



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 October 2014**

## EXECUTIVE NOTICES

### Capital Metro

#### **Contract Cessation**

Benjamin Smith – Director, Communications and Stakeholder Engagement (E733) – 22.10.2014

### Environment and Planning

#### **Engagements**

Annette Lane – Executive Director, Environment (E757) Section 72 of the Public Sector Management Act 1994

## RETIREMENTS and DISMISSALS

### Environment and Planning

Section 143 Public Sector Management Act 1994 – Kevin Rochford AGS 774-24725

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Medicine**

#### **Medicine**

#### **Senior Medical Registrar**

#### **Senior Registrar \$124,330, Canberra (PN: 6826)**

Gazetted: 23 October 2014

Closing Date: 31 October 2014

Calvary Hospital is seeking applications from qualified candidates for the position of Senior Medical Registrar (SMR) for the 2015 academic year. The position provides oversight and coordination of the care of general medicine patients and the general medicine teams at Calvary. The Calvary Division of Medicine comprises four general medicine teams and sub-specialty departments including Cardiology, Stroke Unit, and Medical Assessment and Planning Unit. Within the Division, provision of high quality postgraduate training in Internal Medicine is considered a core activity. Trainee medical registrars include basic physician trainees and advanced trainees in General Medicine, Neurology, and Cardiology. The SMR is the most senior trainee position within the Division and has clinical, administrative, teaching and research responsibilities. Appointees will work under the guidance of the Physician Training Committee (PTC), the Director of Medical Services, the Director of Physician Education, and the Head of their sub-specialty department. Applicants should have recently completed, or be in the final years of advanced training for the fellowship of the Royal Australasian College of Physicians (RACP) and be in possession of a medical degree eligible for unconditional registration in the ACT. Familiarity with RACP requirements for physician training and an understanding of the evolving landscape of postgraduate training in Internal Medicine in Australasia would be an advantage. For full detail, review to the position duty statement for detailed selection criteria and responsibilities.

Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria)

2. A copy of their current resume.

3. Names and contact details (including a contact phone number) for 2 professional referees

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Note: Please refer to the position description for further information. Calvary Health Care Bruce is a smoke free campus Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Tonia Alexander (02) 6264 7129 [tonia.alexander@calvary-act.com.au](mailto:tonia.alexander@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Midwifery**

### **Midwifery**

#### **Continuity of Midwifery Care Services**

##### **Caseload Midwife**

##### **Registered Midwife level 2.4 \$81,918-\$86,823, Canberra (PN: 6762)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

Calvary Health Care Bruce is seeking a highly skilled, experienced and dynamic midwife to fill a temporary vacancy in our new Continuity of Midwifery Care Service. The successful applicant will have the opportunity to work within this highly satisfying midwifery model, developing a relationship with women and their families and guiding them through a significant life milestone. The fulltime midwife will have a caseload of 40 women per year and will provide the full scope of maternity care. The Midwife must be willing to work independently and will be well supported by a team of midwives and a complementary multidisciplinary collaborative framework. Calvary Health Care Bruce is a Baby Friendly Health Accredited facility with over 1700 births per year. The maternity service is well supported by consultant obstetricians, paediatricians and a strong core group of experienced midwifery, medical and allied health staff. For further enquiries please contact: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Elizabeth Bishop 0418 796 539 [elizabeth.bishop@calvary-act.com.au](mailto:elizabeth.bishop@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Allied Health**

### **Physiotherapy**

#### **Senior Rehabilitation Physiotherapist**

##### **Health Professional Level 3 \$77,710 - \$81,995, Canberra (PN: 7145)**

Gazetted: 23 October 2014

Closing Date: 30 October 2014

This is an exciting opportunity to join a friendly and genuinely supportive department with high staff morale and a focus on providing quality health care services. The Physiotherapy Department at Calvary Health Care in Bruce ACT seeks staff who: - foster evidence-based and values-based practice - are self-motivated, have a strong work ethic and demonstrate resilience - practice self-reflection with a desire to continually learn and to teach/mentor others - are committed to work health & safety and continuous quality improvement - can work independently and collaboratively as part of a multidisciplinary team. Applicants are expected to respond in writing and include the following:

1. Statement addressing the selection criteria (The selection criteria can be found in the Position Description. The response must be maximum 300 words per criteria).

2. A copy of their current resume.

3. Names and contact details (including a contact phone number) for 2 professional referees.

Eligibility/Other Requirements: To be considered for this role you must address the selection criteria and have appropriate work rights.

Note: Full-time position available from 17 Nov 2014 to 30 Jun 2015, with possibility of extension. The outcome of this recruitment will be valid for 6 months and may be used for future temporary and/or permanent appointment to the position. Full-time officers are preferred, however applications for part-time/job-share arrangements will be considered (please include the days and hours of availability in your cover letter). Please refer to the position description for further information. Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Jennifer Azurin (02) 6201 6190 [jennifer.azurin@calvary-act.com.au](mailto:jennifer.azurin@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

## **Nursing**

### **ICU/CCU**

#### **Registered Nurse Level 1 - ICU/CCU**

#### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 7876)**

Gazetted: 23 October 2014

Closing Date: 7 November 2014

Duties: This is an exciting opportunity to join the Critical Care Team. To be considered for this role the candidate must meet the following selection criteria. Registered as a General Nurse with the ACT Nurses Board Demonstrated high level of written and verbal communication skills. A sound understanding of problem solving and negotiation principles. Applicants are expected to respond in writing and include the following: 1. Response to the selection criteria and copy of your current resume.

2. Cover letter outlining why you believe you are suitable for this role (Maximum 1 page).

3. Names and contact details for 2 professional referees.

Eligibility/Other Requirements: To be considered for this role you must have relevant work rights.

Note: Please refer to the position description for further information.

Contact Officer: Narelle Comer (02) 6201 6099 [narelle.comer@calvary-act.com.au](mailto:narelle.comer@calvary-act.com.au)

Applications can be forwarded to: [applications@calvary-act.com.au](mailto:applications@calvary-act.com.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](mailto:jobs@act.gov.au)**

### **Finance and Budget**

#### **Development and Infrastructure Policy**

#### **Capital Works Reporting**

#### **Senior Manager**

#### **Senior Officer Grade A \$127,557, Canberra (PN: 55225)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: Is the delivery of capital works and infrastructure projects important to you? Are you looking for an opportunity to influence Government policy from design through to implementation? Do you want to work closely with the ACT Government to develop and manage the budget for capital works projects in the ACT? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking to appoint a highly motivated individual to the position of Senior Manager, Capital Works Reporting, Development and Infrastructure Policy Branch, Finance and Budget Division. The successful applicant will have responsibility for leading and managing the Section responsible for providing strategic and robust advice to the Treasurer, agencies and senior Government executives on a range of issues relating to the ACT's Capital Works Program. This role requires the ability to exercise initiative, excellent communication skills and flexibility in handling complex policy, financial, economic and administrative issues. The position requires a person with highly developed analytical skills, and the demonstrated

capacity to work effectively in a team environment, plan work, balance competing priorities and meet deadlines.

Highly developed written and oral communication skills, including liaison and negotiation skills, and the demonstrated ability to effectively manage the activities of a Section, are essential.

Eligibility/Other Requirements: Tertiary qualifications in Accounting, Economics or similar field desirable.

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

Contact Officer: Floyd Kennedy (02) 6207 0176 floyd.kennedy@act.gov.au

## **Arts, Business, Events, Sport and Tourism**

### **artsACT**

#### **Arts Support**

#### **Program Manager, Key Arts Organisations**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 10535)**

Gazetted: 23 October 2014

Closing Date: 12 November 2014

Details: Staff are invited to submit Expressions of Interest for the temporary position of Program Manager, Key Arts Organisations. The position works collaboratively with senior management in artsACT in the delivery of projects, initiatives and programs including planning, implementation, monitoring, reporting and review.

Eligibility/Other Requirements: Understanding of Arts issues in the ACT would be an advantage.

Notes: This is a temporary position available from December 2014 to 11 December 2015, with the possibility of extension. The selection panel will assess applications based on applications and references with option to interview. Late applications will not be considered.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@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.

## **Shared Services ICT**

### **Business Applications**

#### **ICT Education and Training Directorate**

#### **Project Manager**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33739)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: Shared Services ICT are looking for an enthusiastic and skilled Project Manager. This Senior ICT Management position will be responsible for the management of a variety of Education ICT Projects. You will be required to manage project schedules, risk, issues and the project financials. You will be expected to manage a small team, and to escalate issues appropriately.

Eligibility/Other Requirements: Project Management Certificates would be an advantage.

Notes: This is a temporary position available from 15 November 2014 to 14 November 2015.

Contact Officer: Dawn Gillies (02) 6207 7378 dawn.gillies@act.gov.au

## **Policy and Cabinet Division**

### **Strategic Policy**

#### **Cabinet and Intergovernmental Relations Section**

#### **Senior Policy Officer**

#### **Senior Officer Grade C/Senior Officer Grade B \$93,254 - \$123,642, Canberra (PN: 22933)**

Gazetted: 27 October 2014

Closing Date: 3 November 2014

Details: The Cabinet and Intergovernmental Relations Section in the Policy and Cabinet Division is seeking expressions of interest for a Senior Policy Officer. This short development opportunity could assist the successful candidate to learn more about: the COAG reform agenda and the federalism framework, including the operations of the

Intergovernmental Agreement on Federal Financial Relations; the Policy and Cabinet Division; and Coordination work on treaties, international conventions, national partnership agreements and higher education matters.

Notes: This is a temporary short term vacancy available 1 November to 2 December 2014. This position will be offered at the SOGC or SOGB level.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining experience and/or ability in the areas outlined in the position description, contact details of at least two referees and a current curriculum vitae. The position may be temporarily filled without interview.

Applications should be sent to the contact officer.

Contact Officer: Catriona Vigor (02) 6205 3187 [catriona.vigor@act.gov.au](mailto:catriona.vigor@act.gov.au)

## **Land Development and Corporate**

### **Strategic Finance**

#### **Finance Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 43438)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: The occupant of the position will be required to provide timely, accurate, and high quality accounting support and information. Extensive experience in banking, general ledger journals, accounts payable and purchasing is required. Highly developed customer services skills are required to liaise with clients, staff and other Government Agencies. Proficiency in the use of computerised information systems for financial processing, spreadsheets, word and data processing is essential.

Eligibility/Other Requirements: Extensive experience in accounts payable is required. Understanding of land sales process would be an advantage.

Contact Officer: Xuemei Sun (02) 6207 5667 [xuemei.sun@act.gov.au](mailto:xuemei.sun@act.gov.au)

## **Shared Services**

### **Shared Services ICT**

#### **Business Development**

#### **Senior Online Systems Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 00442)**

Gazetted: 27 October 2014

Closing Date: 3 November 2014

Details: This position is responsible for the development, implementation, enhancement and support for numerous Internet and intranet websites and web technologies for agencies across the ACT Government.

Note: This is a temporary vacancy available 3 November 2014 to 2 April 2015 with the possibility of extension.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Peter Bridgfoot (02) 6205 0267 [peter.bridgfoot@act.gov.au](mailto:peter.bridgfoot@act.gov.au)

## **Finance and Budget**

### **Various**

#### **Analyst**

#### **Administrative Services Officer Class 5/6 \$68,766 - \$84,803, Canberra (PN: 34655, several)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: Is the delivery of health, education and community services important to you? Are you looking for an opportunity to influence Government policy? Do you want to work closely with the ACT Government to develop and

manage the Territory's budget? The Finance and Budget Division is looking for highly motivated and experienced Analysts with expertise in the analysis of policy, financial information and business cases associated with service delivery and capital works projects to join energetic and enthusiastic teams. The successful applicant/s will have the demonstrated ability to exercise initiative, good judgement, well developed analytical skills and flexibility in handling policy, financial, economic and administrative issues. The ability to communicate effectively, build effective working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable.

Note: This recruitment process is targeting two main streams of potential applicants: one stream will be focussed on financial analysis; the other focussed on broader policy analysis. All applicants should include a covering letter which indicates your preferred recruitment level (ASO5 or 6) and stream (financial or policy), your written response to the selection criteria and, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Cheryl Harkins (02) 6205 6390 [cheryl.harkins@act.gov.au](mailto:cheryl.harkins@act.gov.au)

## **Shared Services**

### **Human Resources**

#### **Recruitment**

##### **Recruitment Officer**

##### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 08185, several)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: The successful applicant will be responsible for assisting with the delivery of efficient and effective Recruitment services for and on behalf of ACTPS Directorates. Duties include processing recruitment actions, preparing notices and correspondence, and interrogation and maintenance of data and information in the HR Systems.

Eligibility/Other Requirements: Shared Services is seeking applicants who have relevant experience working in a Recruitment or Human Resources environment.

Notes: Temporary vacancies available for a period of up to six months with the possibility of extension/ permanent recruitment from the outcome of this process.

Applications are to be sent to [loraine.burns@act.gov.au](mailto:loraine.burns@act.gov.au)

Contact Officer: Loraine Burns (02) 6205 4527 [loraine.burns@act.gov.au](mailto:loraine.burns@act.gov.au)

## **Finance and Budget Division**

### **Executive Assistant**

##### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 55564)**

Gazetted: 24 October 2014

Closing Date: 7 November 2014

Details: The Finance and Budget Division is responsible for advising the Government and Agencies on the development of the Territory's Budget, advising on financial issues relating to agencies and the Territory, and also reports and monitors the Territory's Infrastructure Program. The Division comprises three branches: Budget Coordination and Reporting; Development and Infrastructure Policy; and Social Policy. The Finance and Budget Division is looking for an Executive Assistant with experience in providing support both to high level executives and a team. The successful applicant will join an energetic, enthusiastic team and will have the demonstrated ability to exercise initiative, good judgment and flexibility in performing a range of administrative and coordination tasks. The ability to communicate effectively and build good working relationships is also required.

Contact Officer: Elizabeth Kirkham (02) 6207 0310 [elizabeth.kirkham@act.gov.au](mailto:elizabeth.kirkham@act.gov.au)

## **Arts, Business, Events, Sport and Tourism**

### **Sport and Recreation Services**

#### **ACT Academy of Sport**

##### **Athletic Performance Coach**

**Professional Officer Class 1 \$49,452 - \$69,377, Canberra (PN: 56062)**

Gazetted: 24 October 2014

Closing Date: 7 November 2014

Details: Sport and Recreation Services is seeking an enthusiastic and dynamic person to join our ACT Academy of Sport (ACTAS) team as an Athletic Performance Coach. The successful applicant will be a member of a team delivering athletic performance services to approximately 130 talented athletes across seven high performance sport programs and an Individual Athlete Program.

Eligibility/Other Requirements: Relevant Undergraduate Honours Degree - in sports science/physical education or equivalent. Australian Strength Conditioning Association (ASCA) Level 2 accreditation. Current advanced sports first aid qualifications. Current ACT Working with Vulnerable People Check.

Notes: This is a temporary position available from 20 November 2014 until 31 December 2016.

Contact Officer: Gavin Thornley (02) 6207 4395 gavin.thornley@act.gov.au

**Strategic HR**

**ICT Trainee**

**Information Technology Officer Trainee \$40,974, Canberra (PN: 34632, several)**

Gazetted: 23 October 2014

Closing Date: 6 November 2014

Details: Shared Services Information and Communication Technology (ICT) is a part of the Chief Minister, Treasury and Economic Development Directorate within the ACT Public Service and manages many of the whole-of-government ICT business systems, as well as controlling critical ICT infrastructure on behalf of the ACT Government.

The Shared Services ICT Traineeship Program aims to attract, develop ICT knowledge and competencies and retain the best performers at the end of the Traineeship Program through merit based entry level recruitment. The target audience will be mainly young school leavers, who have completed Year 10, 11 and 12.

The ICT Traineeship Program will:

help you establish a career as an ICT professional;

help you to obtain a Certificate IV and Diploma in an ICT specialist stream. These are nationally accredited qualifications in ICT;

provide great working conditions and exciting places to work as Shared Services ICT is one of the largest and most diverse ICT work environments in Australia;

provide access to online learning and industry courses; and

help you gain experience in the latest industry practices and whole of government ICT functions.

There will be several positions available as an Information Technology Officer (ITO) Trainee (commencing salary is \$40,974 per annum), including at least one position, which is an 'identified' ATSI position (that is, only those applicants who have an Aboriginal or Torres Strait Islander background may be employed to that position).

Eligibility/Other Requirements: Certificate II in Information Technology or higher is highly desirable.

Note: These positions are available for long term temporary employment for a period of up to three years with possibility of permanent employment.

The Traineeship Program is competency based by formal training and on the job development program:

Formal training requirements: The formal educational component will be delivered by a Registered Training Organisation. During the competency based training program ICT trainees will undertake a Certificate IV and then a Diploma in an ICT specialist stream, including ICT fundamentals. Trainees will be required to attend classes to complete their formal training and apply their learning and knowledge on the job as they progress with their training.

On the job activities: The activities will be task focused and designed to maximise the application of the formal learning on the job as described in the Trainee's Position Description plus regular performance reviews and feedback.

If you are interested in becoming an ICT Trainee and would like to submit an application please check the above timeframe for the applications submission date.

Applications are to be submitted to: jobs@act.gov.au

Your application should include:

a cover letter that details why you want to be an ICT Trainee, including why you think you would be suited to being an ACT Government ICT Trainee;

a statement of claims addressing the selection criteria on the ICT Trainee position description;



a summary of your relevant work, community and sports involvement and achievement; and  
a photocopy of your school result transcripts or a resume of your previous work history.  
Contact Officer: Reika Cunningham (02) 6207 9876 reika.cunningham@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](mailto:jobs@act.gov.au)**

#### **Service Strategy and Community Building**

##### **Corporate Services**

##### **Finance and Budget**

##### **Financial Controller**

##### **Senior Officer Grade A \$127,557, Canberra (PN: 55612)**

Gazetted: 23 October 2014

Closing Date: 30 October 2014

Details: The Financial Controller manages the Finance and Budget Unit and is responsible for overall budgeting and financial management. The position is responsible for ensuring compliance with legislation, accounting standards, guidelines and policies and ensuring that statutory reporting requirements are met. The position provides high-level advice to the Director General and the Board of Management regarding the Directorate's budget and financial position and also provides leadership and direction across the Directorate regarding budget and financial management. This position reports to the Chief Finance Officer.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting are essential. Membership of a professional accounting body desirable.

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

Contact Officer: Ian Hubbard (02) 6205 0688 [ian.hubbard@act.gov.au](mailto:ian.hubbard@act.gov.au)

#### **Executive Office**

##### **Executive Officer to the Director-General**

##### **Senior Officer Grade A \$127,557, Canberra (PN: 17501)**

Gazetted: 27 October 2014

Closing Date: 3 November 2014

Details: An exciting opportunity exists to be the Executive Officer to the Director-General of the Community Services Directorate. The Director-General provides strategic leadership and operational oversight of the Community Services Directorate to ensure the legislative and policy goals and priorities of the ACT Government are met. The Executive Officer to the Director-General is a member of the Executive Office team and works closely with the Director-General, the Deputy Director-General, the Executive Officer to the Deputy Director-General, Executives and Executive support staff to deliver outcomes for the Directorate.

Eligibility/Other Requirements: Please note that this position requires a national security clearance.

Notes: It is intended that the successful candidate commence in the position on 1 December 2014.

Contact Officer: Lesley Daw (02) 6207 6516 [lesley.daw@act.gov.au](mailto:lesley.daw@act.gov.au) or Michelle Callen (02) 6205 3568 [michelle.callen@act.gov.au](mailto:michelle.callen@act.gov.au)

#### **Office for Children, Youth and Family Support**

##### **Out of Home Care**

##### **Out of Home Care Strategy**

##### **Senior Project and Policy Advisor**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34630)**

Gazetted: 23 October 2014

Closing Date: 6 November 2014

Details: The Out of Home Care Strategy 2015-2020 Project is one of the Community Service Directorate's key strategic projects. It is designed to reduce entry of children and young people to care; to improve life outcomes for children and young people who cannot return to live with their families; and to improve the governance and performance of out of home care services. The successful applicant will be responsible for a wide array of deliverables including plans and reports, research, stakeholder management, service models, procurement, policy and legislative changes, a communication strategy and other products as directed.

Notes: This is a temporary position available until 30 June 2015. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Sarah Kirk (02) 6205 4830 sarah.kirk@act.gov.au

### **Housing and Community Services**

#### **Asset Management Branch**

#### **Quality Improvement Unit**

#### **Assistant Manager**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 30790)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: The Assistant Manager is responsible for the leadership and efficient and effective management of the Quality and Assurance (QA) Team including leading audit and review projects in relation to the Total Facilities Management (TFM) contract and the reporting of the TFM performance to achieve continuous improvement. This position will also be required to assist and contribute to the Quality Improvement Unit leadership group in relation to the Complaints and Information Team.

Eligibility/Other Requirements: The following are considered desirable, however not essential: Qualifications and experience in Project Management and Auditing; and Experience and/or understanding of service provision in the Social Housing context.

Contact Officer: Brent Fitzsimons (02) 6207 6314 brent.fitzsimons@act.gov.au

### **Disability ACT**

#### **Therapy ACT**

#### **Speech Pathology**

#### **Speech Pathologist**

#### **Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 27539, several)**

Gazetted: 29 October 2014

Closing Date: 12 November 2014

Details: Therapy ACT are looking to fill several Speech Pathologist positions until October 2015. The successful applicants will provide Speech Pathology services within a community, multidisciplinary Therapy ACT team. The occupants will have the opportunity to participate in the continual improvement of Therapy ACT through participation in a range of projects aimed at improving service delivery, including the review of professional clinical pathways and standards of care.

Eligibility/Other Requirements: Prescribed Eligibility: Tertiary qualification or equivalent in Speech Pathology, eligibility for Membership with Speech Pathology Australia, and current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Notes: These are temporary positions available until October 2015.

Contact Officer: Vanessa Klose (02) 6205 1242 vanessa.klose@act.gov.au

**Office for Children, Youth and Family Support  
Youth Services**

**Youth Justice Case Management**

**After Hours Bail Support Worker 2 (rotational roster)**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 27127, several)**

Gazetted: 29 October 2014

Closing Date: 19 November 2014

Details: Youth Justice Case Management is responsible for the supervision of young people on Court Orders, the preparation of reports for ACT Courts and the case management of young people in Bimberi Youth Justice Centre. Vacancies for workers to undertake on-call duties and assist the primary staff in the After Hours Bail Support Service have become available. The After Hours Bail Support Service provides support and assistance to young people already on bail, young people who have been charged with new offences and are being assessed for suitability for Police bail and young people who are on other Community Based Orders through the Courts. The service operates from 5pm until 2am on weekdays and from 4pm to 2am on weekends and public holidays. These positions require the individual to be available on a roster system and to attend the workplace within 30 minutes of receiving a request for assistance. The worker may also be required to assist the After Hours Bail Support Service primary worker where workloads are high, write short Court Reports and provide transportation and seek accommodation for young people if required. Additionally, the worker is required to attend a compulsory staff meeting each fortnight on a Tuesday from 4pm to 5pm. We are seeking people who have experience working with young people and who have an understanding of the court and police systems, although this is not essential. Knowledge of the youth sector and services available for young people would also be an advantage.

Eligibility/Other Requirements: Essential qualifications and experience: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people). Current driver's licence. Desirable qualifications and experience, but not essential: Degree in Social Work, Social Science, Social Welfare, Psychology or related discipline and or relevant experience.

Note: These are temporary positions available until the 14 May 2015 with the possibility of extension. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than three pages addressing the selection criteria outlining experience and/or ability, contact details of at least two referees and a current curriculum vitae. Please note that no extension for closing date will be granted. Selection for this position may be based on written application and one referee report only.

Contact Officer: James Bint (02) 6207 0755 james.bint@act.gov.au

**Office for Children, Youth and Family Support  
Youth Services**

**Youth Justice Case Management**

**After Hours Bail Support Worker 1**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 25211)**

Gazetted: 28 October 2014

Closing Date: 19 November 2014

Details: Youth Justice Case Management is responsible for the supervision of young people on court orders, the preparation of reports for the ACT Courts and case management of young people in Bimberi Youth Justice Centre. A temporary part-time vacancy to work in the After Hours Bail Support Service has become available. The After Hours Bail Support Service provides support and assistance to young people already on bail, young people who have been charged with new offences and are being assessed for suitability for Police bail and young people who are on other Community Based Orders through the Courts. This position requires the individual to be available on a roster system and operates every day of the year. We are seeking a person who has experience working with young people. Individuals who have an understanding of the court, police systems and processes will be considered favourably although this is not essential. A knowledge of the youth sector and services available for young people would also be

an advantage. Due to the unusual requirements of this position potential applicants are strongly encouraged to make enquiries with the Contact Officer to obtain further details.

Eligibility/Other Requirements: Essential qualifications and experience: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable people registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people). Current driver's licence.

Desirable qualifications and experience, but not essential: Degree in Social Work, Social Science, Social Welfare, Psychology or related discipline and or relevant experience is desirable

Notes: This is a part-time temporary position available at 22:30 hours per week until 14 May 2015 with the possibility of extension.

Contact Officer: James Bint (02) 6207 0755 james.bint@act.gov.au

## **Service Strategy and Community Building**

### **Corporate Services**

### **Finance and Budget**

#### **Finance Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 09146)**

Gazetted: 27 October 2014

Closing Date: 3 November 2014

Details: This position is responsible for assisting in the preparation of the Directorate's annual budget; costing and analysis; developing internal budgets; the preparation of regular management and other reports; and financial management and processing. As an integral part of the team, this position will also assist in the ongoing development and implementation of financial policies and processes. The occupant of this position will also have proven high level writing and MS Excel skills.

Eligibility/Other Requirements: A tertiary qualification in accounting or progress towards an accounting degree and experience in both ACT Government Budgeting and financial processes would be highly desirable.

Contact Officer: Danny O'Mara (02) 6205 5273 danny.omara@act.gov.au

## **Education and Training**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Office for Schools**

#### **Belconnen Network**

#### **Southern Cross Early Childhood School**

#### **Executive Teacher**

#### **School Leader C \$104,319, Canberra (PN: 16306)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvp).

Contact Officer: Lyndall Read (02) 6205 9744 [lyndall.read@ed.act.edu.au](mailto:lyndall.read@ed.act.edu.au)

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

**Office for Schools**

**Tuggeranong Network**

**Gordon Primary School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 33621)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

Notes: This is a temporary position available from 27 January 2015 to 26 January 2016.

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

Contact Officer: Murray Bruce (02) 6205 5955 [murray.bruce@ed.act.edu.au](mailto:murray.bruce@ed.act.edu.au)

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

**Office for Schools**

**South/Weston Network**

**Telopea Park School**

**Executive Teacher - Student Services**

**School Leader C \$104,319, Canberra (PN: 01963)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Michele McLoughlin (02) 6142 3364 [michele.mcloughlin@ed.act.edu.au](mailto:michele.mcloughlin@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**

**Belconnen**

**Miles Franklin Primary School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 03788, expected vacancy)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Chris Jones (02) 6205 7533 [chris.jones@ed.act.edu.au](mailto:chris.jones@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**

**Belconnen Network**

**Miles Franklin Primary School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 03579)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Chris Jones (02) 6205 7533 [chris.jones@ed.act.edu.au](mailto:chris.jones@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/Gungahlin Network**

**Gold Creek School**

**Executive Teacher-Arts**

**School Leader C \$104,319, Canberra (PN: 02190)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Linda Baird (02) 6205 1814 [linda.baird@ed.act.edu.au](mailto:linda.baird@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/Gungahlin Network**

**Gold Creek School**

**Executive Teacher - Humanities**

**School Leader C \$104,319, Canberra (PN: 06933)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Linda Baird (02) 6205 1814 [linda.baird@ed.act.edu.au](mailto:linda.baird@ed.act.edu.au)

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

**Office for Schools**

**Tuggeranong Network**

**Monash School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 02274)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Shane Carpenter (02) 6205 7555 [shane.carpenter@ed.act.edu.au](mailto:shane.carpenter@ed.act.edu.au)

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

**Office for Schools**

**Belconnen Network**

**Charnwood-Dunlop School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 17253)**

Gazetted: 27 October 2014



Closing Date: 10 November 2014

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

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

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

Contact Officer: Debbie Martens (02) 6205 7322 [debbie.martens@ed.act.edu.au](mailto:debbie.martens@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 Canberra/Gungahlin Network**

##### **Lyneham High School**

##### **Executive Teacher**

##### **Special Needs/Literacy and Numeracy**

##### **School Leader C \$104,319, Canberra (PN: 02635)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

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

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

Contact Officer: Colleen Matheson (02) 6205 6399 [colleen.matheson@ed.act.edu.au](mailto:colleen.matheson@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**

##### **Belconnen Network**

##### **University of Canberra High School Kaleen**

##### **Executive Teacher - Inclusive Education**

##### **School Leader C \$104,319, Canberra (PN: 15404)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan in relation to inclusive education and differentiation. Lead and manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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



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

Contact Officer: Denis Dickinson (02) 6205 5811 [denis.dickinson@ed.act.edu.au](mailto:denis.dickinson@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**

**Belconnen Network**

**Florey Primary School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 34300)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

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

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

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

Contact Officer: Felicity Bruce (02) 6205 8011 [felicity.bruce@ed.act.edu.au](mailto:felicity.bruce@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**

**Belconnen Network**

**Hawker Primary School**

**Executive Teacher**

**School Leader C \$104,319, Canberra (PN: 03635)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

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

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

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

Contact Officer: Mandy Kalyvas (02) 6205 7733 [mandy.kalyvas@ed.act.edu.au](mailto:mandy.kalyvas@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**

**Belconnen Network**

**Evatt Primary School**

### **Executive Teacher**

#### **School Leader C \$104,319, Canberra (PN: 16924, expected vacancy)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

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

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

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

Contact Officer: Susan Skinner (02) 6205 5999 [susan.skinner@ed.act.edu.au](mailto:susan.skinner@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.

### **Education Strategy**

#### **Learning and Teaching**

##### **Curriculum**

#### **Assistant Manager**

#### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 33308)**

Gazetted: 24 October 2014

Closing Date: 7 November 2014

Details: An opportunity exists in the Learning and Teaching branch for a highly motivated and skilled Senior Officer Grade C. The Assistant Manager will be responsible for providing sound administration and coordination of work across the branch, managing workloads and timelines, and meeting workplace objectives. The successful applicant will liaise closely with senior management and provide strategic advice and high level support. The successful candidate will have the ability to work under pressure, possess high-level organisational, interpersonal and administrative skills, display initiative and effectively prioritise work and meet deadlines.

Notes: This is a temporary position available until 30 June 2015 with the possibility of extension.

Contact Officer: Kaaren Blom (02) 6205 7088 [kaaren.blom@act.gov.au](mailto:kaaren.blom@act.gov.au)

### **Deputy Director General**

#### **Governance and Assurance**

##### **Ministerial and Commonwealth Relations**

#### **Ministerial Liaison Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 00141)**

Gazetted: 24 October 2014

Closing Date: 31 October 2014

Details: Ministerial and Ministerial and Commonwealth Relations is seeking a person with a team focus to work in a dynamic section that manages a range of Ministerial and Commonwealth Relations matters. Duties of the Ministerial Liaison Officer are: Assist with the management of the Directorate's participation in the Cabinet and Legislative Assembly program; support Education and Training Directorate staff on the preparation of Cabinet and Legislative Assembly documents; coordinate and prepare complex letters, briefs, speeches and reports; provide secretariat and support for Minister and Directorate meetings with stakeholders; provide support for the Minister and Director-General to attend national meetings; contribute to the work of the Ministerial and Commonwealth Relations team to ensure section responsibilities are met. The successful applicant requires excellent organisational skills, flexibility, the ability to work collaboratively and operate as an effective team member and the ability to work under pressure.

Notes: This is a temporary position available until 12 April 2015 with the possibility of extension.

Contact Officer: Elizabeth Howell (02) 6205 9856 [elizabeth.howell@act.gov.au](mailto:elizabeth.howell@act.gov.au)

**Office for Schools**

**South/Weston Network**

**Red Hill Primary School**

**Defence School Transition Aide**

**School Assistant 2 \$41,826 - \$46,188, Canberra (PN: 16639)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: An opportunity exists at Red Hill Primary School for a Defence School Transition Aide (DSTA). The successful occupant of this position will provide information and support and develop a range of activities for the young people of Australian Defence Force (ADF) families to ease the uncertainty experienced during times of transition. This position also includes: Assisting ADF parents and children to become familiar with the school and its facilities. Co-ordinating appropriate welcoming and farewelling activities for ADF children involving the school community. Supporting children at school during times of parental absence from home for service requirements. Monitoring ADF children's personal issues such as friendship, peer groups and classroom difficulties. Contributing items of interest to the school newsletter. Providing opportunities for ADF families to meet other ADF families within the school community. Being a contact for new parents of mobile ADF children in the school. Maintaining contact with ADF families who are enrolled in the school.

Eligibility/Other Requirements: Desirable: Possession of a current driver's licence. First aid qualifications or willingness to undertake appropriate training.

Notes: This is a temporary part-time position available at 10:00 hours per week until 30 June 2015 with the possibility of extension. The successful applicant may be selected from application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Nathan James (02) 6205 7148 [nathan.james@ed.act.edu.au](mailto:nathan.james@ed.act.edu.au)

**Office for Schools**

**Tuggeranong Network**

**Monash School**

**Executive Teacher**

**School Leader C \$, Canberra (PN: 03778)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

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

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

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

Contact Officer: Shane Carpenter (02) 6205 7555 [shane.carpenter@ed.act.edu.au](mailto:shane.carpenter@ed.act.edu.au)

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

## **Environment and Planning**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

### **Sustainability and Climate Change**

#### **Executive Director, Sustainability and Climate Change**

**Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E692)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

Details: The Environment and Planning Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. As the Executive Director, Sustainability and Climate Change, you will take a Senior Executive role within the Directorate.

Your application will illustrate leadership and executive management skills backed with the ability to support the culture and direction of the Directorate.

Eligibility/Other Requirements: In framing your application you should establish capabilities in administration and strategic public policy related to sustainability, climate change and inter-governmental relations. Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Remuneration: The position attracts a remuneration package ranging from \$238,982 to \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

Contract: The successful applicant will be engaged under a performance based contract for the period 1 December 2014 to 31 March 2015 (with the possibility of extension). Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Ben Ponton, Deputy Director-General, Planning and Sustainability (02) 6207 7248

[ben.ponton@act.gov.au](mailto:ben.ponton@act.gov.au)

### **Sustainability and Climate Change**

#### **Energy Markets and Renewables**

##### **Senior Project Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 43372)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: The Sustainability and Climate Change Division is seeking a highly motivated and organised individual to fill the role of Senior Project Officer. This position will be required to develop and lead the next generation solar project.

Duties of this position include: Within the six month employment term, develop and implement a project plan for the next generation solar initiative including: Consultation strategy; Risk management; Environment and Planning Directorate (EPD) and Cabinet approvals; Business case analysis; Resourcing strategy; Expression of interest documents; and Analysis of submissions and provide robust recommendations to the Minister and Cabinet. Provide support to the Senior Manager of the Energy Markets and Renewables (EMR) on energy policy development and implementation as required, including through desk-top research and high quality report/brief writing as required.

Undertake administrative tasks associated with the functioning of the EMR as required. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Tertiary studies in Economics, Engineering, Finance or similar desirable.

Notes: This is a temporary position available for six months with the possibility of extension. Please refer to the duty statement/selection criteria for more information on this position.  
Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@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**  
**Cancer, Ambulatory and Community Health**  
**Medical Oncology**  
**Staff Specialist 1 - 5**

**Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 34721)**

Gazetted: 30 October 2014

Closing Date: 13 November 2014

The Position: Applications are sought from suitable candidates for a temporary 0.6 FTE fractional staff specialist position for 12 months.

It is expected that the applicant will have general experience and expertise in Medical Oncology. The appointee will provide extended leave cover for specialists of the department. Responsibilities will include inpatient, outpatient care, supervision of trainees/junior medical staff, attendance at multidisciplinary meetings, teaching and participation in research activities of the unit.

The appointee will join the Department of Medical Oncology of the Cancer Services for ACT Health. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territory and South Eastern NSW. ACT Outpatient Services have recently transitioned to the new purpose-built Canberra Region Cancer Centre.

Salary, Remuneration and Conditions:

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

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians or equivalent. RACP recognised training and experience in Medical Oncology.

Contact Officer: Enquires about the clinical role may be directed to: A/Prof Desmond Yip (02) 6244 2220 or e-mail: [desmond.yip@act.gov.au](mailto:desmond.yip@act.gov.au) and A/Prof Paul Craft (02) 6244 2220 or e-mail: [paul.craft@act.gov.au](mailto:paul.craft@act.gov.au)

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

## **Health Infrastructure and Planning**

### **Health Infrastructure Support**

#### **Senior Manager Commissioning**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 16515)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: The position of Senior Manager Commissioning is responsible for leading a small team comprising Health Infrastructure Program (HIP) Commissioning Officers and the Furniture, Fittings and Equipment Manager and Change

Manager to plan for and implement commissioning plans for new health facilities that ensure that services are ready to move and deliver services in new buildings upon completion.

Eligibility/Other Requirements: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in a health or project management field, or equivalent operational experience in commissioning area is desirable.

Notes: This is a temporary position available until June 2016. The successful candidate may be selected based on written application and referee reports. Work samples and other competency based assessment tools may be used as part of the selection process for this position. Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will be used to assess all applications for this positions.

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

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

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

ACT Government employees enjoy excellent employment conditions, more information is available at

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

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

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Contact Officer: Jacinta George (02) 6205 0907

**Canberra Hospital and Health Services**

**Mental Health, Justice Health and Alcohol and Drug Services**

**Adult Mental Health Services**

**Registered Nurse**

**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 23086)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualifications in Mental Health Nursing. Demonstrated mental health clinical skills. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes:

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

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

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Contact Officer: John Acs (02) 6205 1338

**Director General Reports**

**Population Health**

**Health Improvement Branch**

**Research Analyst/Evaluation Coordinator**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 34537)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: The Health Improvement Branch of Population Health, ACT Health is seeking an enthusiastic officer to coordinate, advise and implement relevant population health evaluations with a focus on the evaluation of the whole of government Healthy Weight Initiative (HWI). Duties will include qualitative and quantitative data collection and analysis, production of high level reports, publications and briefs, secretariat support to relevant HWI evaluation committees and liaison with HWI Implementation Groups and other HWI partners including a number of tertiary institutions.

Eligibility/Other Requirements: A post graduate qualification and experience in a field relevant to public/population health research and/or evaluation is highly desirable.

Notes: This is a temporary position available for a period of three years. Please provide a response to the selection criteria, along with a current resume, listing two employment related referees.

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

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

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Contact Officer: Deborah Schaler (02) 6207 9191 [deborah.schaler@act.gov.au](mailto:deborah.schaler@act.gov.au)

**Strategy and Corporate**

**Business and Infrastructure**



**Logistics Support**

**Food Services Operations Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 21559, expected vacancy)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: ACT Health, Food Services Department is seeking a suitably qualified, highly motivated team player with extensive food industry management experience to be employed as Operations Manager – Food Services. As the successful applicant you must be able to demonstrate strong leadership and technical skills in the management of a large and diverse cook – chill production facility and possess an extensive understanding of Food Safety Legislation and associated practices. You will possess and be able to demonstrate strong customer focused quality management skills. You will also be experienced in the procurement of food and provisions.

Eligibility/Other Requirements: Certification in Food Safety Supervision or equivalent, Government Procurement and/or Trade Qualifications. Minimum five years management experience in a similar position within a health care setting.

Notes:

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

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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Contact Officer: Tom Walsh (02) 6244 3933

**Strategy and Corporate**

**People Strategy and Services**

**Workforce Policy and Planning**

**Workforce Policy and Planning Initiatives Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 14097)**

Gazetted: 30 October 2014

Closing Date: 13 November 2014

Details: This position would be of interest to you if you have a background in human resources, policy or Health, with a capacity to work on multiple projects at any time. The Workforce Policy and Planning Initiatives Officer is an ACT Health funded role and is based at Workforce Policy and Planning Unit (WPPU) and is accountable to the Director of the Unit. The position contributes to the organisational goals of WPPU, as part of the small team meeting organisational outcomes for national and jurisdictional workforce policy and planning. This work may include provision of briefs, reviews and Ministerial responses, and providing workforce policy and planning support, direction and stakeholder engagement across ACT Health as required. The role is required to develop and implement ACT Health workforce planning and support ACT Health managers to investigate and implement workforce redesign and the use of new workforce models in the workplace. The WPP Initiatives Officer is required to work collaboratively internally and externally to the organisation to achieve organisational goals. The ACT Health Workforce Plan 2013-2018 is available online under ACT Health Policies and Plans or via [this link](#).



Eligibility/Other Requirements: Qualification or experience relating to workforce and industrial relations would be an advantage. Relevant tertiary qualifications would be beneficial.

Note:

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

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

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Contact Officer: Jennie Gordon (02) 6205 1425

**Canberra Hospital and Health Services  
Mental, Justice, Alcohol and Drug Services  
Adult Mental Health Services  
Clinical Manager**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 18784)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: City Mental Health has an exciting position available for a Registered Nurse Level 2 working within the Multidisciplinary Team environment. You will be required to provide contemporary evidence based service guided by the principles of Recovery. City Mental Health is an experienced team comprising of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Occupational Therapists and Technical Officer's.

In your role as a Clinical Manager you will conduct assessments, and plan and deliver care and treatment to mental health consumers in the community setting. It is an expectation that you will work within the multidisciplinary team processes and provide collaborative care which involves the consumer, their carer's and other key stakeholders.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Regulation Agency. Applicants must have experience in a related/relevant organisation/service. Current driver's licence is required.

Note: This is a temporary position available for a period of 10 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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Contact Officer: John Acs (02) 6205 1338

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Adult Mental Health Services**

**Clinical Manager**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 26407)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: City Mental Health has an exciting position available for a Registered Nurse Level 2 working within the multidisciplinary team environment. You will be required to provide contemporary evidence based service guided by the principles of Recovery. City Mental Health is an experienced team comprising of Consultant Psychiatrists, Nursing Staff, Social Workers, Psychologists, Occupational Therapists and Technical Officer's. In your role as a Clinical Manager you will conduct assessments, and plan and deliver care and treatment to mental health consumers in the community setting. It is an expectation that you will work within the multidisciplinary team processes and provide collaborative care which involves the consumer, their carer's and other key stakeholders.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Regulation Agency. Applicants must have experience in a related/relevant organisation/service. Current driver's licence is required.

Notes: Please provide two referee reports that also address the selection criteria. Selection may be based on application and referee reports only.

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

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

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Contact Officer: John Acs (02) 6205 1338

**Canberra Hospital and Health Services  
Mental, Justice, Alcohol and Drug Services  
Adult Mental Health Services**

**Clinical Manager**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20881, several)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicants will be required to complete mental health assessments and work as a member of a multi-disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. Applicants will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. At this level, applicants are expected to fulfil the role of a Senior Clinician in support of the Team Leader, providing clinical leadership and supervision for Health Professional Level 1/2 staff and students. These positions are supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Occupational Therapy or Social Work with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Demonstrated mental health clinical skills and a current driver's licence.

Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service.

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

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

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Contact Officer: John Acs (02) 6205 1338

**Canberra Hospital and Health Services**

**Mental, Justice, Alcohol and Drug Services**

**Child and Adolescent Mental Health**

**Health Professional Eating Disorders**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23987)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: The Eating Disorders Program (EDP) is a free, public, specialist outpatient Program providing Assessment of Consumers with Eating Disorders and evidence based therapies including Family Based Therapy, a Day Program, Individual Therapy and Consumer and Carer Support Groups. The program is unique in that it offers services to clients of all ages. The position forms part of a multidisciplinary team. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current Act Registration; eligibility for membership of the appropriate professional organisation. Other Requirements for Psychologist: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This is a part-time position available at 22:03 hours per week.

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

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

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Contact Officer: Jenny Lawrence (02) 6205 1519

**Canberra Hospital and Health Services**

**Clinical Support Service**

**Acute Support Service**

**Physiotherapist**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 20241)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: An exciting opportunity exists for a full-time temporary Women's Health Physiotherapist to provide direct patient care to obstetric and gynaecology individuals and groups and to coordinate a comprehensive inpatient and outpatient physiotherapy service in women's health services based at Canberra Hospital.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy and eligibility for Australian Health Practitioner Regulation Agency registration.

Notes: This is a temporary position available from February 2015 for a period of six months with the possibility of extension.

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

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

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Contact Officer: Lisa Gilmore (02) 6244 2154

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Child and Adolescent Mental Health**

### **Child and Adolescent Mental Health Clinician**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 23947)**

Gazetted: 30 October 2014

Closing Date: 13 November 2014

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence-based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. This position is located with the Northside team, based at Belconnen Community Health Centre and will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from allied health professionals who have experience in providing therapeutic interventions for children, young people and their families. As this is a senior role, experience in mental health, assessment, case management and interagency liaison is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable and/or eligibility for membership of the appropriate professional organisation. Other Requirements for Psychologist: At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) and General Psychology registration with AHPRA. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a part-time position available at 22:03 hours per week. Successful applicants may be kept on a merit list to fill future part-time permanent vacancies with the same duty statement and selection criteria across either the North or South Community Teams within a 12 month period. Special Employment Arrangements may be negotiated dependant on qualifications, skills and experience of the successful applicant.

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

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

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Contact Officer: Rochelle Morrison (02) 6205 1050

### **Canberra Hospital and Health Services**

#### **Surgery and Oral Health and Imaging**

#### **Dental Health Program**

#### **Senior Dental Technician**

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade), Canberra (PN: 32416)**

Gazetted: 30 October 2014

Closing Date: 06 November 2014

Weeks to Close: 1

Details: ACT Health Dental Laboratory is seeking applications to fill a permanent Senior Dental Technician position. The successful applicant will have extensive knowledge and experience in all technical procedures and activities covered by the ACT Health Dental Program. The successful applicant will be able to lead and work as a member of a team, have good interpersonal and communication skills, and have a high personal "quality of work" commitment.

Eligibility/Other Requirements: Diploma of Dental Technology. At least ten years continuous experience as a qualified Dental Technician. Experience in managing a busy Dental Laboratory, and supervising laboratory personnel.

Notes: Selection may be decided on application and referee reports alone.

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

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

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Contact Officer: Alan Davis (02) 6205 2184

**Strategy and Corporate**

**People Strategy and Services**

**Workforce Policy and Planning**

**Workforce Policy and Planning Data Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 17966)**

Gazetted: 30 October 2014

Closing Date: 13 November 2014

Details: If you have experience in data input using contemporary computer systems and software, including SQL and SSRS and SharePoint, and would like a challenging position in workforce data reporting and analytics, this role would suit you. The Workforce Policy and Planning Data Officer is an ACT Health funded role, accountable to the Director of Workforce Policy and Planning and is required to work collaboratively with internal and external stakeholders to achieve organisational goals. The role is required to utilize available systems to provide workforce reports in a timely and effective manner. The position is part of a small team that contributes to the provision of relevant workforce data and analytics to meet organisational outcomes for national and jurisdictional workforce policy and planning. This work may include provision and input to briefs, reviews and ministerial responses, and providing workforce policy and planning support, direction and stakeholder engagement across ACT Health as required.

Eligibility/Other Requirements: Knowledge and experience in the use of data systems in the healthcare sector and associated business processes. Knowledge of data quality processes. Experience and knowledge in information management principles are all desirable.

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

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

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

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

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

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Contact Officer: Jennie Gordon 0408 788 391 [jennie.gordon@act.gov.au](mailto:jennie.gordon@act.gov.au)

**Strategy and Corporate**

**eHealth and Clinical Records**

**Recurring Supplies and Maintenance**

**Project Training Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 22817)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure eHealth systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems team in the eHealth and Clinical Records branch is looking for an enthusiastic, motivated individual with recent health industry experience to provide training to a variety of stakeholders.

Note: This is a permanent full-time position. Applicants are to address the selection criteria, provide a resume and two referees.

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

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

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Contact Officer: Kerri McGufficke (02) 6174 5141

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Hospital in the Home Nurse**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 12486, several)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014



Details: Are you looking for an exciting and challenging new position within a dynamic team environment? You've found it in Hospital in the Home. We provide acute hospital care in the home, a day infusion service and registrar review clinic within a multi disciplinary team. If you're interested in providing optimal health care to patients and their family on the TCH campus and in their residence this is the career path for you.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

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

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

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Contact Officer: Sandra Hives (02) 6244 3957 [sandra.hives@act.gov.au](mailto:sandra.hives@act.gov.au)

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Mental Health Director of Nursing**

**Postgraduate Diploma in Nursing (Mental Health) Program 2015**

**Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 09919, several)**

Gazetted: 30 October 2014

Closing Date: 14 November 2014

Details: POSTGRADUATE DIPLOMA IN NURSING (MENTAL HEALTH) IN CANBERRA

Full Scholarship First Semester 2015: February Intake.

A Scholarship for the Postgraduate Diploma in Nursing (Mental Health) Program is offered by the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). This is an excellent opportunity for Registered Nurses to build their knowledge and skill base in caring for people experiencing a range of mental health conditions. Registered Nurses who undertake the program are paid while they study and work, with a guaranteed full scholarship to cover course fees and well supported during the program and eligible for a nursing qualification allowance on completion.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Have Australian Citizenship or permanent residency.

Notes: Successful applicants are employed on temporary basis with paid employment, studying either part-time or full-time. During the program RNs rotate through a range of clinical areas, both inpatient and community across the Division.

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

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

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



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Contact Officer: Jo McDougall (02) 6205 1336

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Adult Mental Health Services**

**Relief Office Manager**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 19970)**

Gazetted: 30 October 2014

Closing Date: 13 November 2014

Details: Applications are invited for the position of Relief Officer Manager attached to the Adult Mental Health Service. This is a permanent position to provide backfill for administration staff who are on leave from the Community Mental Health Teams. The Community Mental Health Teams provide contemporary, evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. The position is supported by cohesive multi-disciplinary teams of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists and the Administrative Service Officer Class 3 provides administrative support to these staff and contributes to the multidisciplinary team processes. The successful applicant will be prepared to rotate to the different mental health teams as required.

Eligibility/Other Requirements: Possession of a current driver's licence. Health related training such as Medical Terminology would be an advantage.

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

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

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Contact Officer: David Jackson-Hope (02) 6207 8331

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Medical Laboratory Scientist**

**Health Professional Level 2 \$54,414 - \$75,477, Canberra (PN: 28785)**

Gazetted: 30 October 2014

Closing Date: 13 November 2014

Details: ACT Pathology is a department of the Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology Laboratory, both at the Canberra Hospital and at Calvary Hospital, operate 24 hours seven days a week, offering a wide range of Haematology, Coagulation, Transfusion and Immunophenotyping procedures.

Eligibility/Other Requirements: A Degree or Diploma in science or equivalent relevant qualification.

Notes: This is a temporary position available until September 2015, with the possibility of permanency. The successful applicant will be required to perform Haematology, Coagulation and Transfusion procedures. The successful applicant will be required to work 24/7 shifts.

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

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

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Contact Officer: Kerrie Andriolo (02) 6244 2034

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Rehabilitation Allied Health**

**New Graduate Speech Pathologist**

**Health Professional Level 1 \$50,899 - \$65,424, Canberra (PN: 29616, several)**

Gazetted: 30 October 2014

Closing Date: 20 November 2014

Details: Exciting opportunities exist for newly graduated Speech Pathologists within Health Directorate (ACT). Rehabilitation Aged and Community Care and Acute Support Speech Pathology services offer two full-time new graduate positions, commencing January 2015. These positions provide six month rotations across two clinical settings, with the successful applicants gaining experience in acute hospital settings and community based services. Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of Canberra Hospital and the surrounding community. The positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or diploma in Speech Pathology from a recognised tertiary institution and eligibility for practising membership of Speech Pathology Australia. A current driver's licence is essential.

Note: These are temporary positions available for a period of 12 months. Successful applicants are expected to commence in early January 2015. Please provide your CV, responses to the Selection Criteria and the names and contact details of two referees. Written referee reports on the ACT Health template are preferred.

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

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

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Contact Officer: Rachel Heatley (02) 6244 2230

**Strategy and Corporate**

**Business and Infrastructure**

**Logistics Support**

**Apprentice Chef**

**Apprentices \$18,115 - \$41,887, Canberra (PN: 26009)**

Gazetted: 30 October 2014

Closing Date: 6 November 2014

Details: Actively participate in Apprentice Chef Training and Development, starting as a 1st Year Apprentice. Meet the requirements of the appropriate training and courses, including completion of modules and attendance.

Eligibility/Other Requirements: Prior experience in catering and/or food industry highly desirable.

Notes: This is a temporary Apprentice Chef position available for a period of three years commencing in February 2015.

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

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

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Contact Officer: Tom Walsh (02) 6244 3933

## 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](mailto:jobs@act.gov.au)

### **ACT Law Courts and Tribunal**

#### **Principal Registrar, ACT Law Courts and Tribunal**

**Executive Level 2.4 \$234,982 to \$247,417 depending on current superannuation arrangements, Canberra (PN: E774)**

Gazetted: 24 October 2014

Closing Date: 19 November 2014

Details: The Justice and Community Safety Directorate is seeking an experienced senior executive to fill the role of Principal Registrar, ACT Law Courts and Tribunal. The Principal Registrar, ACT Law Courts and Tribunal supports and is accountable to the Chief Justice of the ACT Supreme Court, the Chief Magistrate of the ACT Magistrate's Court and the General President of the ACT Civil and Administrative Tribunal. The successful candidate will also support the Attorney-General and Directorate senior executive in relation to Government decision making and accountability concerning the ACT Supreme Court, ACT Magistrate's Court and ACT Civil and Administrative Tribunal.

Remuneration: The position attracts a remuneration package ranging from \$238,982 to \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

Employer provided benefits include superannuation, a privately plated car and parking.

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

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

Contact Officer: Karl Alderson (02) 6205 3504 [karl.alderson@act.gov.au](mailto:karl.alderson@act.gov.au)

*Applications should be emailed to Karl Alderson, Deputy Director-General Justice, Justice and Community Safety Directorate at [karl.alderson@act.gov.au](mailto:karl.alderson@act.gov.au).*

### **ACT Government Solicitor**

#### **Executive**

#### **Manager, HR and Operations**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 09987)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks a suitably experienced Manager, HR and Operations to oversee the management of the human resources, including establishment, recruitment and staff development for the ACTGS. The successful applicant will make recommendations on policy and procedural initiatives to ensure the effective and efficient operation of the office. Important functions of the position include managing and supporting the infrastructure services of the office, controlling the performance agreement and appraisals program for the office and being responsible for the operational management of the ACTGS. You will be required to supervise the Office Assistant and other support staff within the office. This position will work closely with the Manager, Governance and Finance to ensure timely and quality advice is provided to the Solicitor-General and other ACTGS officers.

Eligibility/Other Requirements: Experience in office management especially in the area of human resources would be highly desirable.

Notes: This is a temporary position that will be filled for an initial 12 month period. An order of merit may be established from this recruitment process for possible future permanent filling.

Contact Officer: Sky Sim (02) 6207 0634 [sky.sim@act.gov.au](mailto:sky.sim@act.gov.au)

### **Emergency Services Agency**

#### **ACT Ambulance Service**

#### **Operations**

**Extended Care Paramedic**

**Intensive Care Paramedic 2 \$85,791 - \$95,324 plus penalties, Canberra (PN: 09278, several)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: Extended Care Paramedics (ECP) have an expanded scope of practice to more efficiently and effectively treat patients with primary health care needs in their home residence. This expanded scope of practice avoids transporting these patients to hospitals unnecessarily. ACT Ambulance Service is seeking applications from suitably qualified Intensive Care Paramedics to undertake training towards an Authority to Practice as an ECP. Following successful completion of the training program successful applicants will be offered an opportunity to act at the Intensive Care Paramedic (ICP) Level 2 classification until end of June 2015.

Eligibility/Other Requirements: Mandatory: Current Authority to Practice as an Intensive Care Paramedic; Current Class C driver's licence. Highly Desirable: Minimum of one year experience post ICP qualification (Advanced Diploma or equivalent); Ability to change roster blocks as required. Desirable: Five years experience post ICP qualification (Advanced Diploma or equivalent); Qualifications in another relevant clinical field (e.g. Nursing, Paramedic Practitioner, Biomedical Science etc); Evidence of ongoing professional development in clinical studies.

Notes: This is a temporary position available until June 2015. Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory. This position is also entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Kate Blandon (02) 6205 0388 [kate.blandon@act.gov.au](mailto:kate.blandon@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.

**Strategic Finance**

**Finance Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 10265, several)**

Gazetted: 29 October 2014

Closing Date: 14 November 2014

Details: Justice and Community Safety Directorate, Strategic Finance Division is seeking several enthusiastic team players to join the team as Finance Officers. These roles undertake both management and financial accounting functions in support of a broad range of business units across the Directorate.

Eligibility/Other Requirements: Experience in a financial role or work environment as well as advanced Excel skills will be an advantage. Relevant accounting qualifications or significant progress towards attaining them is highly desirable.

Notes: This recruitment process is for several temporary positions at the Administrative Services Officer Class 6, with view for possible permanency within Justice and Community Safety Directorate, Strategic Finance Division from this process.

Contact Officer: Sharon Wong (02) 6205 8217 [sharon.wong@act.gov.au](mailto:sharon.wong@act.gov.au)

**ACT Corrective Services**

**Alexander Maconochie Centre**

**Offender Services and Corrections Programs**

**AMC Case Manager**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 32641, several)**

Gazetted: 28 October 2014

Closing Date: 4 November 2014

Details: Expressions of interest are being sought for the position of Case Manager (ASO6) at the Alexander Maconochie Centre (AMC) for a period of up to six months. These opportunities exist for suitable applicants, within the AMC Offender Services. The successful applicant will be asked to assist in the case management of detainees with the AMC operating system to assist in addressing their needs and supporting release and reintegration into the community with

the current Throughcare approach. To be successful in this role you will be able to demonstrate an understanding of and commitment to contemporary best practice in relation to case management. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs.

Eligibility/Other Requirements: Eligible applicants will be required to maintain a current Working With Vulnerable People check. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Notes: Please note that these positions are to be filled on a short term period of up to six months until the current permanent recruitment process has been finalised.

How to Apply: Applicants are required to submit: (1) one to two paragraphs describing their experience and motivation towards applying for this position; (2) a current resume; and (3) the names and contact details of two referees. All attachments must be in PDF or Microsoft word format.

Applications should be sent to the contact officer.

Contact Officer: Matthew Mitchell (02) 6205 0935 [matthew.mitchell@act.gov.au](mailto:matthew.mitchell@act.gov.au)

### **ACT Government Solicitor**

#### **Executive**

#### **Legal Support Manager**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 10375)**

Gazetted: 28 October 2014

Closing Date: 4 November 2014

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks a Legal Support Manager to lead a team of legal administrative support staff to provide efficient and consistent quality legal administrative support in accordance with ACTGS policies and procedures. The Legal Support Manager will be required to manage their portfolio of work as well as manage and supervise the day to day work of the Legal Administrative Support Team. This will include delegating duties, monitoring staff performance, staff professional development and inductions. The position is also required to allocate work according to the administrative requirements or legal complexity in the preparation of correspondence, briefs, court documents and billing. The successful applicant should be a well organised, effective communicator, with initiative and motivation. Demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is mandatory.

Eligibility/Other Requirements: Demonstrated experience in a management/supervisory role is essential. Knowledge of legal terminology, legal research methods and procedures is required. Knowledge of Open Practice and Lawdocs is desirable.

Notes: This is a temporary position initially available for a period of 12 months. An order of merit may be established from this recruitment process for a future permanent vacancy.

Contact Officer: Larissa Duggan (02) 6205 3734 [larissa.duggan@act.gov.au](mailto:larissa.duggan@act.gov.au)

### **ACT Human Rights Commission**

#### **Intake and Review Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 09946)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: The Human Rights Commission is seeking a resilient, engaging person to be responsible for giving information, advice and referral to members of the public on rights, responsibilities and complaint options for all jurisdictions covered by the Commission. This includes complaints about health services, services for older people, children and young people and people with a disability; and regarding complaints of unlawful discrimination. The position also involves undertaking investigations of less complex health complaints, which includes collecting and analysing information, negotiating informal resolutions, and preparing reports and recommendations for further action.

The successful applicant will be required to maintain accurate records of enquiries, complaints and actions taken, and undertake other administrative and operational tasks.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a health, human services or legal field would be desirable.

Notes: This is a temporary vacancy available asap for up to six months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two (2) pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Belinda Barnard (02) 6205 2222 belinda.barnard@act.gov.au

**Office of Regulatory Services**

**Business and Finance**

**Finance and Budgets**

**Finance Services Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 24867)**

Gazetted: 28 October 2014

Closing Date: 4 November 2014

Details: Under the general direction of the Manager, Finance and Budgets: Prepare and process accounts payable and receivable for the ORS, including maintaining tracking registers; Prepare and process monthly financial journals; Undertake reconciliations as required; Receipt payments within the financial management system; Maintain Cabcharge and petty cash in accordance with accounting instructions; Provide administrative support within the Finance and Budgets Unit including, research, report preparation and presentation of financial data; review and update procedures; assistance with preparation of FBT return and other ad-hoc requests; Other duties as directed by the Senior Finance officer and Senior Manager Finance and Budgets, and the ORS Executive Director; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Knowledge of a government financial management system (e.g. Oracle) procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage.

Notes: This is a temporary position available from 1 December 2014 until 18 September 2015.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

**Office of Regulatory Services**

**Transport Regulation**

**Inspection Station**

**Technical Officer**

**Technical Officer Level 3 \$61,148 - \$69,377, Canberra (PN: 03184, several)**

Gazetted: 24 October 2014

Closing Date: 31 October 2014

Details: Under the general direction of the Manager Operations, the successful applicants may be required to perform any of the required duties of the Technical Officer Team. The duties include: Provide technical information to engineers, members of the Authorised Examiner Scheme and the public. Create Type Approval Numbers (TAN's) and Green Vehicle Ratings (GVR's) for the new vehicle registration scheme. Assess complaints about vehicle compliance and recall vehicles for inspection. Manage the On Road Inspection team and assist with management of the Inspection Station. Conduct trade plate audits and assist with trade plate renewals. Manage the Vehicle Identity Unit and inspect vehicles to establish their correct identity; ensure that vehicles have been repaired with legitimate parts and to industry standards. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Motor Mechanic Trade Certificate or equivalent.

Notes: These are permanent positions.

Contact Officer: Maz Benn-Clibborn (02) 6207 5238 maz.benn-clibborn@act.gov.au

**Territory and Municipal Services**

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

**Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)**

**Business Enterprises**

**Capital Linen Service**

**Business Development and Commercial Account Manager**

**Capital Linen Service Band 8 \$93,254 - \$100,382, Canberra (PN: 27265)**

Gazetted: 29 October 2014

Closing Date: 5 November 2014

Details: Capital Linen Service is seeking an appropriately skilled and experienced person to fill the role of Business Development and Commercial Account Manager. The role includes new business development, customer relationship management, service delivery improvement and issue resolution. Further details of the role are contained within the position description.

Contact Officer: Daniel Childs (02) 6213 3204 [daniel.childs@act.gov.au](mailto:daniel.childs@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.

**Roads and Public Transport**

**Roads ACT**

**Major Capital Works**

**Project Manager, Major Capital Works**

**Senior Professional Officer Grade C \$89,786 - \$96,809, Canberra (PN: 14797)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

Details: The Major Capital Works unit within Roads ACT are seeking an experienced Project Manager to assist the Manager, Major Capital Works with multiple projects within the Major Capital Works program including capital upgrades and minor works. The successful candidate will be a member of a small but responsive team of professionals delivering an extensive Major Capital Works program for Roads ACT.

Eligibility/Other Requirements: Civil Engineering university degree and/or Project Management qualification to a minimum of Project Manager level.

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

Contact Officer: Ben McHugh (02) 6207 2738 [ben.mchugh@act.gov.au](mailto:ben.mchugh@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.

**Roads and Public Transport**

**RoadsACT**

**Traffic Management and Safety**

**Claims and FOI Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 23584, expected vacancy)**

Gazetted: 27 October 2014

Closing Date: 10 November 2014

Details: The Claims and FOI Officer within RoadsACT is responsible for assessing and managing claims for compensation relating to Roads ACT assets, and for managing applications for information relating to the business of RoadsACT under the *Freedom of Information Act*.

Eligibility/Other Requirements: Knowledge of litigation and settlement processes. Good communication skills and a knowledge of relevant legislation including the *Civil Law (Wrongs) Act 2002* and FOI/Privacy laws.



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

Contact Officer: Laurie Mercieca (02) 6207 6597 [laurie.mercieca@act.gov.au](mailto:laurie.mercieca@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.

**Directorate Services**

**Operational Support**

**Asset Acceptance**

**Operational Coordinator**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 12329)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: Asset Acceptance needs a dynamic and highly motivated Senior individual to fill the position of Operational Coordinator. This position will be responsible to manage communication with the development industry, ACT Government Directorates and internal Agencies within Territory and Municipal Services (TAMS). The person will be required to regularly update internal procedures, process and TAMS Reference Documents. The successful applicant will have a sound knowledge of project management and subdivision and commercial developments and be able to meet demanding schedules and provide professional business advice and assistance to management with the Directorate.

Eligibility/Other Requirements: Tertiary qualifications in Project Management and/or Business Administration and proficient in suite of Microsoft applications and Adobe Acrobat would be desirable. Current driver's licence.

Notes: This is a temporary position for a period of six months with possibility of extension or permanency from this process.

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

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

**Parks and City Services**

**City Services**

**Place Management**

**Contracts and Environmental Programs Officer**

**Technical Officer Level 4 \$70,913 - \$81,460, Canberra (PN: 00536)**

Gazetted: 23 October 2014

Closing Date: 6 November 2014

Details: City Services is seeking a skilled and motivated person to work in the Place Management section to manage environmental programs and related services contracts. These contracts and programs support horticultural maintenance and cleaning operations of Canberra's parks, urban open spaces and city places.

Eligibility/Other Requirements: Applicants must: Be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Hold a Current manual driver's licence.

Other Desirable Skills and Experiences: current First Aid Certificate, or willingness to obtain one and tertiary qualifications in environmental management, urban park management or equivalent.

Contact Officer: Julie Garbode (02) 6207 2283 [julie.garbode@act.gov.au](mailto:julie.garbode@act.gov.au)

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

**Parks and City Services**

**City Services**

**Place Management**

**Apprentice Horticulturalist**

**Apprentices \$18,115-\$41,887, Canberra (PN: 44997)**

Gazetted: 28 October 2014

Closing Date: 11 November 2014

Details: City Services is seeking applicants interested in undertaking a Horticulture Apprenticeship. The successful applicant will need to demonstrate an ongoing interest and aptitude in horticulture and be prepared to undertake and complete study and training as required.

Eligibility/Other Requirements: Minimum prerequisite for an apprenticeship is completion of year 10 or equivalent with passes in English, Mathematics and Science. The successful applicant will need to have the ability to attend Canberra Institute of Technology and be prepared to undertake and complete study, on-the-job training and rotation for a period of four years.

Notes: This is a temporary employment opportunity until 2019, which is for the term of the apprenticeship.

Apprentices who successfully complete their apprenticeship may have opportunity to apply for vacant positions within the Territory and Municipal Services Directorate. Please ensure that applications address the Selection Criteria in the Position Description.

Contact Officer: Andrew Forster 0438 357 443 [andrew.forster@act.gov.au](mailto:andrew.forster@act.gov.au)

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

## **APPOINTMENTS**

### **Canberra Institute of Technology**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997**

Chanaka Wijesena Langappuli 836-15667, Section 68(1), 23 October 2014

### **Chief Minister and Treasury**

#### **Senior Officer Grade C \$93,254 - \$100,382**

Jessica Sinclair 844-02991, Section 68(1), 24 October 2014

### **Chief Minister, Treasury and Economic Development**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803**

Jennifer Hood 799-66173, Section 68(1), 30 October 2014

#### **Senior Information Technology Officer Grade C \$89,786 - \$96,809**

Vengatasalam Jeganathan 844-80602, Section 68(1), 13 November 2014

#### **Senior Officer Grade C \$93,254 - \$100,382**

Jane Jervis 844-79820, Section 68(1), 20 October 2014

#### **Senior Professional Officer Grade C \$89,786 - \$96,809**

Anisa Sabet 844-74923, Section 68(1), 30 September 2014

### **Community Services**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997**

Asifa Ahmad 836-06234, Section 68(1), 30 October 2014

**Administrative Services Officer Class 3/4 \$55,732 - \$66,997**

Michael Fletcher 836-11068, Section 68(1), 23 October 2014

**Economic Development**

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

Jared Rando 827-62761, Section 68(1), 21 October 2014

**Education and Training**

**Senior Officer Grade C \$93,254 - \$100,382**

Lauren Douch 842-97111, Section 68(1), 27 October 2014

**Health**

**Assistant in Nursing \$45,381 - \$46,917**

Vanessa Edwards 844-80012, Section 68(1), 6 November 2014

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Carly Elliott 843-91108, Section 68(1), 24 October 2014

**Health Professional Level 2 \$54,414 - \$75,477**

Mathew Hunstone 842-89699, Section 68(1), 3 November 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Farhadul Islam 844-03359, Section 68(1), 22 October 2014

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Melissa Kingham 839-26254, Section 68(1), 20 October 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**

Kathryn Lynch 844-74587, Section 68(1), 30 October 2014

**Registered Nurse Level 1 \$58,989 - \$78,799**

Beena Mani Parackal 834-44108, Section 68(1), 24 October 2014

**Senior Staff Specialist \$199,231**

Anne Mitchell 829-57032, Section 68(1), 20 October 2014

**Health Service Officer Level 10 \$70,913 - \$81,460**

John O'Keefe 844-80303, Section 68(1), 3 November 2014

**Administrative Services Officer Class 2 \$49,189 - \$54,315**

Luke Powell 839-25681, Section 68(1), 27 October 2014

**Health Care Assistant 3 \$47,764 - \$48,861**

Christopher Simms 844-32547, Section 68(1), 20 October 2014

**Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)**  
Mahipal Sinnollareddy 844-76662, Section 68(1), 27 October 2014

**Justice and Community Safety**

**Administrative Services Officer Class 3 \$55,732 - \$59,980**  
Sarah O'Regan 835-82711, Section 68(1), 23 October 2014

**Office of the Legislative Assembly**

**Technical Officer Level 4, \$74,098 - \$84,803**  
Dennis London, Section 68(1), 20 October 2014

**Territory and Municipal Services**

**Technical Officer Level 4 \$70,913 - \$81,460**  
John Christopher Freeman 835-84127, Section 68(1), 28 October 2014

**General Service Officer Level 9 \$61,148 - \$69,377**  
Terrence McLeary 844-01900, Section 68(1), 28 October 2014

**Administrative Services Officer Class 6 \$74,098 - \$84,803**  
Kylie-Anne Smith 844-81461, Section 68(1), 27 October 2014

**TRANSFERS**

**Health**

**Modeste Bongyi: 835-91124**

From: Registered Nurse Level 1 \$58,989 - \$78,799  
Health

To: Registered Nurse Level 1 \$58,989 - \$78,799  
Health, Canberra (PN. 21600)

Note: This transfer is to a non-advertised vacancy.

**Melissa Gaudry: 821-17762**

From: Registered Nurse Level 2 \$81,918 - \$86,823  
Health

To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 26910) (Gazetted 4 September 2014)

**Shireen Leonard: 844-74675**

From: Registered Nurse Level 1 \$58,989 - \$78,799  
Calvary Health Care ACT (Public)

To: Registered Nurse Level 1 \$58,989 - \$78,799  
Health, Canberra (PN. 20482)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Policy and Cabinet

##### Strategic Policy and Cabinet

###### Alan Higgins: 820-82862

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development, Canberra (PN. 33766) (Gazetted 2 September 2014)

### Education and Training

#### Organisational Integrity

##### Office of Deputy Director General

###### Zoe McMahon: 827-40706

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Education and Training

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

Education and Training, Canberra (PN. 14718) (Gazetted 11 September 2014)

#### Office for Schools

##### Belconnen Network

###### Belconnen High School

###### Novak Sikman: 777-83699

From: Building Service Officer \$40,973 - \$44,935

Education and Training

To: General Service Officer Level 6 \$48,163 - \$50,446

Education and Training, Canberra (PN. 32141) (Gazetted 5 September 2014)

### Health

#### Canberra Hospital and Health Services

##### Medicine

###### Chung Chung Bhutia: 821-59452

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 21149) (Gazetted 14 August 2014)

#### Canberra Hospital and Health Services

##### Surgery, Oral Health and Imaging

###### Operating Room

###### Clair Collins: 771-96494

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 20313) (Gazetted 4 September 2014)

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Prathima Karri: 820-89503**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Health

To: †Senior Officer Grade C \$93,254 - \$100,382

Health, Canberra (PN. 34192) (Gazetted 7 August 2014)

**Canberra Hospital and Health Services**

**Joanne Kinsella: 830-80404**

From: Health Professional Level 2 \$54,414 - \$75,477

Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)

Health, Canberra (PN. 21251) (Gazetted 31 July 2014)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Aged Care**

**Anil Paramadhathil: 789-47050**

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

Health Directorate

To: Senior Staff Specialist \$199,231

Health, Canberra (PN. 12864)

Note: This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Sonia Paul: 820-84200**

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 16171) (Gazetted 21 August 2014)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Seenu Philip: 821-58484**

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823

Health, Canberra (PN. 26754) (Gazetted 21 August 2014)

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Child and Adolescent Mental Health**

**Emily Quinlan: 840-51189**

From: Health Professional Level 2 \$54,414 - \$75,477

Health

To: Health Professional Level 3 \$77,710 - \$81,995 (up to \$86,165 on achieving a personal upgrade)  
Health, Canberra (PN. 23995) (Gazetted 18 September 2014)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Allied Health**

**Jennifer Yaxley: 607-74630**

From: Health Professional Level 4 \$89,786 - \$96,809

Health

To: †Health Professional Level 5 \$106,086 - \$119,426

Health, Canberra (PN. 12402) (Gazetted 21 August 2014)

**Canberra Hospital and Health Services**

**Critical Care**

**Demand Management**

**Sophie Zhang: 813-17906**

From: Registered Nurse Level 2 \$81,918 - \$86,823

Health

To: †Registered Nurse Level 3.1 \$93,917 - \$97,782

Health, Canberra (PN. 23980) (Gazetted 25 September 2014)

**Justice and Community Safety**

**Corporate**

**Capital Works and Infrastructure**

**Emma Lorraine Damen: 834-52618**

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

Justice and Community Safety

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety, Canberra (PN. 34450) (Gazetted 27 August 2014)

**Office of Regulatory Services**

**WorkSafe ACT**

**Jeanne Poblete: 784-56374**

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

Justice and Community Safety

To: WorkCover Officer 6 \$70,913 - \$81,460

Justice and Community Safety, Canberra (PN. 32675) (Gazetted 22 August 2014)

**ACT Government Solicitor**

**Executive**

**Megumi Roberts: 835-80265**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Justice and Community Safety

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Justice and Community Safety, Canberra (PN. 16248) (Gazetted 6 September 2013)

**CORRIGENDA**

**Health**

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Mark Clemence: 259-27638**

From: Facilities Service Officer Level 8 \$56,611 - \$59,939

Health

To: Health Service Officer Level 10 \$70,913 - \$81,460

Health, Canberra (PN. 33540) (Gazetted 3 July 2014)

Note: Promotion which appeared in the gazette 9 October 2014 has been declined.