



ACT Government Gazette

Gazetted Notices for the week beginning 10 May 2018

VACANCIES

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**

Industry Engagement and Strategic Relations

Senior Manager, Strategic Communications

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40567)

Gazetted: 16 May 2018

Closing Date: 1 June 2018

Details: Do you have experience in traditional and digital communications and stakeholder management? Do you have a desire to lead and implement an innovative and modern approach to communications across Canberra Institute of Technology (CIT)? Are you someone who enjoys managing and working in a fast paced small team and loves being part of the action? If so, keep reading... The Senior Manager, Strategic Communications will lead and manage the CIT Communications team. You will manage a range of complex and sensitive activities and issues across the Institute and provide strategic advice to the Executive team, Board and Minister's Office. You will work collaboratively with staff at all levels, across the Institute and for that reason excellent communication skills and the ability to develop rapport, credibility and maintain networks across ACT Government and external stakeholder is a must! If you think this is the job for you we'd like to hear from you. For more information please get in touch with the Contact Officer. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Relevant tertiary qualifications, and/or a minimum of five years' experience as a communications manager, public relations, stakeholder engagement or in a similar role are essential.

Note: This is a temporary position available for a period of two years with possibility of extension up to but not exceeding 5 years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Paul Ryan (02) 6207 4955 paul.ryan@cit.edu.au

CIT Industry Engagement and Strategic Relations

Executive

Senior Manager, Board Secretariat and Government Relations

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 54612)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: An opportunity exists for an energetic and dynamic individual who has demonstrated knowledge and proven experience of ACT Government processes and procedures relating to Cabinet, Assembly and Government Business including the development, implementation and coordination of briefs and ministerial correspondence. The successful applicant will manage the secretariat function for the Canberra Institute of Technology (CIT) Board including quality assurance of all Board papers and preparation of papers where required. You will be expected to provide strategic advice and support the CIT Chief Executive Officer (CEO), Board and Executive Team on a range of complex and sensitive issues. Combining your experience with a thorough understanding of legislation, broader ACT Government policy and procedures will equip you well in this exciting role. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for a period of 12 months with the possibility of extension not exceeding five years in total.

Contact Officer: Paul Ryan (02) 6207 4955 paul.ryan@cit.edu.au

Trade Skills and Vocational Learning

Culinary

Culinary Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51158, Several)

Gazetted: 14 May 2018

Closing Date: 29 May 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Commercial Cookery Teacher to join the CIT Culinary team. This teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the Culinary qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability. Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above 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 equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry Competencies demonstrated by the following qualifications: Trade qualifications, and or equivalent vocational competence in the area of commercial cookery. Desirable: Knowledge of the Australian Apprenticeship System and high level digital literacy.

Note: This is a temporary position available for two years with the possibility of extension up to but not exceeding five years in total. Selection may be based on application and referee reports only. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

How to Apply: You will be required to submit two referee reports with your application.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Trade Skills and Vocational Learning

Construction

Carpentry Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 01431, Several)

Gazetted: 14 May 2018

Closing Date: 28 May 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Carpentry Teacher to join the CIT Construction team. This teacher role requires someone to facilitate quality educational

outcomes and provide supportive learner pathways for students enrolled in the Carpentry qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above 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 equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Knowledge of the Australian Apprenticeship System and high level digital literacy.

Note: This is a temporary position available for a period of two years with the possibility of extension up to but not exceeding five years in total. Selection may be based on application and referee reports only. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

How to Apply: You will be required to submit two referee reports with your application.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills and Vocational Learning

Culinary

Culinary Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51405)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Retail Baking and/or Patisserie Teacher to join the CIT Culinary team. This teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the Retail Baking and/or Patisserie qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above 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 equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry Competencies demonstrated by the following qualifications: Certificate III Retail Baking and/or Patisserie, and/or like qualification. Desirable: Knowledge of the Australian Apprenticeship System and a high level digital literacy.

Note: This is a temporary position available for two years with the possibility of extension up to five years. Successful applicants may be selected based on applications and referee reports. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

How to Apply: You will be required to submit two referee reports with your application.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

Trade Skills and Vocational Learning

Construction

High Risk Licencing Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51761)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified High Risk Licencing Teacher to join the CIT Construction team. This teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the High Risk Licencing qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above 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 equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Knowledge of Regulations around High Risk Licencing, experience in the delivery of Global Wind Organisation accredited training and high level digital literacy.

Note: This is a temporary position available for two years with the possibility of extension up to but not exceeding 5 years in total. Successful applicants may be selected based on applications and referee reports. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

How to Apply: You will be required to submit two referee reports with your application.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

Trade Skills and Vocational Learning

Automotive, Metals and Logistics

Automotive Refinishing Technology Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51292)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Automotive Refinishing Technology teacher to join the CIT Automotive, Metals and Logistics team. This teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the Automotive Refinishing Technology qualification. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above 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 equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Knowledge of the Australian Apprenticeship System and high level digital literacy.

Note: This position is for temporary filling for a period of two years with the possibility of extension up to but not exceeding 5 years in total. Successful applicants may be selected based on applications and referee reports.

‘Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’

How to Apply: You will be required to submit two referee reports with your application.

Contact Officer: Steven McMahon (02) 6207 3818 steven.mcmahon@cit.edu.au

Trade Skills and Vocational Learning

Electrical Trades

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37517)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: Canberra Institute of Technology (CIT) is seeking a full-time person to provide high level administrative support to the Head of Department within the Electrical Trades department at its Fyshwick Campus. The successful applicant must be able to provide high quality customer service, attend to complex enquiries and manage communication with students and stakeholders. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: Desirable Cert IV in Business Administration or equivalent working knowledge of User Choice/Apprenticeship requirements.

Note: Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general and Section 20 – Direct promotion - general and CIT Enterprise Agreements. This position is for temporary filling for a period of two years with the possibility of extension up to but not exceeding five years in total.

How to Apply: You will be required to submit two referee reports with your application. Successful applicants may be selected based on applications and referee reports. For further information please contact Jo Whitfield.

Contact Officer: Josephine Whitfield (02) 6207 3218 josephine.whitfield@cit.edu.au

Student and Academic Services

Education Services

Course Designer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 54675)

Gazetted: 11 May 2018

Closing Date: 18 May 2018

Details: Canberra Institute of Technology (CIT) is seeking a suitably experienced Course Designer to work as part of a dynamic Education Design team. In this position you will complete tasks to tight timelines, design and develop accessible and web-responsive digital learning resources and assessments using a range of eLearning tools, and work within a customer focused team ensuring quality production and output of learning resource content is in line with best practice and CIT Standards. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available until 31 December 2019. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Emma Hawkings (02) 6207 4318 emma.hawkings@cit.edu.au

Trade Skills and Vocational Learning

Construction

Store Person

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 54960)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: Canberra Institute of Technology (CIT) is seeking a fulltime person to perform the duties of Store person within the Construction Department at its Bruce Campus. The person will need a strong background in machinery maintenance, Workplace health and Safety (WHS) requirements, store operations relating to trade teaching of apprentices and be familiar with ACT Government procurement and finance systems including record keeping, maintaining registers and asset security. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Hold a current driver's licence and Forklift operators licence. An elevated Work Platform (EWP) licence would be an advantage.

Note: This is a temporary position available for a period of two years with the possibility of extension up to but not exceeding five years in total 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.' You will be required to submit 2 referee reports with your application. Selection may be based on written application and referee reports only.

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@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

Access Canberra

Office of the Deputy Director General

Chief Operating Officer, Access Canberra

Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements, Canberra (PN: E847)

Gazetted: 14 May 2018

Closing Date: 21 May 2018

Details: Ahoy there! Can you steer a ship through a storm? Can you inspire your crew to sail in search of new horizons? Do you make friends with every parrot you meet?

Access Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is taking on board a Chief Operating Officer (COO). As first mate to the Deputy Director-General, the COO runs the compliance arms of Access Canberra. They provide leadership, management and the vision to ensure Access Canberra's regulatory teams are working together to deliver good regulatory outcomes. You'll need to be comfortable wearing multiple hats as you'll be appointed as Chief Executive Officer of the Gambling and Racing Commission and the Fair Trading Commissioner. Sailing the seven seas, your travels will take you across Canberra. You'll be working with teams located across several ABW environments, liaising with other organisations and mapping a clear course for the journey ahead. Communication, planning and leadership skills are vital to overseeing the operations of this dynamic agency.

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

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

To Apply: seal your curriculum vitae and a one page pitch in a bottle and throw it overboard (or email it if that's easier to jobs@act.gov.au). Your pitch should demonstrate your team's greatest achievement, and how you can apply your leadership to this position. Your CV should also include the details of two referees (one referee should have previously worked for you).

Contact Officer: Further information about the position is available from contact officer, Dave Peffer

dave.peffer@act.gov.au (02) 6205 5169

Workplace Safety and Industrial Relations

Injury Management

Senior Manager, Injury Management

Senior Officer Grade A \$137,415, Canberra (PN: 24513)

Gazetted: 15 May 2018

Closing Date: 22 May 2018

Details: The Workplace Safety and Industrial Relations Division is seeking an enthusiastic and motivated individual to lead the Injury Management Team in a temporary capacity as Senior Manager, Injury Management. This position is critical to the care and support of ACTPS employees returning to work after an injury or illness. The successful applicant will lead a diverse team to deliver the ACTPS Rehabilitation Management System, and work collaboratively with ACTPS Directorates to improve outcomes for their injured/ill employees. This position will also be responsible for maintaining a strong relationship with the relevant claims administrator in the workers' compensation arrangements for the ACTPS. The successful applicant will possess strong communication and interpersonal skills, whilst also being a strategic thinker with strong analytical abilities. The successful applicant will be required to operate with a strong regard for legislative and policy requirements and with the ability to communicate these requirements to a variety of stakeholders. Experience and expertise in leading a team in injury management and/or workers' compensation industries will be highly regarded.

Note: This is a temporary position available for a period of three months with possibility of extension up to six months. This position is open to current ACTPS employees only. The successful applicant may be selected based on application alone.

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 relation to the attached selection criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Workplace Safety and Industrial Relations

Data and Analytics

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38261)

Gazetted: 14 May 2018

Closing Date: 30 May 2018

Details: The Workplace Safety and Industrial Relations Division is seeking a highly capable Senior Manager to oversee its data and analytics functions. This is an exciting role dedicated to encouraging evidence based decision making in the fields of workers' compensation and injury management for both the public and private sectors. The Data and Analytics Team oversees ICT systems for injury notification and response for the ACTPS (Riskman), workers' compensation claim and policy data and all associated reporting standards and policies. The successful applicant will be a passionate advocate for effective return to work and injury management. They will work closely with operational policy and service delivery teams, the work safety regulator and external stakeholders to design and produce high quality, timely and accessible reports and other services and build awareness around work safety and injury management. Strong contract and vendor management skills would also be important.

Contact Officer: Mikaela Turner (02) 6207 7192 mikaela.turner@act.gov.au

Shared Services Information Communication Technology

Strategic Business

Portfolio Delivery

Programme Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38064)

Gazetted: 11 May 2018

Closing Date: 29 May 2018

Details: Shared Services Information Communication Technology (ICT) Strategic Business are seeking a motivated Programme Manager to lead a multi-disciplinary team of project management and other professionals, responsible for delivering a variety of ICT and business projects across the organisation. The occupant will coordinate a suite of project delivery activities, including budgets, resource management and governance, on behalf of ACT Government Directorates. This position is the senior contact point for all key stakeholders in relation to project activities. The successful candidate will also develop and maintain relationships with business and IT stakeholders within Shared Services and across the broader ACT public service.

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

Contact Officer: David Turner (02) 6207 1176 david.turner@act.gov.au

Shared Services

Finance and Payroll

Payroll Services

Payroll Operations Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37170)

Gazetted: 10 May 2018

Closing Date: 27 May 2018

Details: Shared Services is seeking a highly motivated and enthusiastic change leader who is eager to join a dynamic, collaborative and fast paced HR/Payroll environment. Payroll Services is undergoing major system, business and cultural transformation. If you are an experienced HR/Payroll Manager with strong people management, organisational, operational planning and interpersonal skills then this is the team to join. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is

committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please provide the following information for the panel to assess your suitability; In two pages or less your pitch should include your greatest achievement in the past five years, how it relates to this position and its duties including what you will bring to the role. In your pitch you should also tell us how you meet the Behavioural Capabilities and Professional/technical skills and knowledge component of the job. Your CV should also include two referee's.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@act.gov.au

Shared Services Information Communication Technology

Strategic Business

ICT Education Program Delivery

Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39505)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: The Shared Services Information Communication Technology (ICT) Education Directorate (EDU) Program Delivery Team is currently seeking applications from suitably experienced candidates to perform in the role of Project Manager. The successful applicant will perform project management activities to contribute to the development and delivery of a range of ICT capital works projects in line with the established objectives. This role requires working closely with ACT Education Directorate (including ACT Government schools), Shared Services ICT technical teams, and third party vendors for the successful delivery of ICT as a part of the ACT Education Directorates Capital Upgrade Program of works. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: Possession of Construction Industry White Card and Working with Vulnerable People Check or the ability to obtain these is highly desirable. 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 30 June 2020 with the possibility of extension for up to another 12 months. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

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

Economic Development

Skills Canberra

Director's Office

Senior Policy Officer

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

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: Skills Canberra is seeking a Senior Policy Officer to research, prepare or coordinate complex submissions, briefs and correspondence relating to both policy and operational matters. Working to the Director and Skills Canberra, the officer will manage the Branch's reporting obligations, including input to the Directorate's Annual Report; and reporting to other areas of the ACT Government, the ACT Legislative Assembly; and the Australian Government. The successful applicant will have a proven ability to effectively prioritise and manage a variety of competing task under pressure within tight deadlines, including the ability to apply project management practices to support day to day workload and manage resources, under limited direction. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Treasury

Shared Services

Strategic Finance

Financial Services Supervisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14769)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: The Shared Services Strategic Finance team is seeking an enthusiastic, motivated and appropriately skilled person to undertake the Financial Services Supervisor role. The person will have demonstrated experience in managing a small team of highly motivated Finance professionals in delivering a wide range of financial services including but not limited to Accounts Payable (AP), Accounts Receivable (AR), Purchasing, Telecommunications and system administration functions. The successful applicant will also need to demonstrate not only exceptional individual skills but also well-developed soft skills and good team management capability. The role can be dynamic and not only requires the person to have a very good knowledge of AP and AR processes and legislation but also to be a person who is innovative, adapts well to change and be very IT savvy.

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

Contact Officer: Ross Burton (02) 6207 5863 ross.burton@act.gov.au

Access Canberra

Community, Business and Transport Canberra

Working with Vulnerable People Compliance Unit

Senior Investigator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30754)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: Have you ever wondered how the engage, educate and enforce compliance model works? Have you ever wondered how the model is applied to advise the community about their legal obligations, encourage compliance with fair trading laws and ensure high standard of health, public safety and environmental protection. If so, Access Canberra is the right place for you. The Working With Vulnerable People (WWVP) Compliance Unit within Access Canberra is responsible for monitoring compliance with the WWVP scheme, investigating allegations of non-compliance, taking action to remedy non-compliance where required and assessing any immediate risk posed by a registration holder to a vulnerable person. It uses its specialised knowledge of the *Working with Vulnerable People (Background Checking) Act 2011* (the Act) and the WWVP scheme to fulfil its responsibilities. The successful applicant will, under the direction of the Manager, WWVP Compliance Unit: Use professional judgement, powers and the risk/harm based regulation model to conduct investigations and inspections, individually and as a team member, in regard to WWVP registrations and possible breaches of the Act; assist in facilitating the professional development of individuals, including initiation, monitoring, review and validation of learning and development plans in line with organisational requirements; provide leadership and support to staff; establish and facilitate communications with internal and external stakeholders, including the Ombudsman and ACT Policing; deal appropriately with confidential and sensitive information; plan and conduct compliance activities; participate in fostering an environment of working together across the various disciplines within Access Canberra; prepare correspondence, reports, and briefings under the supervision of the Manager; maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*; understand and work within the ACT Public Service Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. This position may involve direct supervision of personnel.

Eligibility/Other Requirements: Prior to commencing 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. A current driver's licence is essential and ability to undertake shift work as required or directed. Certificate IV in Government (Investigations) or relevant experience in a regulatory assessment environment is highly desirable.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months, these future vacancies will be temporary with the possibility of extension.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. The applications should include a

Curriculum Vitae and a two page response detailing your most relevant achievement in the last five years and how it relates to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: Drazen Persic (02) 6207 6990 drazen.persic@act.gov.au

Shared Services Information Communication Technology

Strategic Business

ICT Education Program Delivery

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39504)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: The Shared Services Information Communication Technology (ICT) Education Directorate (EDU) Program Delivery Team is currently seeking applications from suitably experienced candidates to perform in the role of Project Officer. The successful applicant will perform project support activities to contribute to the development and delivery of a range of ICT capital works projects in line with the established objectives. This role requires working closely with ACT Education Directorate (including ACT Government schools), Shared Services ICT technical teams and Project Manager, and third party vendors for the successful delivery of ICT as a part of the ACT Education Directorates Capital Upgrade Program of works.

Eligibility/Other Requirements: Possession of Construction Industry White Card and Working with Vulnerable People Check or the ability to obtain these is highly desirable. 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 30 June 2020 with the possibility of extension for up to another 12 months. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

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

Policy and Cabinet

Cabinet Office

Coordination and Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32282)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: Cabinet Office has a challenging opportunity at the Administrative Services Officer Class 6 (ASO6) level that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure the smooth operation of Cabinet and its Subcommittees. This temporary vacancy is guaranteed to further your knowledge of the "cabinet world" and give you a great opportunity to understand the inner workings of a central agency. If you refer to cabinet submissions by their number alone or understand the difference between SEMC, HSSI and BCC – this may be the role for you! The successful officer will support a number of cabinet office functions including: forecasting Cabinet business to ensure critical timelines and milestone dates are met; assisting with the handling and distribution of Cabinet and other government documents; and ensuring we meet cabinet requirements with a particular focus on quality, accuracy and timeliness.

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

How to apply: Applications are sought from potential candidates and should include statements against the selection criteria of no more than two pages in total outlining experience, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Kate Stewart (02) 6207 6136 katee.stewart@act.gov.au

Access Canberra

Business, Community and Transport Regulation

Traffic Camera Office and Parking Operations

License Plate Recognition Infringement Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40467, Several)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: Have you ever had the desire for an inspector number like Maxwell Smart, agent 86 or agent 99? Do you like working outdoors and keeping fit? Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations and Traffic Camera Office is seeking enthusiastic applicants to fill the role of Licence Plate Recognition Camera Operator. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative environment.

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

Note: This is a temporary position for a period of up to three years with a possibility of extension and/or permanency.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than one page, responding to the statement below, contact details of at least two referees and current Curriculum Vitae. The one page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. (1) Detail your greatest achievements in the last five years and how they relate to this position and its duties.

Contact Officer: Cassandra Keppell (02) 6205 9876 kassandra.keppell@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

Children, Youth and Families

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 07458, several)

Gazetted: 15 May 2018

Closing Date: 31 May 2018

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect; Provide positive influence on young people and help make your community safer; benefit from ongoing learning and development and be challenged and rewarded. CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking Case Managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

Eligibility/Other Requirements: Essential: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two years' experience working with children, youth and/or families in a social work/case management role and a current driver's licence.

Note: A merit list may be established to fill future positions at level, which may arise over the next 12 months. There will be one information session for applicants, this will be at 6.00pm Wednesday 23 May 2018. To notify your attendance at the information session, please email CYPSSRecruitment@act.gov.au
Contact Officer: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Housing ACT

Operational Services

Tribunal Advocate/Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 05079)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: Housing ACT is committed to excellence and the highest ethical standards in dealing with clients and other stakeholders. The principles most highly valued by the organisation are problem solving, empathy, teamwork, professionalism and leadership. Housing ACT provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider, responsive to the needs of its clients. Housing ACT is seeking an experienced and motivated person to fill the role of Tribunal Advocate. The Tribunal Advocate is responsible for the management of cases before the ACT Civil and Administrative Tribunal, the preparation of complex and/or sensitive correspondence, submissions and reports and requires sound negotiation, research and problem solving skills. The occupant of this position will also be responsible for overseeing workflow and day to day supervision of the compensation and administrative review areas.

Eligibility/Other Requirements: Current driver's licence; experience in using a range of IT business and office applications; Legal or relevant representation experience or qualifications desirable. Working with Vulnerable People: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Christopher Adkins (02) 6205 3804 christopher.adkins@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.

Corporate Services

People Management

Safety and Wellbeing

Safety and Wellbeing Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37815)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: Reporting to the Senior Safety and Wellbeing Advisor, the primary objective of the Safety and Wellbeing Advisor is to provide high quality advice on workers' compensation and non-compensable injuries. This involves working with case managers, Directorate managers, and injured workers to achieve returns to work. The role is also responsible for informing the continuous improvement of the Community Services Directorate (CSD's) safety management system through identification of trends based on the collection, analysis and reporting of incident, hazard and risk data, and providing general advice on work health and safety matters. The Safety and Wellbeing Advisor provides assistance with Healthy CSD activities.

Eligibility/Other Requirements: Experience in a related field such as case management, safety and wellbeing or workers compensation (Government or Private) would be considered advantageous.

Contact Officer: Leanne Ballard (02) 6205 2912 leanne.ballard@act.gov.au

Housing ACT

Client Services

Tenancy

Housing Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 09069, several)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: Client Services currently has several opportunities within their Tenancy Operations. As a Housing Manager, you will be responsible for managing a portfolio of public housing tenancies and providing advice and support to assist clients to maintain their tenancy. The role also involves managing a range of tenancy related matters and working in partnership with clients and the community to maintain and improve social tenancy linkages. The successful applicants will have a demonstrated ability to provide high quality customer service to a diverse range of clients, have effective communication, interpersonal and problem solving skills, be self-motivated and well organised.

Eligibility/Other Requirements: A current drivers' licence is essential; experience in using a range of Information Technology business and office applications. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Jill Micic (02) 6207 0915 jill.micic@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 04417, several)

Gazetted: 15 May 2018

Closing Date: 31 May 2018

Details: Protecting our most vulnerable children and young people is one of the most important jobs you can do. As a Child and Youth and Protection (CYPS) Case Manager, you will: Make a difference in the lives of children and young people at risk of abuse and neglect; provide positive influence on young people and help make your community safer; benefit from ongoing learning and development; be challenged and rewarded. CYPS Case Manager Role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by trauma informed case management. As a Case Manager, you will receive and assess reports of alleged abuse and neglect of children and young people. You will undertake investigations and develop plans to ensure the safety and wellbeing of children and young people. This may include taking matters to court. Case managers may supervise and provide support to young people subject to youth justice orders. We are seeking case managers who are able to work alongside families and key stakeholders, develop and maintain professional relationships, have strong engagement skills, ability to develop assessment and case management skills, undertake planning, and have high level written and communication skills. The Community Services Directorate is committed to addressing the disproportionate representation of Aboriginal and Torres Strait Islander children in the child protection system and is committed to meeting the cultural needs of the children we work with. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples and those from diverse cultural backgrounds.

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

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

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

There will be one information session for applicants, this will be at 6.00pm Wednesday 23 May 2018. To nominate your attendance at the information session, please email CYPSSRecruitment@act.gov.au

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

Strategic Policy

Policy and Performance

Performance and Accountability

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 31298)

Gazetted: 10 May 2018

Closing Date: 28 May 2018

Details: The Community Services Directorate (CSD) Strategic Policy Division is seeking a Senior Manager to lead the Performance and Accountability team. Reporting to the Director Policy and Performance, this position supports CSD's drive for evidence-based decisions, policies, and practice, in order to improve its organisational planning, performance and accountability. This is achieved by supporting the Directorate to acquire, share, analyse and use the best possible data and analytics, and also deliver projects that support the organisational performance improvement and the design of innovative, outcomes-oriented social policy approaches.

Eligibility/Other Requirements: Desirable: An understanding and knowledge of managing data, an developing and reporting against performance and outcomes frameworks; experience managing a team with a broad skillset; a commitment to improved outcomes for Aboriginal and Torres Strait islander people; an understanding and knowledge of human services portfolio issues and tertiary qualifications in a related discipline.

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

Contact Officer: Louise Bassett (02) 6205 7743 louise.bassett@act.gov.au

Housing ACT

Executive Support Unit

Manager, Government Business

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 07510)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: The Executive Support Unit of Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Manager, Government Business. If you like interesting and fulfilling work, can juggle lots of competing priorities and have an excellent understanding of Cabinet and Assembly business, then this is a great opportunity to use your skills in a role where no two days are the same. Supporting the Senior Manager of the Executive Support Unit, the Manager is the key contact point for all Government, Assembly and Cabinet business in Housing ACT, oversees Whole of Government reporting (including Annual Report input) and manages briefs for Budget Estimates Hearings, Annual Report Hearings and Assembly Question Time. The Manager also provides advice to the Executive and Senior Management Team on Cabinet and Assembly matters and coordinates Housing ACT's Open Access Information Scheme requirements under the *Freedom of Information Act 2016*. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you.

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

Contact Officer: Tracey Lianos (02) 6207 1396 tracey.lianos@act.gov.au

Education

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

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

Office for Schools

Tuggeranong Network

Lanyon High School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 04061)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: Lanyon High School is committed to supporting student learning outcomes by improving the capacity of all of its staff. We are seeking a flexible and dynamic School Leader to fulfil the role of Deputy Principal. They need to work collaboratively with the principal and leadership team in order to achieve the goals of the Strategic Plan of the school in line with the vision of the school and Directorate. They should also be able to support the overall

wellbeing of students by upholding the school values of: Student empowerment, Respectful relationships, Pride in the community and Resilience.

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 professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Barbara Monsma (02) 6142 1800 barbara.monsma@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

North and Gungahlin Network

Campbell High School

Deputy Principal

School Leader B \$134,806, Canberra (PN: 34273)

Gazetted: 16 May 2018

Closing Date: 23 May 2018

Details: Campbell High School is seeking a Deputy Principal who will lead a range of significant initiatives and processes across the school. We operate in a transparent and collaborative manner and a successful applicant will need to demonstrate high level skills in consultation and innovation. The Deputy Principal will lead the ongoing implementation of SENTRAL and manage the assessment and reporting processes across the school. The successful applicant will have a strong background in leading research based programs, including working with external researchers, preferably in the area of Science, Technology, Engineering and Mathematics (STEM); a proven ability to lead evidence based and accountable Practical Learning Training (PLT) and coaching and mentoring programs; experience in leading all aspects of staffing, including the management of operational and strategic aspects of the work and be a proven leader of the development and delivery of specialist and tiered programs to meet the needs of a diverse range of students.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing 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

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.

Contact Officer: Kerrie Heath (02)6142 3166 kerrie.heath@ed.act.edu.au

School Performance and Improvement

North Gungahlin

Lyneham High School

Deputy Principal - Lyneham High School

School Leader B \$134,806, Canberra (PN: 04121)

Gazetted: 11 May 2018

Closing Date: 29 May 2018

Details: Lyneham High School (LHS) is a dynamic and vibrant place to learn and to work. At LHS we aspire to exercise Care for own well-being and for the well-being of others, take pride in the Quality of the learning and teaching that happens in our school and operate in an environment that fosters creativity and innovation. The successful applicant for this School Leader B (SLB) position will be a positive, enthusiastic and high performing leader committed to building whole school capacity in a culture that embraces an evidence informed approach to continuous school improvement. They should work collaboratively, and innovatively, to deliver whole school

strategic and operational goals with a focus on student engagement, success, critical and creative thinking and resilience.

Eligibility/Other Requirements: Prior to commencing in 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.

Contact Officer: Rob Emanuel (02) 6142 1176 rob.emanuel@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 Branch

Belconnen Network

Mount Rogers Primary School

Deputy Principal Mount Rogers Primary School

School Leader B \$134,806, Canberra (PN: 15793)

Gazetted: 11 May 2018

Closing Date: 29 May 2018

Details: Mount Rogers Primary School is situated in the Belconnen region of Canberra. The school is committed to the inclusion of all students and works in partnership with families to ensure the delivery of high quality literacy, numeracy and inquiry practices. With a focus on achieving academic and wellbeing success for all students the school is committed to continuous improvement through the strategic use of data. This position requires an innovative educator with demonstrated experience in leading and building collaborative, solution focussed teams with a deep understanding of the needs of the community. In working with all stakeholders the Deputy Principal will promote the school's values and vision for the learning and wellbeing success of all students.

Eligibility/Other Requirements: Early Childhood qualifications desirable. Prior to commencing in 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.

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.

Contact Officer: Felicity Levett (02) 6205 8066 felicity.levett@ed.act.edu.au

Service Design and Delivery

Student Engagement

Operations Manager, Student Engagement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35252)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: Working as a member of the Student Engagement Branch, the Operations Manager will work closely with the Senior Managers in Student Engagement to support delivery of a range of administrative and operational functions in the branch. This includes oversight of resourcing and placement of students with disability in ACT public schools, finance and executive support and administration. An effective Operations Manager will demonstrate a high level of leadership and be an effective change manager in what is a busy and dynamic team environment.

Eligibility/Other Requirements: Experience working in the Education or Disability service sectors is desirable.

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

Contact Officer: Kristen Laurent (02) 6207 2327 kristen.laurent@act.gov.au

Office for Schools

Belconnen Network

Kingsford Smith School

School Leader C Maths/Science

School Leader C \$115,778, Canberra (PN: 15916)

Gazetted: 16 May 2018

Closing Date: 31 May 2018

Duties: As a member of the executive team, support the senior executive to achieve whole-school strategic goals and implement the school annual action plan; work with the primary school executive Practical Learning Training (PLT) to lead and implement a Response to Intervention approach across the primary school; support student social and emotional learning within a Restorative Practices framework; lead and implement a whole school project negotiated with the Principal; undertake an appropriate teaching load and other duties as determined by the Principal .

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 this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Peter Radford (02) 6142 3399 peter.radford@ed.act.edu.au

Joint Selection Committee Process 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.

Service Design and Delivery

Student Engagement

Murrumbidgee Education and Training Centre

Classroom Teacher - Murrumbidgee Education and Training Centre

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 21771)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: An exciting opportunity is available for a teacher who wishes to make a difference in the lives of vulnerable young people. You will be part of a small team developing students' literacy, numeracy, vocational and social emotional skills so they can participate more fully in our community. The school is based on the Circle of Courage.

Eligibility/Other Requirements: Prior to commencing in 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: Primary school and high school teachers are encouraged to apply.

Contact Officer: Steve Collins (02) 6207 3528 steven.collins@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

Malkara Specialist School

Classroom Teacher -Malkara Specialist School

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 18471)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: Malkara Specialist School is seeking applications from suitably qualified applicants to fill a temporary position as Classroom Teacher. The successful applicant will work with a dynamic team and be responsible for planning and implementing a rich program of learning for children with diverse needs.

Eligibility/Other Requirements: Prior to commencing in 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 from 25 May 2018 until 05 July 2018.

Contact Officer: Allison Chapman (02) 61420266 allison.chapman@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

Woden Weston

Year 6 Classroom Teacher - Telopea Park School

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 15717)

Gazetted: 16 May 2018

Closing Date: 6 June 2018

Details: Telopea Park School (K-6) is a French English Bilingual Bicultural School. This means that in years 3-6, all Australian teachers have responsibility across the week, for two classes. One class operates Monday through Wednesday and the other Wednesday afternoon through Friday. We are looking for a permanent officer to teach in the Australian Program (English, Mathematics, Humanities and Social Sciences and the Arts) working closely with other members of the year 6 teaching team. The applicant would deliver Mathematics to all three year 6 classes (9 periods) as well as have responsibility for 6.3.

Eligibility/Other Requirements: Prior to commencing in 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.

Contact Officer: Robin Egerton (02) 6142 3373 robin.egerton@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

Theodore Primary School

Inclusion Support Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 40429)

Gazetted: 16 May 2018

Closing Date: 23 May 2018

Details: Theodore Primary is seeking a teacher to work with students in our Learning Support Unit and Centre, with a passion for teaching and learning, the commitment to working collaboratively within an inclusion support team and the capacity to build positive productive relationships across the school community. The successful applicant should be able to work in an inclusive environment and demonstrate a commitment to developing learning plans with reasonable adjustments to individual programs. Experience in team teach strategies and working with student/s with challenging and complex behaviours using trauma informed practice is desirable.

Note: This position is part-time at 18:35 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Kerri Clark (02)6142 3100 kerri.clark@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

North/Gunghalin Network

Ngunnawal Primary School

Classroom Teacher - Year 3/4

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 04622)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: Ngunnawal Primary School is looking for an enthusiastic and skilled teacher to join the Year 3/4 teaching team. The ability to work collaboratively in a team environment and build authentic relationships across the school community is essential to the role. The successful applicant will demonstrate the ability to work in an inclusive environment with students who have a diverse range of needs and will be willing to learn and grow in the use of an Inquiry approach to teaching and learning in a dynamic school community.

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 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

Note: This is a temporary position available until 26 January 2019.

Contact Officer: Rebecca Richardson (02) 6142 1500 rebecca.richardson@ed.act.edu.au

School Performance and Improvement

North and Gunghalin

Gold Creek School

Building Services Officer 1

General Service Officer Level 3 \$47,087 - \$48,840, Canberra (PN: 32734)

Gazetted: 15 May 2018

Closing Date: 22 May 2018

Details: Gold Creek School is a five campus, P-10 school in the Gungahlin area. An opportunity exists for a General Services Officer 3 to support with the maintenance of school buildings and grounds in a clean and tidy condition with regard to safety and security hazards and where necessary, organise emergency repairs.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This is a temporary position available until 26 January 2019. This position is part-time at 15:00 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Please submit your resume and responses to the attached selection criteria, for consideration.

Contact Officer: Kerry Lyttle (02) 6142 1307 kerry.lyttle@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell High School

Administrative Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00768)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: Calwell High School is seeking a highly organised, motivated and energetic person to fulfil the role of Administrative Assistant in the front office. Demonstrable experience in customer service is essential. This includes good communication and organisational skills along with administrative experience. The position requires flexibility to be able to work across a variety of areas within the office, including enrolments, receipting and student absences. A good knowledge of MAZE/ School Administration System (SAS) is an advantage, along with a calm manner and the ability to work flexibly and effectively as part of a team is paramount. This position involves close daily contact with students, staff, parents and the school community

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with

Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Elissa East (02) 6205 6840 elissa.east@act.gov.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

Environment

Parks and Conservation Services

Biosecurity and Rural Services

Rural Programs Coordinator

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 09900)

Gazetted: 14 May 2018

Closing Date: 28 May 2018

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. Under general professional guidance, duties include but not limited to: Provide expert technical agricultural and agronomic advice on grazing livestock production (mostly sheep and cattle) and associated pasture management including determination of carrying capacities on rural properties in the ACT; oversee the public administration requirements associated with the policy and legal responsibilities of the Rural Program including preparation of internal and external correspondence; procurement; asset maintenance; contract and panel management, assessing development proposals and change of lease purposes; answering public inquiries; maintaining accurate records; collection of livestock returns, maintenance of the ACT livestock brands register and preparing invoices for rural fees and charges.

Eligibility/Other Requirements: Essential: Be willing and physically able to participate in biosecurity and bushfire incidents (including fire training, standby and fire fighting); be prepared to work alternate hours if required; be prepared to wear a uniform; and have a valid licence to drive a manual car. Desirable: Tertiary qualifications in Agriculture with focus on sheep and/or cattle production or related science qualification (Natural Resource Management, Agronomy, Environmental Science etc) with some work experience in sheep or cattle production in the ACT, or similar region.

Note: This is a temporary position available until 31 October 2018 with the possibility of extension. This is a Designated Fire Position.

Contact Officer: Warren Schofield (02) 6207 8480 warren.schofield@act.gov.au

Planning Delivery

Assessment Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15219)

Gazetted: 14 May 2018

Closing Date: 30 May 2018

Details: The Planning Delivery Division is seeking a motivated and enthusiastic person to manage, assess and determine development applications of varying complexity, and provide outstanding customer service to the community and industry. You will undertake statutory functions of the Planning and Land Authority and play a key

role in facilitating development outcomes. You will be able to work across all aspects of the development application and related processes, exercise delegations under relevant legislation, and may be expected to provide evidence in the ACT Civil and Administrative Tribunal or other courts in relation to development proposals. The successful applicant may also oversee, or be responsible for processes relevant to the management of deeds of agreement for development activities in the ACT. This position requires strong analytical skills, high level communication skills and a strong focus on working with the development industry, the community, agencies and other ACT Government directorates.

Note: A merit list will be established to fill future permanent positions at level which may arise over the next 12 months. The process will also establish a merit pool of suitable applicants to fill temporary positions at level which may arise over the next 12 months. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Rumana Jamaly (02) 6207 1830 rumana.jamaly@act.gov.au

Business, Governance and Capability

Governance, Compliance and Legal Services

Information Services

Freedom of Information and Records Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40555, Several)

Gazetted: 14 May 2018

Closing Date: 5 June 2018

Details: Applications are sought from motivated candidates to fill several Freedom of Information and Records Officer positions. These roles present an exciting opportunity to work as part of a newly forming team responsible for managing and responding to information access requests, complaints and referrals and assisting Environment, Planning and Sustainable Development (EPSDD) to meet its obligations in relation to information and records management. We are looking for energetic professionals with practical experience across the ACT freedom of information framework, in addition to broader records and information management across ACT Government. The roles require candidates to have strong attention to detail, excellent communication skills and well developed time management and organisation skills. Previous experience in information and records management is highly regarded.

Note: These are temporary positions, two are available for two years with the possibility of extension and/or permanency and two are available for 12 months with the possibility of extension and/or permanency. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Kaylene Schroeder (02) 6207 6663 kaylene.schroeder@act.gov.au

Planning Delivery

Office of the Surveyor-General and Land Information

Geographic Information System Manager, Spatial Data Management System Redevelopment

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 39164)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: The Office of the Surveyor-General and Land Information is seeking an experienced Geographic Information System (GIS) professional to join a team to redevelop ACT's Spatial Data Management System (SDMS). The successful candidate will be highly motivated and technically minded, with an eye for detail. The appointee will need to hold skills in GIS (ideally in Geographic information system company (ESRI), FME and python or the ability to learn) and demonstrate their capability to manage themselves and others and communicate effectively. Eligibility/Other Requirements: Degree, associate diploma or certificate in Mapping, Cartography or Land Information or extensive experience in a closely related field.

Note: This is a temporary position available for 12 months with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Martin Sholtez (02) 6207 1318 martin.sholtez@act.gov.au

Business, Governance and Capability

People and Capability

Senior Manager People and Capability

Senior Officer Grade A \$137,415, Canberra (PN: 28915)

Gazetted: 15 May 2018

Closing Date: 22 May 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated officer to fill the role of Senior Manager, People and Capability. The ideal candidate will be a creative, collaborative, results-oriented leader who is particularly adept at balancing multiple priorities and being decisive. This role requires someone to be dedicated to developing a strong, diverse, and collaborative organisation, have a strong work ethic, a passion for managing the details within a growing business and willing to contribute where necessary. The successful candidate will have highly developed interpersonal skills, investigation skills, an ability to manage complex employment matters, work collaboratively with managers and senior executives as well as lead and manage multi-disciplinary Human Resources teams.

Note: This is an expected permanent vacancy. Selection may be based on written application alone. The EPSDD will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Jaime Elton (02) 6207 9151 jaime.elton@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Communications and Personal Support

Communications Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34688)

Gazetted: 11 May 2018

Closing Date: 18 May 2018

Details: The Asbestos Response Taskforce is seeking to recruit an experienced leader for the role of Communications Manager. The successful applicant will be responsible for providing communications support for the Asbestos Response Taskforce as it delivers the Loose Fill Asbestos Eradication Scheme. The position will have a strong focus on communications and media management, proven capacity for sound judgment on sensitive issues and communication, liaison and analytical skills. The successful applicant must not have any direct conflict of interest relating to loose fill Asbestos insulation in ACT homes.

Note: This is a temporary position available until the 30 June 2018 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Lynette Marsh (02) 6205 8592 lynette.marsh@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Acquisition, Demolition and Sales

Senior Program Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35057)

Gazetted: 14 May 2018

Closing Date: 22 May 2018

Details: The Asbestos Response Taskforce is seeking to recruit an experienced leader for the role of Senior Program Manager Acquisition, Demolition and Sales. The successful applicant will lead a team responsible for the delivery of the Loose Fill Asbestos Eradication Scheme. The position will have a strong focus on project management, issues management and customer service skills.

Eligibility/Other Requirements: Experience in project management and delivery. An understanding of the ACT Government's legislative framework in relation to the Loose Fill Asbestos Eradication Scheme. Understanding of the land or property development market, particularly in terms of marketing and sales. Experience in Information

Technology, program management systems and data management. The successful applicant must not have any conflict in relation to the administration of the Loose Fill Asbestos Eradication Scheme.

Note: This is a temporary position available for 12 months with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 bruce.fitzgerald@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Acquisition, Demolition and Sales

Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35088)

Gazetted: 14 May 2018

Closing Date: 22 May 2018

Details: The Asbestos Response Taskforce is seeking to recruit an experienced leader for the role of Manager, Acquisition, Demolition and Sales. The successful applicant will lead a team responsible for the delivery of the Sales Phase of the Loose Fill Asbestos Eradication Scheme. The position will have a strong focus on sales and marketing management, issues management and customer service skills. The successful applicant must have an understanding of the ACT Government's legislative framework in relation to land sales. The successful applicant must not have any direct conflict of interest relating to loose fill Asbestos insulation in ACT home.

Note: This is a temporary position available for six months with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 bruce.fitzgerald@act.gov.au

Business, Governance and Capability

Finance Information and Assets

Digital Innovation and Projects

Manager Strategic ICT

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38880)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: The Finance, Information and Assets team is seeking to recruit an experienced Information Communication Technology (ICT) manager to lead the development of a Digital Strategy, ICT Strategic Plan, and the supporting ICT Action Plan. The role will include responsibility for: Monitoring progress against the delivery of these plans; delivery of key programs and projects; developing budget proposals where required; supporting the ICT Digital Transformation Committee; and implementing Application Portfolio Management (APM). The successful applicant will have a demonstrated understanding of and experience working with complex interconnected ICT systems, experience in the development of ICT Strategies; and can demonstrate a result focussed approach to ICT project management.

Eligibility/ Other Requirements: Qualifications in ICT or Information Management would be considered an advantage.

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

The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Gary Spencer (02) 6207 6339 gary.spencer@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Assistant Director of Nursing
Registered Nurse Level 4.2 \$122,486, Canberra (PN: 28555)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

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 Primary Health Team is a part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division which is a contemporary evidence-based service providing high quality primary health care, within Canberra's custodial and secure mental health environments. The service aims to provide collaborative, equitable and comprehensive health care that involves the patient and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost-effective and high quality health care services.

Eligibility/Other Requirements: Mandatory: Registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA) and a minimum 12 months leadership/management experience. Desirable: Previous management experience within a health setting; Holds or is working towards post graduate management qualifications and a current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Dannielle Nagle (02) 6205 1062 dannielle.nagle@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Clinical Nurse Consultant
Registered Nurse Level 3.2 \$114,377, Canberra (PN: 29880)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

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 Justice Health Services Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre, Bimberi Youth Justice Centre and the Dhulwa Mental Health Unit. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services. At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health team. This includes the day-to-day management of human and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence; Holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in the area of practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Dannielle Nagle (02) 6205 1062 dannielle.nagle@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Executive

Nurse Unit Manager

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 19373)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

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 Critical Care is a business unit of Canberra Hospital and Health Services (CHHS). The division provided clinical and academic oversight for: Canberra Hospital Emergency Department: Canberra Hospital's Emergency Department (ED) is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. Well over 75,000 patients are seen each year and the ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team aims for excellence in care. Intensive Care Unit: The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. **Overview of the work area and position:** The Nursing Leadership team is responsible for the strategic and operational management of the Division of Critical Care nursing workforce, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital. This position reports directly to the Assistant Director of Nursing, Intensive Care unit and is responsible for the human resource (staff, rostering) and budgets (salaries and operational),

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Carly Silberberg (02) 6244 3300 carly.silberberg@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22376)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). **Overview of the work area and position:** The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand (ANZICS) for training in intensive care and has advanced trainees providing

after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. The Clinical Nurse Consultant for the Intensive and High Dependency Care Unit is responsible for operational management and leadership, within the clinical environment. Applicants must have demonstrated high level of management, communication, leadership and expertise in co-ordinating the clinical practices within the clinical environment to ensure the efficient and effective provision of quality patient care. This is based on best practice principles and within a collaborative and multidisciplinary framework.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or progressing towards a tertiary qualification at Masters; has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years. Prior to commencement successful candidates will be required to undergo a pre-employment Police check

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

Contact Officer: Carly Silberberg (02) 6244 3300 carly.silberberg@act.gov.au

Canberra Hospital and Health Services

Critical Care

Acute Clinical Service Unit

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 19485)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

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: Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Kylie Johns (02) 6174 5734 kylie.johns@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Admin

Emergency Department Administration Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19309)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department (ED) and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the Deteriorating patient program). Overview of the work area and position: Canberra Hospital's ED is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. The Administration Manager role reports directly to the Operations Manager, Division of Critical Care. Under limited direction, the Emergency Department Administration Manager is responsible for the human resource management (staffing, rostering), financial administration (budgets, salaries and operational), performance management (key performance indicators), access and quality improvement activities for the administrative services within the Emergency Department.

Eligibility/Other Requirements: Desirable: Knowledge and experience with HP Records Manager - Electronic Document and Records Management System (EDRMS); knowledge and experience in Health Information Technology (IT) systems and Business Administration or Human Resource training or desire to complete Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Lindsay Ottaway (02) 6244 4500 lindsay.ottaway@act.gov.au

Canberra Hospital and Health Services

Deputy Director General

Deputy Director General Canberra Hospital and Health Services

Consumer Feedback and Engagement Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13502)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

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 (CHHS) 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 Consumer Feedback and Engagement Officer works to the Business Manager, Office of the Deputy Director-General or delegate, and with the Consumer Feedback Coordinators, to record, monitor, track, investigate and respond to feedback on ACT Health services, in consultation with relevant divisions.

Eligibility/Other Requirements: Mandatory: Knowledge and experience of consumer engagement and customer service, particularly in the healthcare sector; understanding of quality improvement practice, particularly in the healthcare sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

Innovation

Policy and Stakeholder Relations

Office for Mental Health

Administration Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40300)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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: ACT Health will establish an interim Office for Mental Health and Wellbeing with full implementation of the proposed model to proceed at a later stage. The Office for Mental Health and Wellbeing proposed model is a whole of government initiative which is tasked with developing a new Territory-wide vision for mental health and wellbeing. The Office will be focused on change management and systemic quality improvement, including all aspects of the experience of mental health and mental illness, including health services, drug and alcohol, primary care, housing, employment, community services, justice, the police, education, social inclusion and so on. The ACT Office for Mental Health and Wellbeing is modelled partially on the UK's 'Delivery Unit' in that its focus is on implementation science and quality improvement. It also takes into account the most effective features of reforming Mental Health Commissions both internationally and in Australia. The Office works with partners both within government and without, to identify the direction of mental health reform in the ACT, to drive change, implement reform and measure progress. Operating as a change agent for mental health reform the ACT Office for Mental Health and Wellbeing: identifies opportunities for quality improvement across the entire continuum of mental health care; supports responsible agencies and people to address these opportunities; and reports on progress. There is already mental health policy and provider expertise in the ACT, spread across government and non-government agencies. There is also a deep wellspring of service-user, family carer and provider expertise, grounded in their experience of local services and systems. There is a need to better harness all this expertise and provide a more integrated system to address mental illness and promote mental health across the Territory. Under broad direction, the Administrative Support Officer is responsible for providing administrative support for the day to day operations and workflow for the Coordinator General, Change Leaders and the management official correspondence coming in and out of the Office. This Administrative Support Officer role requires a high level of organisation and customer service skills.

Eligibility/Other Requirements: Desirable: Previous experience with HP Records Manager 8 (HP RM 8, aka. TRIM) or similar system; previous experience providing high level administrative assistance. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Kali Aiesi (02) 6205 3763 kali.aiesi@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Transition to Neonatal Nursing Program 2018

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 38313, several)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

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. Are you looking for a change and would like to work in Special Care Nursery and the Neonatal Intensive Care Unit at the Centenary Hospital for Women and Children? Special Care Nursery (SCN) and Neonatal Intensive Care Unit (NICU) is located in the Centenary Hospital for Women and Children, Garran ACT. It is a dynamic 28 bed unit which provides neonatal care from birth to discharge. SCN and NICU are family integrated and developmentally care focused units with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by Clinical Development Nurses.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several temporary positions available for a period of 12 months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Chanel Connor (02) 6174 7578 chanel.l.connor@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Registered Nurse - Peri-Operative Unit

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 34069, several)

Gazetted: 17 May 2018

Closing Date: Ongoing

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 Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Peri-operative Unit at the Canberra Hospital consists of a Day Surgery Admissions (DOSA) Unit, 13 Operating Theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of area procedural/invasive specialty areas. The Peri-operative RN implements a systemic and planned approach to activities associated with the provision of holistic patient care during the peri-operative experience. The nursing care associated with the provision of surgery is delivered within current standards and guidelines.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Prior to commencement successful candidates will be required to comply with ACT Health Occupational Assessment, Screening and Vaccination policy; undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are several permanent and temporary positions available for filling within Scrub/Scout, Anaesthetics, PACU and EDSU. Temporary positions are available for a period of three to 12 months. There are both full-time and part-time hours available. Selection may be based on application and referee reports only.
Contact Officer: Sandra Pilloni (02) 6244 2765 sandra.pilloni@act.gov.au

Canberra Hospital and Health Services
Women Youth and Children
Women, Youth and Children Operational
Office Support, Booking and Scheduling
Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23874)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

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 successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. The position provides administrative and general office support to the Women, Youth and Children Outpatient Department with duties including booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills with and an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is required. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

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

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

Contact Officer: Jessica Pendergast (02) 6174 7677 jessica.pendergast@act.gov.au

Canberra Hospital and Health Services
Chief of Clinical Operations
Central Wait List Officer
Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36789)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

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 Central Waitlist Service was established in early 2015. This service is managed by the Territory Wide Surgical Services Team, who receives all RFA's for listing on the public elective surgery waiting list to ensure consistent and streamlined processing of RFA forms. The Central Waitlist Officer will primarily be responsible for adding patients to the elective surgery waiting list using established policy and procedures. In addition, the successful applicant will be required to provide administrative support to the Central Waitlist team which includes auditing of the Elective Surgery Waiting List and the removal of patients from the waitlist. Applicants should have demonstrated time management skills with the ability to liaise effectively with staff and patients in a busy team environment. Eligibility/Other Requirements: Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment will be highly desirable.

Note: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jelena Gissane (02) 6207 6188 jelena.gissane@act.gov.au

**University of Canberra Hospital
Clinical Support Service
Pharmacy
Pharmacy Technician**

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 15650, several)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements: Mandatory: Certificate III in Hospital-Health Services Pharmacy Support or equivalent and experience working in hospital pharmacy. Desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several positions available and the successful applicants will be required to work across multiple CHHS locations. An order of merit list may be established to fill future vacancies at level over the next 12 months. Contact Officer: Hameda Lane (02) 6244 2120 hameda.lane@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Office of the Deputy Director-General CHHS

Hospital Emergency Management Coordinator

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39626)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

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 Hospital Emergency Management Coordinator (HEMC) is responsible for the development, implementation and performance monitoring of Canberra Hospital and Health Services (CHHS) business continuity, emergency and disaster management frameworks. The role is responsible for ensuring that core organisational aspects of prevention, preparedness, response and recovery for emergency and disaster management are documented, evaluated and continuously improved within CHHS.

Eligibility/Other Requirements: Desirable: A qualification in general management and/or disaster and emergency management, particularly in the healthcare sector and significant knowledge and experience of jurisdictional

disaster management arrangements, particularly in the healthcare sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

Canberra Hospital and Health Services

Adult Community Mental Health Services

ACMHS Central Management

Manager of Access Mental Health

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 21885)

Gazetted: 17 May 2018

Closing Date: 24 May 2018

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: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services. As Team Leader, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. Access Mental Health provides a centralised access process that aims to provide an identified service entry point to undertake 24hr/7 days per week triage and a thorough mental health assessment that more effectively helps link people with the services that most appropriately meets their needs.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation; Strong understanding of adult community mental health services and a current driver's licence. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; comply with ACT Health occupational screening requirements related to immunisation; undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Bruno Aloisi (02) 6205 8559 bruno.aloisi@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Services

BreastScreen ACT

Designated Senior Radiographer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28556)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

Details: About us: If you are looking to achieve work/life balance without compromising your career, then BreastScreen ACT is the workplace for you! BreastScreen ACT is a flexible and friendly workplace that strives to accommodate the lifestyle needs of all its staff. Our friendly team is a combination of full-time and part-time employees, with varying skill sets in mammography and breast sonography. BreastScreen ACT encourages continuing professional development through regular training and information sessions, and financial support for conference attendance and higher learning. 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: BreastScreen ACT is part of the BreastScreen Australia national screening program. The service offers free breast screening to all ACT women over 40 years with a screening target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located across the ACT. These sites are found in Canberra City, Phillip and Belconnen Health Centres, with assessment clinics performed each week at the Canberra City clinic. The Designated Senior Radiographer is responsible for the management, planning and evaluation of the imaging component of this Breast screening service. All service provisions for both mammography screening and assessment are developed in accordance with agreed outcomes that meet community needs, and the accreditation standards of the National BreastScreen program. This role also supports the Program Director by overseeing the radiographer screening and assessment operations of BreastScreen ACT.

Eligibility/Other Requirements: Mandatory: Australian Health Practitioner Regulation Agency (AHPRA) Registration; Degree or Diploma in Applied Science (Medical Imaging) and hold an ACT Radiation Licence (or eligible for). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain). Prior to commencement successful candidates will be required to undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU); comply with ACT Health credentialing requirements for allied health professionals; provide evidence of immunisation status and undergo a pre-employment Police check.

Contact Officer: Yvonne Epping (02) 6205 1540 yvonne.epping@act.gov.au

Population Health

Health Protection Service

CDC- Immunisation

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29639)

Gazetted: 17 May 2018

Closing Date: 31 May 2018

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 Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The Environmental Health Policy and Projects (EHPP) section is responsible for the development and implementation of a wide range of policy items relating to environmental health (e.g. food safety, recreational water quality, insanitary conditions), tobacco control and smoke-free, e-cigarettes, communicable diseases and other matters that may impact upon public health. In undertaking such a broad body of work, the EHPP section engages in a number of activities including the development of public information, policy and legislation, consultation material, Ministerial briefings

and contributing to related national public health initiatives. EHPP also administers health care facility licenses in the ACT and provides policy support to the operations-based Environmental Health section. The Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals, medical laboratory scientists and administrative officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. The Disease Surveillance Unit of CDC is responsible for the coordination of the ACT Communicable Diseases Surveillance Program. The overall aim of the program is to reduce the incidence of infectious diseases in the ACT community by implementing disease control measures. Data collected is also used to inform policy and programs related to communicable disease control. This position will be responsible for strategic policy, planning and purchasing related to sexual health, sexually transmissible infections, and blood borne diseases. This will include negotiation with funding bodies and service providers and management of service funding agreements with the non-government and government sectors. The position will be responsible for co-ordinating the implementation of the ACT Statement of Priorities for Hepatitis B, Hepatitis C, HIV, and Sexually Transmissible Infections 2016-2020. The position will sit within the EHPP Section and report directly to the EHPP Manager, but will work closely with Manager of CDC regarding the specific subject matter related to the duties of the role. Both the EHPP and CDC teams will provide support in undertaking work tasks related to the position. Eligibility/Other Requirements: Desirable: Tertiary qualifications in public health or a related discipline and relevant qualifications or extensive experience in sexual health and blood borne diseases. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Notes: This is a temporary position available for a period of two years until 2020 with the possibility of extension. Contact Officer: Rebecca Hundy (02) 6205 2052 rebecca.hundy@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**

Corporate

Governance

Governance, Coordination, Library and Reporting

Freedom of Information Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39801, expected vacancy)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: The Governance branch is seeking a Freedom of Information (FOI) Officer who under the limited direction of the FOI and Records/Information Manager will assist with preparing responses to requests for information made under the *Freedom of Information Act 1989* and the *Freedom of Information Act 2016*. This position provides research and administrative assistance to the Freedom of Information Officers in relation to their obligations under relevant accountability legislation, including the required timelines for action. The successful candidate is expected to maintain high levels of confidentiality in all aspects of the work and deal sensitively with issues as they arise. This role suits an enthusiastic, highly professional and organised individual who has the ability to work flexibly, show initiative and manage a range of competing priorities under limited direction. Your application should include a background that demonstrates an understanding and interpreting legislation and a level of experience in Freedom of Information matters.

Note: This is a temporary expected vacancy available for a period of 12 months.

Contact Officer: Danielle Krajina (02) 6207 4813 Danielle.Krajina@act.gov.au

Public Trustee and Guardian

Finance Unit

Senior Taxation Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40549)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well organised professional person to work in our dynamic Finance Unit as a Senior Taxation Officer. The Finance Unit provides a corporate finance, Investment/Funds management/taxation and Property Service to the Public Trustee and Guardian and its clients. The responsibilities of the position include but not limited to: prepare and lodge income tax returns with Australian Taxation Office in an accurate and timely manner for – deceased estates, trusts and for power of attorney and financial management clients; provide advice to Public Trustee and Guardian staff and management on taxation matters relevant to estates, trusts and for power of attorney and financial management clients; prepare and lodge all necessary Income Activity and Business Activity Statements (BAS) with the Australian Taxation Office in an accurate and timely manner.

Eligibility/Other Requirements: Completion of Accounting and/or other relevant taxation industry recognised qualification. Demonstrated knowledge and understanding of the role and functions of the Public Trustee and Guardian would be highly regarded. 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 six months with the possibility of extension and/or permanency. As interviews may not be conducted, applicants should include two referee reports with their application. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Legislation, Policy and Programs

Governance and Business Support

Office Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42680)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: Legislation, Policy and Programs (LPP) is seeking an enthusiastic and motivated officer to fill the role of Office Manager in our Governance and Business Support (GBS) section. Under limited direction from the Manager of GBS, the successful applicant will be required to: Manage and provide advice in relation to human resources; Manage and develop a small team, which provide administrative support for LPP; Direct, co-ordinate and manage a considerable range of business support services, including accounts payable, accounts receivable, purchasing, ICT, office maintenance and much more.

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

Contact Officer: Cathy Millett (02) 6205 3743 cathy.millett@act.gov.au

Corrective Services

People and Culture Unit

Rostering Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34245)

Gazetted: 11 May 2018

Closing Date: 25 May 2018

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Rostering Administration Officer (ASO5) in the People and Culture Unit. The successful applicant will be required to provide human resources administration support to ensure effective and efficient rostering operations, including managing and maintaining accurate records and documentation for all staffing/payroll matters, management of unplanned leave and roster shortfalls and implementing change and software enhancements, errors, corrections and upgrades. You will also liaise with administrative, custodial staff and other relevant individuals and provide advice on staffing matters that may arise and maintain a working knowledge of relevant industrial agreements, and agency specific policy and procedures. Further to this, you will be expected to

communicate clearly with a diverse workforce, and maintain effective working relationships with internal and external stakeholders.

Eligibility/Other Requirements: Demonstrated experience in the use and/or administration of an online rostering system, Human Resource Management, or related fields would be highly desirable. Demonstrated computer literacy with experience in the use of Windows based computer applications. The successful candidate may be required to undergo a criminal record check.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

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

ACT Government Solicitor Solicitor

Government Solicitor 1 \$70,650 - \$105,793, Canberra (PN: 35097, several)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services, advice and representation to the ACT, its government agencies, ministers and office holders. As the ACT Government's largest employer of lawyers, a role with ACTGS provides exciting opportunities to work on a range of complex and interesting projects of significance to the Territory. Together with the Office of the Solicitor-General, ACTGS delivers its legal services through its Property and Commercial, Government Law and Litigation and Dispute Resolution sections. ACTGS is seeking to recruit permanent and temporary lawyers at Government Solicitor 1. Lawyers at this level will have sound technical knowledge, well developed communication and client relationship skills. Successful applicants will also demonstrate their ability to work effectively as part of a team of professionals and to provide legal services in one or more of the following practice areas: personal injury, property damage, medical negligence, public liability and insurance law claims; coronial inquests and inquiries; public and constitutional law; citizens' rights including: human rights, discrimination, corrections and sentencing, and police powers; employment law; welfare and protection, social housing and residential tenancies, child protection, protection orders and mental health; information access including Freedom of Information (FOI) and privacy; regulatory and licensing functions of government; finance arrangements, government business enterprise activities, inter-governmental agreements and competition law; procurement, probity and contracting; information technology and intellectual property; construction; property, commercial, leasing and land development; and utilities and renewable energy. To find out more about the ACTGS visit our website at www.actgs.act.gov.au.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner.

Note: Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017. Applications must enclose a current CV and indicate their availability to commence. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

Courts and Tribunal

Registry Operations

Sheriff's Office

Sheriff's Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 43647, several)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: Applications are being sought for a Sheriff's Officer (Administrative Services Officer Grade 3) position within the Courts and Tribunal Sheriff's Office. The Sheriff's Assistants engage with high level stakeholders, including Judiciary and Legal practitioners to manage a range of operational functions and services for the ACT Courts and Tribunals. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and

communication skills. The successful applicant will be required to perform a wide variety of tasks including: Act as a Court orderly; prepare Court rooms and jury rooms for hearings and manage exhibits; assist with the administrative arrangements for preparing jury panels and provide support and guidance to jury panels placed in their charge; execute and serve court process and prepare correspondence and reports including updating and maintaining relevant databases; operate court based technology (remote witness equipment, radios, audio visual systems); provide assistance and information to members of the legal profession and the public; conduct tours and lectures for schools and members of the public; adhere and comply with relevant legislation, policy and procedures of the Courts and Territory.

Note: There are several permanent positions available for filling commencing immediately. The position documentation is available for further information and guidance. If you require any further information please contact Alice Skaines.

How to apply: You will be required to prepare an application of no more than two pages, outlining your abilities to meet the selection criteria. Please include the name and contact details of two referees in your application.

Contact Officer: Alice Skaines (02) 6207 1462 alice.skaines@act.gov.au

**Courts and Tribunal
Registry Operations
Sheriff's Office**

Casual Sheriff's Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: C10555, several)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: Applications are being sought for interested and suitably qualified persons to be placed on a Casual Temporary Register within the Sheriff's Office for up to a period of 12 months. The successful applicants will be placed on a casual temporary register and if required to work, will engage with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Courts and Tribunals. You will be a motivated person who possesses excellent interpersonal and communication skills. You will be required to: Act as a Court orderly; prepare Court rooms and jury rooms for hearings and manage exhibits; assist with the administrative arrangements for preparing jury panels and provide support and guidance to jury panels placed in their charge; execute and serve process; operate Court based technology (remote witness equipment, radios, audio visual systems); provide assistance and information to members of the legal profession and the public; adhere and comply with relevant legislation, policy and procedures of the Courts and Territory. The position documentation is available for further information and guidance. If you require any further information please contact the Contact Officer.

Eligibility/Other Requirements: The occupant of this position is required to hold a current Class C drivers licence. Sheriff's Assistants are required to wear a uniform and conform with dress code and personal appearance guidelines.

Note: This is a temporary casual position available for 12 months. Successful applicants will be selected from a merit selection process.

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, along with contact details of two referees and a current Curriculum Vitae.

Contact Officer: Alice Skaines (02) 6207 1462 alice.skaines@act.gov.au

**Public Trustee and Guardian
Financial Management Services Unit
Principal Financial Manager**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38282)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: We are an ACT independent Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well-organised person who is skilled in financial management to undertake the role of Principal Financial Manager in our Financial Management

Services Unit. The Financial Management Services Unit provides a financial management service to adults in our community who have diminished ability to manage their financial affairs due to a physical, mental, psychological or intellectual condition. The responsibilities of the position include: Leadership and development of staff, perform duties of team leader of the Financial Management Services Unit through caseload allocation, monitoring the provision of financial administration of ACAT order or EPA appointment, contribute to mentoring and guidance of the team, providing advice, interpretation, recommendations to the team in their client administration and prepare the more complex submissions, reports and correspondence in such matters; Management of complex cases, characterised by multiple asset holdings (shares, trusts, superannuation income streams) and/or business and company assets, domestic and overseas, property management, acute mental health episodes, ongoing litigation, potential high reputational/financial risk which are identified and contained; Quality assurance and audit responsibilities such as review correspondence and reports of staff for quality, consistency and accuracy, conduct reviews of client files maintained by team members for compliance with office policy, procedure and practice, ensure due diligence by staff in their financial management duties as regards risk, probity and accountability and assist the Manager in the maintenance of the Unit's policy/procedure/guidelines; and Represent the Public Trustee and Guardian as required before Tribunals, key stakeholders and other public forums.

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

How to Apply: Applicants are required to submit a statement of claims against the specified selection criteria and a current Curriculum Vitae.

Note: As face to face interviews may not be conducted, applicants should also include two referee reports with their application.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Transport Canberra and City Services

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

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

Chief Operating Officer Group

Communications

Senior Manager, Communications and Engagement

Senior Officer Grade A \$137,415, Canberra (PN: 38597)

Gazetted: 16 May 2018

Closing Date: 23 May 2018

Details: As Senior Manager, Communications and Engagement, you will play an integral role in driving and delivering effective communication campaigns backed up with solid media activity, Public Relations (PR), day-to-day marketing and stakeholder engagement. You have a great story to tell and product to promote – using your previous experience in creating campaigns, you will lead a small team working cross-functionally to develop and build brand awareness through innovative communication strategies. A collaborative and influential leader, you will help shape, reform and bring energy to this hard working team. You are persuasive, confident and you know how to manage the challenges that come with resistance to change. This role will see you working collaboratively with a broader communications team and senior executives to proactively manage communications. Together you will manage and enhance the overall reputation management of ongoing projects. You will execute and deliver whilst ensuring consistent business messaging creates a positive public perception and, where necessary, you will manage operational and corporate risks and issues.

Contact Officer: Michael Gavin (02) 6205 2917 michael.gavin@act.gov.au

Chief Operating Office Group

Communications

Senior Manager, Corporate Communications

Senior Officer Grade A \$137,415, Canberra (PN: 38408)

Gazetted: 16 May 2018

Closing Date: 23 May 2018

Details: The role of Senior Manager, Corporate Communications is integral to driving effective communications across the organisation. Setting the strategic direction for internal communication, you will lead a small team who, under your direction, will develop a high-end corporate identity, a new intranet and implement innovative, strategic and targeted communications that have impact! Communications will be focussed on improving awareness of the organisation's function and core concept of their customer-centric approach, whilst ensuring that this marries up with the external "message". To be successful in this role you will have demonstrated experience in internal engagement - managing the development and delivery of strategic communications, branding, digital communications and publication production for major internal projects. You will also be confident in managing sensitive conversations and complex media issues as well as having the ability to identify, mitigate and manage corporate risks. The role will see you working as a trusted advisor to senior executives and the Director of Communications with regular reporting on planning and team activity. You will have excellent written and oral communication skills that will give you the confidence and ability to liaise, influence and negotiate effectively with stakeholders.

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

Contact Officer: Michael Gavin (02) 6205 2917 michael.gavin@act.gov.au

City Services

City Places and Infrastructure

Business Development Lead

Senior Officer Grade A \$137,415, Canberra (PN: 40561)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: City Services is a division of Transport Canberra and City Services (TCCS). We keep the city running by delivering a wide range of services which Canberrans rely on every day. Many of the challenges facing City Services are complex and require creative responses involving changes to the way we think and how we work. City Services is establishing a Business Development unit (BDU) to take on and respond to complex opportunities and problems in an innovative way. The BDU will lead small teams of internal subject matter experts to work together on the specific tasks or problem. You'll be working on a variety of design challenges from inception through to implementation. We are looking for a highly motivated, goal oriented leader with the proven ability to set a strong direction and achieve results. If you are passionate about making a difference and working on fascinating and complex challenges that achieve better outcomes for our community and staff, please apply.

Contact Officer: Natasha Leggett (02) 6207 2634 natasha.leggett@act.gov.au

Chief Operating Officer Group

Communications

Senior Communications Officer, City Services

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36364)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: We are looking for an enthusiastic and driven communications specialist to join our team. The Senior Communications Officer will be part of and help lead a small team in the development and delivery of communications and engagement strategies within the City Services division. Excellent written and oral communication, time management, organisational and interpersonal skills are critical in this role. The successful candidate will provide high-level advice and communication support to officers within the Directorate and build and maintain relationships with key internal and external stakeholders.

Contact Officer: Renee Gallo (02) 6207 5743 renee.gallo@act.gov.au

City Services

Roads ACT

Strategic Planning and Development

Technical / Planning Officer

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 38779)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: Roads ACT require the services of a competent Technical/Planning Officer to join the Strategic Planning and Development team. The successful candidate will assist in providing the senior manager of the team with technical advice on numerous issues related to road assets. The position will contribute to various forms of data analysis work and requires excellent research, analysis and written communication skills.

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

How to Apply: Applicants should prepare a maximum two-page response against the selection criteria.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@act.gov.au

Chief Operating Officer

Governance and Ministerial Services

Objective Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04765)

Gazetted: 15 May 2018

Closing Date: 29 May 2018

Details: Transport Canberra and City Services (TCCS) currently has multiple information and record management systems in place. In order to support our Directorate in achieving key strategic priorities and organisational outcomes aligned with the TCCS Strategic Plan 2017-2020, and ensure we are compliant with the *Territory Records Act 2002*, the Directorate will transition to Objective as our electronic information and records management system. The successful applicant will have experience in operational records management, particularly in an electronic environment, and in the interpretation and implementation of records management policies and procedures.

Contact Officer: Kirsten Hurford Clark (02) 6207 1801 kirsten.hurford-clark@act.gov.au

Suburban Land Agency

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

Mingle

Marketing and Events Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 17114)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: The Suburban Land Agency is seeking an enthusiastic and experienced Marketing and Events Coordinator to work within the Marketing, Sales and Community Development team. The role requires the coordination of marketing and 'mingle' community activities across multiple projects and includes community and stakeholder liaison, event management, and campaign management of resident communications and marketing including social media support. The Marketing and Events Coordinator will bring a consistent and quality approach to the delivery of resident communications and event logistics. There are opportunities for innovation and creativity to maximise customer engagement and interaction. The role works in a fast-paced environment with a focus on residents and stakeholders. The Marketing and Events Coordinator must have experience in event logistics, customer management and social media including posting content to different platforms and how to engage with the Agency's online audience. We are looking for a dynamic, dedicated, flexible team player who is passionate about marketing and events.

Eligibility/ Other Requirements: Minimum three years' experience in marketing and events. A current driver's licence is essential. This position will be required to occasionally work after hours and on weekends and will sometimes be required to wear a uniform. Prior to commencing 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 position is available immediately. Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Applications are sought from potential candidates and should address experience against the selection criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Tammi O'Callaghan (02) 6205 9135 tammi.o'callaghan@act.gov.au

City Renewal Authority

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

Manager Sustainable Development

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 34217)

Gazetted: 16 May 2018

Closing Date: 30 May 2018

Details: The purpose and prime functions of the position is to: Manage the City Renewal Authority's (CRA) redevelopment precincts to achieve sustainable development outcomes to the urban renewal vision. Develop and manage precinct-based sustainability plans, targets, budgets, reports and strategies to ensure the CRA embeds sustainable development practice within the renewal areas. Monitor progress against agreed outcomes.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Tahlia Brooks 853-80806, Section 68(1), 15 May 2018

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

Melanie Eldred 858-51145, Section 68(1), 16 May 2018

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

Jennifer Faerber 853-60645, Section 68(1), 14 May 2018

Community Services

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

Paushali Adhikary 858-51110, Section 68(1), 21 May 2018

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

Emma Lewis 853-61859, Section 68(1), 14 May 2018

Education

School Assistant 2 \$45,058 - \$49,757

Amelia Burton 835-35704, Section 68(1), 30 April 2018

School Assistant 3 \$51,053 - \$54,947

Susan Kemp 843-40108, Section 68(1), 14 May 2018

Environment, Planning and Sustainable Development

Senior Officer Grade A \$137,415

Anthony Bailey 332-60132, Section 68(1), 15 May 2018

Health

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

Emily Baxter 845-22163, Section 68(1), 17 May 2018

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

Veena Crasta 845-02154, Section 68(1), 17 May 2018

Administrative Services Officer Class 2 \$52,991 - \$58,513

Maria Franscio 853-81817, Section 68(1), 14 May 2018

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

Peter Gomez 845-19511, Section 68(1), 14 June 2018

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

Mitchel Green 858-50265, Section 68(1), 14 May 2018

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

Nisha Joseph 845-01960, Section 68(1), 17 May 2018

Health Professional Level 2 \$61,784 - \$84,816

Lauren Kucka 845-03085, Section 68(1), 17 May 2018

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

Salina Leung 845-19976, Section 68(1), 17 May 2018

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

Vanitha Lokanadan 847-01022, Section 68(1), 9 May 2018

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

Hayley Martin 847-02156, Section 68(1), 11 May 2018

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

Nisha Mathew 857-90987, Section 68(1), 9 May 2018

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

Karen McInerney 856-73705, Section 68(1), 17 May 2018

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

Chamila Palihakkara 857-43101, Section 68(1), 17 May 2018

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

Poulstin Pallassery Davis 834-45901, Section 68(1), 17 May 2018

Administrative Services Officer Class 2 \$52,991 - \$58,513

Brendan Taylor 858-51268, Section 68(1), 21 May 2018

Administrative Services Officer Class 2 \$52,991 - \$58,513

Hannah Townsend 858-51129, Section 68(1), 21 May 2018

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

Cindy Wood 843-91095, Section 68(1), 17 May 2018

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

Menglu Zhang 853-59011, Section 68(1), 17 May 2018

Justice and Community Safety

Senior Officer Grade A \$137,415

Jeffrey Butler 853-81155, Section 68(1), 14 May 2018

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

Lachlan McMasters 853-81657, Section 68(1), 14 May 2018

Transport Canberra and City Services

EGSO4.2 - Workshop Staff \$61,964

Andrew Roffey 853-77279, Section 68(1), 11 May 2018

Senior Officer Grade B \$118,319 - \$133,197

Ian Turnbull 853-81278, Section 68(1), 14 May 2018

TRANSFERS

Health

Christopher Mooney: 821-06465

From: Senior Officer Grade B \$118,319 - \$133,197

Health

To: Senior Officer Grade B \$118,319 - \$133,197

Health, Canberra (PN. 21086) (Gazetted 1 March 2018)

PROMOTIONS

Canberra Institute of Technology

Technology and Design

Creative and Design Industries

Dajana Zilic: 781-68911

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 31354) (Gazetted 12 April 2018)

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

Health Infrastructure

Dylan Blom: 821-24647

From: Infrastructure Officer 3 \$100,694 - \$110,536

Chief Minister, Treasury and Economic Development

To: †Infrastructure Manager/Specialist 1 \$153,082

Chief Minister, Treasury and Economic Development, Canberra (PN. 36270) (Gazetted 9 February 2017)

This Promotion is made under Section 20 of the Public Sector Management Standards 2016.

Access Canberra

Customer Coordination

Event and Business Coordination

Lauren Cross: 853-48160

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35589) (Gazetted 28 February 2018)

Workplace Safety and Industrial Relations

Continuous Improvement and Workers' Compensation

Injury Management and Safety

Anita Rogalewski-Slade: 836-14808

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

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39768) (Gazetted 5 October 2017)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Rebekah Gillespie: 844-00190

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

Community Services

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

Community Services, Canberra (PN. 07518) (Gazetted 21 February 2018)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Service

Various

Nicholas Daines: 828-44708

From: Ranger 2 \$60,039 - \$64,614

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$74,081 - \$78,415

Environment, Planning and Sustainable Development, Canberra (PN. 17844) (Gazetted 22 November 2017)

Suburban Land Agency

Business Operations Office

Helen Horsburgh: 816-80051

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 39271) (Gazetted 16 March 2018)

Planning Delivery

Office of the Surveyor-General

Gregory Ledwidge: 784-56841

From: Senior Professional Officer Grade C \$100,462 - \$108,140

Environment, Planning and Sustainable Development

To: †Senior Professional Officer Grade B \$118,319 - \$133,197

Environment, Planning and Sustainable Development, Canberra (PN. 15199) (Gazetted 29 January 2018)

Health

Canberra Hospital and Health Services

Christina Hannaford: 741-12283

From: Enrolled Nurse Level 2 \$62,564

Health

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

Health, Canberra (PN. 40345) (Gazetted 5 April 2018)

Office of Director General

Government and Communications

Cree McRae: 846-93130

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

Health

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

Health, Canberra (PN. 40135) (Gazetted 15 March 2018)

Canberra Hospital and Health Services

Maddison Noble: 820-93406

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

Health

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

Health, Canberra (PN. 38090) (Gazetted 15 March 2018)

Canberra Hospital and Health Services

Rachel Pickrell: 829-68516

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

Health

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

Health, Canberra (PN. 19149) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Jesica Rennie: 853-59492

From: Health Professional Level 2 \$61,784 - \$84,816

Health

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

Health, Canberra (PN. 40150) (Gazetted 5 April 2018)

Canberra Hospital and Health Services

Elizabeth Stewart-Jones: 761-24587

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

To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 39513) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Kate Virtue: 820-77561

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22194) (Gazetted 29 March 2018)

Canberra Hospital and Health Services

Mandy Willingham: 820-96033

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

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Health, Canberra (PN. 12647) (Gazetted 26 April 2018)

Canberra Hospital and Health Services

Casey Wotton: 827-47924

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

To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 27152) (Gazetted 12 April 2018)

Justice and Community Safety

Corporate

People and Workplace Strategy

Strategic HR

Daniel Borrett: 827-45910

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140
Justice and Community Safety, Canberra (PN. 38092) (Gazetted 5 March 2018)

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Jacqueline Perinovic: 843-98342

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Justice and Community Safety, Canberra (PN. 39428) (Gazetted 23 April 2018)

Legislation, Policy and Programs

Justice Planning and Safety Programs

Social Justice

Melinda Tew: 853-41639

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety

To: †Senior Officer Grade C \$100,462 - \$108,140
Justice and Community Safety, Canberra (PN. 39526) (Gazetted 15 November 2017)

Transport Canberra and City Services

Coo Group

Communications

Erin Slinger: 846-93675

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 39363) (Gazetted 8 March 2018)

Transport Canberra

Light Rail

Contract Management Office

Rebecca Zerial: 853-49497

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 38645) (Gazetted 4 September 2017)