to assess mental health literacy needs and increase knowledge on mental health and illness, and pathways to care and support; relevant non-government service providers (such as Companion House) where appropriate; identified MHJHADS services or programs as agreed to; assist with improvement in planning, evaluation and delivery of culturally safe services to CALD communities; facilitate transcultural mental health training to improve cultural safety promote the use of and facilitate service specific training in working with interpreters; although this position sits within and will be supported by the Unit, it is intended that you will be out posted to identified MHJHADS services/programs for agreed purposes and for agreed timeframes.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment police check. Experience and/or understanding of CALD mental health issues, excellent stakeholder relationship management skills, high level policy skills, including the ability to think broadly and provide innovative policy or program initiative solutions and strong organisational skills with a high degree of drive are essential.

Notes: This is a re-advertised position and previous applicants need not re-apply.

Contact Officer: Daniel Coase (02) 6205 1011 daniel.coase@act.gov.au

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

Registered Nurse Level 2- Community Care Program

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22664)

Gazetted: 08 June 2017

Closing Date: 22 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting. An exciting opportunity exists for dynamic, motivated Registered Nurses to work in the progressive and rewarding Community Care Program providing clinical nursing care to the residents of Canberra in their homes and in Health Centre Clinics. Nurses interested in working in community nursing should have a wide range of recent clinical experience and be committed to high quality customer service with a multidisciplinary focus. The role requires leadership and an ability to work autonomously with a high level of problem solving ability. Interested nurses are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; Must have a current driver's licence and be registered or be eligible for registration with

the Australian Health Practitioner Regulation Agency (AHPRA), and Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: This is a permanent position. There are also temporary backfill positions available and an order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Sandra McCarthy (02) 605 1498 sandra.mccarthy@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Renal Transplant Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 20475)

Gazetted: 08 June 2017

Closing Date: 22 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The ACT Renal Service offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW Local Health District. These services include: Chronic Kidney Disease (CKD) program; acute, satellite and home dialysis; renal transplantation, dialysis access and renal supportive care program. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal Transplant Nurse is based in Renal Outpatients at Canberra Hospital and reports to Clinical Nurse Consultant Renal Outpatients.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: Knowledge, acquired either through formal studies or work experience in relation to quality improvement and clinical governance, as applied to the health setting. Knowledge, acquired either through formal studies or work experience in relation to renal nursing. Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check

Note: This is a full-time permanent position working Monday to Friday.

Contact Officer: Alison Winsbury (02) 6244 3062 alison.winsbury@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Childbirth Education Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22871)

Gazetted: 08 June 2017

Closing Date: 15 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include

Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards qualifications in childbirth education or equivalent. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Julianne Nissen (02) 6174 7368 julianne.nissen@act.gov.au

Canberra Hospital and Health Services

Medicine

Resources

Senior Respiratory Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23650)

Gazetted: 08 June 2017

Closing Date: 22 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Respiratory Physiology Laboratory which is part of the Department of Respiratory and Sleep Medicine based in the Division of Medicine provides clinical laboratory services to patients in respiratory physiological measurements. This senior role working in conjunction with the Laboratory Manager is part of a multidisciplinary team that oversees high quality service directly to patients in keeping with national accreditation standards.

Eligibility/Other Requirements: It is a mandatory requirement to be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); have a current driver's licence; have significant and relevant experience working in respiratory physiology measurement; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Tertiary qualifications or equivalent in health science/human physiology; post-graduate qualifications in respiratory physiology and/or professional credential as a certified Respiratory Function Scientist from the Australian and New Zealand Society of Respiratory Science and previous experience working with paediatric patients is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health credentialing requirements for allied health.

Notes: This is a temporary position available until 22 January 2018 with the possibility of extension. The position is full-time; however, part-time arrangements will be considered and negotiated with the successful candidate. If working part-time hours the full-time salary noted above will be pro-rata.

Contact Officer: Derek Figurski (02) 6244 2066 derek.figurski@act.gov.au

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Education Administration Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14775)

Gazetted: 08 June 2017

Closing Date: 15 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Education Unit (MEU) sits within the Medical Officer Support, Credentialing, Employment and Training Unit at Canberra Hospital. The MEU oversees the training and supervision of medical officers in their first and second postgraduate years in accordance with the requirements of the Canberra Region Medical Education Council (CRMEC). MOSCETU has responsibility for: the development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and the process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT; the unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC); It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health; and manage the recruitment, rostering and administration related to the Junior Medical workforce.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Strong oral and written communication skills, experience working in a healthcare setting, Microsoft and database training and/or experience, well developed time management and organisational skills and possession of tertiary qualifications or equivalent in an education, health or related discipline are highly desirable.

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency. Contact Officer: Tracey Quade (02) 6244 3889 tracey.quade@act.gov.au

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Clinical Skills Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38234)

Gazetted: 08 June 2017

Closing Date: 15 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ANU Medical School (ANUMS) operates a teaching campus at the Canberra Hospital where medical students attend for teaching across all four years of the Doctor of Medicine and Doctor of Surgery degree course. The teaching covers a range of activities such as lectures and tutorials and procedural clinical skills in a simulated learning environment. Overview of the work area and position: The ANUMS Clinical Skills Centre is a sub-section of the main teaching campus at the Canberra Hospital where the procedural clinical skills are taught. The venue is frequently used by ACT Health and other external groups for teaching. This position is shared with a full-time staff member who will be on reduced hours for a two year period. The days of employment are Monday and Friday. The position will include some responsibilities in common, but will also have a distinct set of discrete duties. Whilst being a part of a larger team, the Clinical Skills Support Officer must work independently as the only staff member on site in the Centre.

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

Notes: This is a temporary part-time position at 14.42 hours per week, working Monday to Friday and the salary noted above will be paid pro rata. This position is available for a period of two years.
Contact Officer: Antoni Grech (02) 6244 3649 antoni.grech@act.gov.au

**Canberra Hospital and Health Services
Medicine**

Acute Support Service

Aboriginal and Torres Strait Islander Liaison Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 35277)

Gazetted: 08 June 2017

Closing Date: 15 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Aboriginal and Torres Strait Islander Liaison Service provides the cultural emotional and social wellbeing to Aboriginal and Torres Strait Islander patients and their families. The successful applicant will provide support to the Aboriginal and Torres Strait Islander Liaison team to work with inpatient, outpatients and their families. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: This is a designated position only open to Aboriginal and Torres Strait Islander people. Confirmation of Aboriginality will be required before appointment to the position. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU); A current driver's licence.

Notes: This is a temporary position available until 19 January 2018. This position is a part-time position at 16 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Joyce Graham (02) 6244 2316 joyce.graham@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

CRCC Operational Management

CRCC Administration Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 12650, several)

Gazetted: 08 June 2017

Closing Date: 15 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: Cancer services are divided into four clinical streams: medical oncology, radiation oncology, haematology and immunology. Each of the clinical streams is supported by a Service Coordinator. The Administration Service Officer will be part of a team providing administrative support within the Canberra Region Cancer Service (CRCC).

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

Note: These roles require the ability to work varying start/finish times between 7:30am and 6:00pm to meet the operational requirements of the centre.

Contact Officer: Susan Booth (02) 6174 8524 susan.booth@act.gov.au

Justice and Community Safety

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

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

Emergency Services Agency

ACT Ambulance Service

Quality Safety and Risk Management

Injury Prevention Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 24907)

Gazetted: 07 June 2017

Closing Date: 22 July 2017

Details: The ACT Ambulance Service is seeking Expressions of Interest (EOI) from suitably qualified Officers to undertake the role of Injury Prevention Officer (IPO) in the the Quality Safety and Risk Management (QSRM) unit, to cover periods of leave up to July 2018. This is a valuable personal development opportunity and will suit enthusiastic, highly professional officers. The first anticipated period is available from 21 August 2017 through to 25 September 2017. The successful Officer will work with Quality, Safety and Risk at the SOGC level and will be entitled to conditions based on the ACT Public Sector ACTAS Enterprise Agreement 2013-2017.

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

Note: This is a temporary position available until 25 September 2017. This position is available to ACT Public Service employees only.

How to Apply: Expressions of interest are sought from potential candidates for holiday coverage and should address the selection criteria with no more than half A4 page for each selection criteria question (3 A4 pages maximum) with your supporting documentation, including a Curriculum Vitae.

Applications should be sent to the Contact officer.

Contact Officer: Megan Davis (02) 6207 5873 megan.davis@act.gov.au

Legislation, Policy and Programs

Liquor, Racing and Gaming

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38743)

Gazetted: 07 June 2017

Closing Date: 21 June 2017

Details: The Legislation, Policy and Programs Branch seeks a motivated Senior Policy Officer to join the Liquor, Racing and Gaming Policy team at the Senior Officer Grade C level. Key priorities in this area include monitoring, reviewing and reforming, where necessary, policy, legislative and regulatory settings applying to the ACT's liquor, racing and club industries, as well as developing reforms in these areas in line with the Government's priorities.

Eligibility/Other Requirements: Relevant tertiary qualifications would be highly desirable.

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

Contact Officer: Dr Kim Hosking (02) 6207 2619 kim.hosking@act.gov.au

ACT Corrective Services

Policy and Government

Policy

Manager, Policy and Government

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11209)

Gazetted: 06 June 2017

Closing Date: 20 June 2017

Details: Applications are sought from highly motivated officers to fill a temporary vacancy at the Senior Officer Grade C level as Manager, Policy and Government Unit, ACT Corrective Services. ACT Corrective Services is a high

profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the Government on a daily basis. Duties include: providing high level advice, briefings, reports and correspondence to the Directorate Executives and the Minister for Justice; representing ACT Corrective Services and the Directorate at inter-governmental meetings; and assisting with the management of the Policy and Government Unit as a member of the Branch management team. Policy Managers will manage a team responsible for one or more of the following: review and redevelopment of policies and procedures; preparation of briefs, complex correspondence, responses and strategic advice relating to correctional practice for the Minister, Executive Director ACT Corrective Services, and other senior executives as required; the timely preparation of material to the Minister in the Legislative Assembly (including Question Time, Assembly Committees and Questions on Notice); and the co-ordination of ACT Corrective Services input to related litigation matters, external complaints, Freedom of Information requests and legal advice. The successful applicant should have a good practical knowledge of the functions of the ACT Government, be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence) and demonstrate leadership in a managerial and policy environment. The successful applicant should also possess highly developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field (e.g. law, criminology, social sciences) or working towards such a qualification would be an advantage. The successful candidate will be required to undergo a national criminal history check.

Note: This is a temporary position available until February 2018.

Contact Officer: Louise Crossman (02) 6205 7184 louise.crossman@act.gov.au

ACT Corrective Services

Community Corrections

Probation and Parole

Aboriginal Client Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42733)

Gazetted: 01 June 2017

Closing Date: 23 June 2017

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections as their Aboriginal Client Support Officer (ACSO). This position provides a culturally sensitive service to the Aboriginal and Torres Strait Islander offenders and clients, to ensure high level support. The successful applicant will provide advice to Probation and Parole Officers undertaking case management, in working with Aboriginal and Torres Strait Islander clients and communities. You will be required to attend interviews for offender case management, supervision, assessment and report purposes to ensure whether the offender would like the optional ACSO support to be available, and that the offender is comfortable with the process. You will also attend home visits with Probation and Parole Officers for High and Medium/High risk Aboriginal and Torres Strait Islander offenders during supervision. Further to this, the successful applicant will build relationships with Aboriginal and Torres Strait Islander Elders, stakeholders and other members of the community, improve Aboriginal and Torres Strait Islander client relationships and trust, with Corrections Officers and attend each ACT Circle Sentencing sitting to ensure quick responses to requests for assistance and advice. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate high level analytical and organisational skills. A capacity to meet critical deadlines is essential.

Eligibility/Other Requirements: Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*). Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Current registration issued under the *Working with Vulnerable People Act 2011* is essential. Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Notes: There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview and scenario; and (4) referee assessment. Current ACTCS employees will be

required to undertake each stage of the recruitment process (including the psychometric test); however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage.

Contact Officer: Angela Brown (02) 6207 3994 angela.brown@act.gov.au

ACT Corrective Services

Community Corrections

Probation and Parole

Probation and Parole Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43718, several)

Gazetted: 01 June 2017

Closing Date: 15 June 2017

Details: ACT Corrective Services (ACTCS) is seeking professional people from a variety of backgrounds to join Community Corrections as Probation and Parole Officers (PPO). These positions are based in Canberra, which is located three hours drive south of Sydney. A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (including New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* and a current driver's license are required.

Notes: There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview and scenario; and (4) referee assessment. Current ACTCS employees will be required to undertake each stage of the recruitment process (including the psychometric test); however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. Previous applicants for the Probation and Parole Officer position will not be required to undertake the psychometric testing if they have completed the testing for this position with ACT Corrective Services within the last 12 months. There are permanent and temporary positions available.

Contact Officer: Angela Brown (02) 6207 3994 angela.brown@act.gov.au

ACT Corrective Services

Custodial Operations

Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1 or Casual employment with conditions prescribed as above)

Correctional Officer Trainee \$44,421, Canberra (PN: 48809, Several)

Gazetted: 02 June 2017

Closing Date: 30 June 2017

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in

community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people. Successful applicants will receive a training salary for the first 10 weeks (\$44,421). The starting salary following this training period will range between \$60,694 and \$72,377 per annum, plus superannuation and the potential for allowances. All of the training you will require to work as a Correctional Officer will be provided during the first 10 weeks of your employment. This includes everything from relevant legislation and policies, to report writing and dealing with challenging behaviours. You will complete the training with a genuine sense of accomplishment and confidence. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice during your first 12 months. Correctional Officers work across several work locations. Placement depends on operational requirements and each work location comprises different conditions of service

Eligibility/Other Requirements: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of your Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment. Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement. A current driver's licence is also required. 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.

Information Sessions: ACT Corrective Services will be hosting two information evenings for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers and staff from Community Corrections to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as detail about the training. NORTHSIDE: 18:00pm – 19:30pm, Tuesday 13 June 2017, Canberra Labor Club, Belconnen. SOUTHSIDE: 18:00pm – 19:30pm, Tuesday 20 June 2017, Hellenic Club, Woden. REGISTRATION: You must register to attend one of the information evenings. Please telephone (02) 6205 1754 or email BSWDT@act.gov.au.

Note: Full-time and casual opportunities available. All positions are located in Canberra. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website. Applications close at 5pm on 30 June 2017.

Contact Officer: Megan Vincent (02) 6205 1754 bswdt@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Presentation

Place Management

Graffiti Management Coordinator

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 36265)

Gazetted: 05 June 2017

Closing Date: 21 June 2017

Details: City Presentation is a Branch within the City Services Division responsible for the planning and management of urban parks and the public domain, including lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environs. Place Management, a Business Unit within City Presentation, is seeking to fill a temporary vacancy for a Graffiti Management Coordinator. The position will be located in Dickson. The ACT Government is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Tertiary qualifications in any area of social science or equivalent are essential. Permanent resident of Australia, current driver's licence (C-class) is mandatory. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

Contact Officer: Patrick Nolan (02) 6207 5744 patrick.nolan@act.gov.au

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

Chief Operating Officer Group

Governance and Business Solutions

Assembly and Government

Ministerial Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34483)

Gazetted: 02 June 2017

Closing Date: 9 June 2017

Details: The successful applicant will be well organised, demonstrate initiative, have strong written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services.

Contact Officer: Sarah Bourne (02) 6207 5495 sarah.bourne@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.

Transport Canberra

Public Transport Operations

ACTION Workshops

Trades Assistant

EGSO4.2 - EGSO4.4 - Workshop Staff (ACTION) \$61,964 - \$63,587, Canberra (PN: TA01, several)

Gazetted: 07 June 2017

Closing Date: 21 June 2017

Details: ACTION is seeking a suitable people to fill the role of full-time Trade Assistants at the North and South Depots. Working to rotating rostered shifts, the successful applicants will be required to perform duties associated with periodic fleet lube service procedures, heavy-duty industrial tyre and wheel replacement, vehicle chassis and engine cleaning. Other duties include workshop cleaning and minor maintenance activities as directed. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Appropriate qualifications and/or relevant certificate. Experience in tyre fitting/vehicle servicing/trades assistance would be highly desirable. Possession of a current motor vehicle licence and the ability to obtain and hold an ACTION yard licence. The ability to work rotating rostered shifts.

Note: There are several permanent positions expected to become available. A merit list will be established to fill these expected vacancies at level, which may arise over the next 12 months.

Contact Officer: Paul Mascord 0408 657 094 paul.mascord@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.

Transport Canberra

Public Transport Operations

ACTION Workshops

Vehicle Cleaner Fueler

EGSO4.2 - Workshop Staff \$61,964 - \$63,587, Canberra (PN: VCF1, several, expected vacancy)

Gazetted: 06 June 2017

Closing Date: 20 June 2017

Details: ACTION are seeking suitable people to fill the role of full-time Vehicle Cleaner Fueler at North and South Depots. Working to a roster which covers from early mornings to late nights, the successful applicants will be required to perform duties associated with the daily cleaning, fuelling and detailing of ACTION's bus fleet. The successful applicants will be able to maintain a high degree of reliability and consistency in following cleaning fuelling procedures and be able to work under limited supervision and in a time pressured environment to achieve high standards of fleet presentation. Working in the outdoors with exposure to wide ranging temperature and weather conditions, the successful applicants will be required to perform regular rostered overtime on weekends. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Possession of a current motor vehicle licence and the ability to obtain and hold an ACTION yard licence. The ability to work rostered shifts, from early mornings to late at night including regular weekend rostered overtime.

Note: There are several permanent vacancies expected to become available. These are part-time positions at 25 to 30 hours per week, the salary noted above will be paid pro rata. This is a banded position and salary will be based on the skills and experience of the successful applicant. A merit list may be established to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Paul Mascord 0408 657 094 paul.mascord@act.gov.au

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

City Services

Infrastructure Planning and Operations

Roads ACT

Manager Traffic Investigations

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 46701)

Gazetted: 07 June 2017

Closing Date: 14 June 2017

Details: Roads ACT is responsible for the management, operation and maintenance of ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure assets. Traffic Management and Safety, a section of Roads ACT, seeks a Senior Engineer and experienced team leader to join the team. The successful applicant will have a sound working knowledge of traffic management, network management and road safety principles, standards and best practice to apply in program delivery and management of the road network. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: A Civil Engineering University Degree, membership of a professional institution and/or relevant experience deemed equivalent.

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

Contact Officer: Robyn Hawkins (02) 6207 3395 robyn.hawkins@act.gov.au

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

Chief Operating Officer Group

Governance and Business Solutions

Boards and Committees

Senior Manager, Boards and Committees

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18438)

Gazetted: 06 June 2017

Closing Date: 20 June 2017

Details: Significant legislation and process reform is currently being carried out by the Boards and Committee section for the ACT Veterinary Surgeons Board, with new legislation proposed for the end of 2017. Knowledge and experience with legislation reform, the ACT legislative process and legislative structures would be an advantage.

Note: This is a temporary position available for six months with the possibility of extension. All applications, including application cover sheet, your written response to the selection criteria, resume and referee report must be submitted to Shared Services. Successful candidate may be selected by application and referee reports only.

Contact Officer: Clare Guest (02) 6207 9409 clare.guest@act.gov.au

Transport Canberra

Light Rail

Contract Management Office

Quality Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38643)

Gazetted: 02 June 2017

Closing Date: 16 June 2017

Details: The position of Quality Manager is a key role within the Light Rail Project team and is part of the Contract Management Office (CMO) team. The CMO is a functional area of the Light Rail Branch and is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting and quality management. The Quality Manager will report directly to the Director Contract Management Office, though will also be expected to liaise closely with staff and project advisors across the Project team and within the ACT Government as necessary. The Light Rail project has established a number of management plans by which the project is governed. The role of the Quality Manager is to undertake internal audits within the project team, whilst also undertaking quality assurance activities to ensure scope and performance requirements are being met by Canberra Metro and the Independent Certifier. Eligibility/Other Requirements: Required experience in Quality Management (ISO 9001) and experience in undertaking audits on project management processes. Desirable but not essential: Project Management accreditation or qualification; knowledge of the ACT Government environment; experience within public private partnership projects or complex infrastructure projects.

Note: This position is temporary, part-time at 29:24 hours per week for three years. The salary advertised will be paid pro-rata. The successful applicant may negotiate part time working arrangements as the role may require working three to four days per week to conduct inspections on worksites.

Contact Officer: Brendan McAvoy (02) 6205 9799 brendan.mcavoy@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Teacher Level 1 \$70,519 - \$94,094

Leanne Pope 848-66679, Section 68(1), 6 June 2017

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$137,415

Michael Matthewson 853-42666, Section 68(1), 6 June 2017

Community Services

Administrative Services Officer Class 4 \$66,656 - \$72,175

Salote Fangupo 847-04311, Section 68(1), 2 June 2017

Administrative Services Officer Class 4 \$66,656 - \$72,175

Brianna Grant 853-60821, Section 68(1), 1 June 2017

Education

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

Michael Carnovale 853-61103, Section 68(1), 5 June 2017

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

Teresa Carr 816-86357, Section 68(1), 1 June 2017

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

Rachel Evans 853-46771, Section 68(1), 5 June 2017

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

Tania Piper 848-79023, Section 68(1), 6 June 2017

Health

Registered Nurse Level 3.2 \$114,377

Nicola Champion 846-99380, Section 68(1), 1 June 2017

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

Mary Chu 845-01653, Section 68(1), 15 June 2017

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

Goodwell Mhlanga 847-02535, Section 68(1), 9 June 2017

Justice and Community Safety

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

Joan Connor 836-13995, Section 68(1), 29 May 2017

Legal 1 \$61,785 - \$124,436

Renuka Thilagaratnam 844-75512, Section 68(1), 5 June 2017

Transport Canberra and City Services

Administrative Services Officer Class 4 \$66,656 - \$72,175

Michelle Margaret Corlett 853-60979, Section 68(1), 5 June 2017

Administrative Services Officer Class 1 \$47,088 - \$51,800

Myles Firth 853-61285, Section 68(1), 22 May 2017

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

Matthew Guest 853-54915, Section 68(1), 5 June 2017

Infrastructure Officer 4 \$119,340 - \$135,587

Graham Hampton 848-78629, Section 68(1), 5 June 2017

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

Beverley Margosis 853-46923, Section 68(1), 5 June 2017

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

Daniel Wilkins 835-98916, Section 68(1), 5 June 2017

TRANSFERS

Education

Vanessa Kloze: 261-62139

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

Community Services

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

Education, Canberra (PN. 38687) (Gazetted 13 May 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Treasury

ACT Insurance Authority

Cherie Anne Cortes: 738-47536

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55753) (Gazetted 24 April 2017)

Policy and Cabinet

Cabinet Office

Shivastika Pooja Gounder: 836-11850

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33711) (Gazetted 13 April 2017)

Revenue Management

Operations

Jordan Monge: 846-91813

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development, Canberra (PN. 05765) (Gazetted 16 January 2017)

Policy and Cabinet

Cabinet Office

Chadia Rad: 840-49345

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 21653) (Gazetted 12 April 2017)

Education

Office for Schools

North/Gungahlin Network

Amaroo School

Bianca Bailetti: 779-20980

From: \$62,521 - \$98,834

Education

To: †School Leader C \$114,067

Education, Canberra (PN. 24913) (Gazetted 20 March 2017)

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

School Performance and Improvement

South/Weston Network

Farrer Primary School

Kate Banwell: 824-61598

From: \$62,521 - \$98,834

Education

To: †School Leader C \$114,067

Education, Canberra (PN. 33606) (Gazetted 24 April 2017)

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

Office for Schools

South and Weston Network

Melrose High School

Shaun Myles: 843-37507

From: School Assistant 2 \$44,392 - \$49,022

Education

To: General Service Officer Level 8 \$63,239 - \$66,823

Education, Canberra (PN. 37340) (Gazetted 21 July 2016)

Environment, Planning and Sustainable Development

Planning Delivery

Territory Plan

David Radice: 827-33493

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15469) (Gazetted 13 April 2017)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health

Maxwell Adjei-Ameyaw: 836-06840

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

Health

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

Health, Canberra (PN. 37277) (Gazetted 2 March 2017)

Canberra Hospital and Health Services

Medicine

Clinical

Sajina Anna Thomas: 813-17842

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

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 38049) (Gazetted 16 March 2017)

Canberra Hospital and Health Services

Maria Bayani: 846-99516

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

Calvary Public Hospital Bruce

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 19168) (Gazetted 13 April 2017)

Canberra Hospital and Health Services

Medicine

Arun Chandu Nair: 834-53274

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

Health

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Health, Canberra (PN. 30689) (Gazetted 9 March 2017)

Canberra Hospital and Health Services

Medicine

Clinical

Catherine Clift: 739-66017

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

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 38048) (Gazetted 16 March 2017)

Canberra Hospital and Health Services

Medicine

Clinical

Sumita Dasgupta: 786-50986

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

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 38046) (Gazetted 16 March 2017)

Canberra Hospital and Health Services

Surgery and Oral Health

Jillian Davis: 261-64214

From: Registered Nurse Level 3.2 \$114,377

Health

To: †Registered Nurse Level 4.3 \$130,586

Health, Canberra (PN. 14158) (Gazetted 11 August 2016)

Canberra Hospital and Health Services

Pathology

Pathology Administration

Tracey Farrar: 844-81963

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

Health

To: †Senior Officer Grade A \$137,415

Health, Canberra (PN. 21618) (Gazetted 4 May 2017)

Canberra Hospital and Health Services

Medicine

Clinical

Carlyn Fidow: 771-99185

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

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 38050) (Gazetted 16 March 2017)

Canberra Hospital and Health Services

Medicine

Clinical

Maria James: 821-58740

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

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 38047) (Gazetted 16 March 2017)

Canberra Hospital and Health Services

Critical Care

Shilo Mundy: 830-81036

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

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22251) (Gazetted 16 February 2017)

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Community Health Centres

Stjepan Sculac: 846-87101

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Health

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Health, Canberra (PN. 20995) (Gazetted 23 March 2017)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Karina Stewart: 739-66172

From: Registered Nurse Level 3.1 \$101,175 - \$105,339

Health

To: †Registered Nurse Level 3.2 \$114,377
Health, Canberra (PN. 32945) (Gazetted 4 May 2017)

Canberra Hospital and Health Services

Charlotte Taylor: 845-01995

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

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 26650) (Gazetted 16 February 2017)

Transport Canberra and City Services

Chief Operating Officer

Chief Operating Office

Pia Marbaniang: 846-96278

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Transport Canberra and City Services, Canberra (PN. 38138) (Gazetted 22 March 2017)