



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 05 February 2015**

## **EXECUTIVE NOTICES**

### **Capital Metro**

#### **Engagement**

Brendan McAvoy – Director, Project Controls (E776) Section 72 of the Public Sector Management Act 1994

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

#### **Variation – Assignment**

Liesl Centenera – Director, Public Sector Management (E490) Section 80A(1)(b) of the Public Sector Management Act 1994

### **Health**

#### **Variation – Assignment**

Judianne Childs – Director, People Strategy and Services (E284) Section 80A(1)(b) of the Public Sector Management Act 1994

### **Justice and Community Safety**

#### **Variation – Assignment**

Lana Junakovic – Director, People and Workplace Strategy (E689) Section 80A(1)(b) of the Public Sector Management Act 1994

## **VACANCIES**

### **Calvary Health Care ACT (Public)**

#### **Occupational Therapy**

#### **Occupational Therapist**

#### **Health Professional Level 1/2 \$53,784 - \$78,731, Canberra (PN: OT - 123)**

Gazetted: 05 February 2015

Closing Date: 27 February 2015

Details: The Occupational Therapy Department at Calvary Hospital, Canberra is looking for a new junior Occupational Therapist to join us on permanent contract in 2015. New graduates are encouraged to apply. This is an exciting opportunity to join a supportive team during a period of growth and expansion. This position will receive regular clinical supervision and support from a senior clinician and will rotate between the following inpatient clinical areas on a six monthly basis: General Medical Wards, Surgical Ward, Stroke Unit, Medical Assessment and Planning Unit (MAPU) Adult Mental Health Ward and the Aged Care and Rehabilitation Unit. The Occupational Therapy Department provides fortnightly in-services and many varied training opportunities to assist in the development of all staff. A new graduate competency programs is in place, and all staff complete an Annual Development Plan upon joining the organisation. We offer a very competitive salary, free uniforms, salary packaging and free parking. If you are successful in your application, commencement dates are flexible. 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 at least two professional referees.

Notes: To be considered for this role you must address the selection criteria and have appropriate work rights.

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.

Eligibility/Other Requirements: Must have appropriate work rights must address the selection criteria.

Contact Officer: Helen Jay (02) 6201 6087 helen.jay@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

## **Mission**

### **Pastoral Care**

#### **Pastoral Carer**

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

Gazetted: 05 February 2015

Closing Date: 20 February 2015

Details: Calvary Health Care Bruce is operated by the Little Company of Mary group and is a 220 bed public hospital on the North Side of Canberra. The Pastoral Care Department is seeking an enthusiastic team member to join the team as a Pastoral Carer - Administrative Services Officer Class 5. You will be expected to assist in providing Pastoral Care service to Calvary Health Care Bruce Public and Private Hospital.

Under limited supervision you will be undertaking the below tasks:

Visit patients on wards and in the community. Provide emotional and spiritual support for patients and their families, especially in times of crisis. Prepare lists and maintain notes of patient visits. Offer spiritual and religious rituals as appropriate with patients and their families. Be available to provide Pastoral Care services to hospital staff. Be responsible for chapel presentation. Work closely and cooperatively with all members of multi-disciplinary teams. Have ability to meet the spiritual needs of people who are addressing the challenges of a life limiting illness, death and grief. Be skilled in spiritual assessment and provision of pastoral care in crisis settings. Liaise with denominational visitors, chaplains and volunteers. Facilitate viewings in the mortuary.

Selection Criteria:

The successful completion of a minimum of one Basic Unit of Clinical Pastoral Education and/or a Certificate, Diploma or Degree in Theology, or equivalent experience. Demonstrated managerial experience with an ability to set priorities, monitor work flow to develop local strategies or work practices, possess sound liaison and communication skills and have the capacity to negotiate. The ability to work after hours and on weekends as required. General office skills, including ability in the use of PC based software, particularly word processing, record keeping and data entry.

Eligibility/Other Requirements: Must have appropriate working rights and address selection criteria.

Notes: Any/all suitably qualified and skilled (potential) excess officers will be considered priority; and it is anticipated that selection will be based on written applications only and interviews may not be conducted/required. Please visit Calvary Health Care Bruce website for more information and to submit your application.

Contact Officer: Debra McCarthy (02) 6201 6215 debra.mccarthy@calvary-act.com.au

Applications can be forwarded to: applications@calvary-act.com.au

## **Mission**

### **Pastoral Care**

#### **Pastoral Carer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 7680)**

Gazetted: 05 February 2015

Closing Date: 20 February 2015

Details: Calvary Health Care Bruce is operated by the Little Company of Mary group and is a 220 bed public hospital on the north side of Canberra. The Pastoral Care Department is seeking an enthusiastic team member to join the team as a Pastoral Carer - Administrative Services Officer Class 5. You will be expected to assist in providing Pastoral Care service to Calvary Health Care Bruce Public and Private Hospital.

Under limited supervision you will be undertaking the below tasks:

Visit patients on wards and in the community. Provide emotional and spiritual support for patients and their families, especially in times of crisis. Prepare lists and maintain notes of patient visits. Offer spiritual and religious rituals as appropriate with patients and their families. Be available to provide Pastoral Care services to hospital staff. Be responsible for chapel presentation. Work closely and cooperatively with all members of multi-disciplinary teams. Have ability to meet the spiritual needs of people who are addressing the challenges of a life limiting illness, death and grief. Be skilled in spiritual assessment and provision of pastoral care in crisis settings. Liaise with denominational visitors, chaplains and volunteers. Facilitate viewings in the mortuary.

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The successful completion of a minimum of one Basic Unit of Clinical Pastoral Education and/or a Certificate, Diploma or Degree in Theology, or equivalent experience. Demonstrated managerial experience with an ability to set priorities, monitor work flow to develop local strategies or work practices, possess sound liaison and communication skills and have the capacity to negotiate. The ability to work after hours and on weekends as required. General office skills, including ability in the use of PC based software, particularly word processing, record keeping and data entry.

Eligibility/Other Requirements: Must have appropriate working rights and address selection criteria.

Notes: Any/all suitably qualified and skilled (potential) excess officers will be considered priority; and it is anticipated that selection will be based on written applications only and interviews may not be conducted/required. Please visit Calvary Health Care Bruce website for further information and to submit your application.

Contact Officer: Debra McCarthy (02) 6201 6215 [debra.mccarthy@calvary-act.com.au](mailto:debra.mccarthy@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)**

#### **Chief Digital Officer**

**Executive Level 3.7 \$303,205 to \$319,363 depending on current superannuation arrangements, Canberra (PN: E785)**

Gazetted: 07 February 2015

Closing Date: 2 March 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government.

Chief Digital Officer (SES 3.7) Ref No 432: This newly created position is responsible for driving the ACT's digital agenda and for leading the whole of government strategic direction for ICT. It reports directly to the Director-General.

Eligibility/Other Requirements: To be a strong contender for these important roles you will need to be an outstanding leader with a strong track record of achievement. You will be innovative in your approach, possess high order stakeholder management skills, and have an outstanding customer service focus and the ability to present practical solutions. You will have exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

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

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

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

How to Apply: Before applying, please obtain selection documentation by emailing [admin@execintell.com.au](mailto:admin@execintell.com.au) quoting Ref No. 432.

Further information can be obtained by contacting either Karina Duffey or Tricia Searson on (02) 6232 2200.

Applications close midnight Monday 2 March 2015.

## **Shared Services**

### **Head, Shared Services**

**Executive Level 2.5 \$254,686 to \$268,053 depending on current superannuation arrangements, Canberra (PN: E583)**

Gazetted: 07 February 2015

Closing Date: 2 March 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government.

Head of Shared Services (SES 2.5) Ref No 433: This position leads the provision of HR, finance and ICT services to the ACT government and Legislative Assembly.

Eligibility/Other Requirements: To be a strong contender for these important roles you will need to be an outstanding leader with a strong track record of achievement. You will be innovative in your approach, possess high order stakeholder management skills, and have an outstanding customer service focus and the ability to present practical solutions. You will have exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

Remuneration: The position attracts a remuneration package ranging from \$254,686 - \$268,053, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,649.

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.

How to Apply: Before applying, please obtain selection documentation by emailing [admin@execintell.com.au](mailto:admin@execintell.com.au) quoting Ref No. 433.

Further information can be obtained by contacting either Karina Duffey or Tricia Searson on (02) 6232 2200.

Applications close midnight Monday 2 March 2015.

## **Shared Services**

### **Shared Services ICT**

#### **Executive Director, ICT**

**Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E786)**

Gazetted: 07 February 2015

Closing Date: 2 March 2015

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government.

Executive Director, ICT (SES 2.4) Ref No 434: This position reports to the Head of Shared Services and is responsible for ensuring the provision of best practice, fit for purpose ICT systems and allied services to ACT government and Legislative Assembly.

Eligibility/Other Requirements: To be a strong contender for these important roles you will need to be an outstanding leader with a strong track record of achievement. You will be innovative in your approach, possess high order stakeholder management skills, and have an outstanding customer service focus and the ability to present practical solutions. You will have exceptional interpersonal, communication and representational skills complemented by sound judgement, intellectual rigour and an ability to operate in a complex and dynamic environment.

Remuneration: The position attracts a remuneration package ranging from \$238,982 - \$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 up to five years.

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

How to Apply: Before applying, please obtain selection documentation by emailing [admin@execintell.com.au](mailto:admin@execintell.com.au) quoting Ref No. 434.

Further information can be obtained by contacting either Karina Duffey or Tricia Searson on (02) 6232 2200.

Applications close midnight Monday 2 March 2015.

## **Treasury**

### **Finance and Budget**

#### **Budget Coordination and Reporting**

##### **Director, Budget Projects**

**Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E749)**

Gazetted: 09 February 2015

Closing Date: 13 February 2015

Details: Treasury is seeking a highly experienced officer to assist in preparing the 2015-16 Budget. This is a great opportunity to engage in the budget process, influence budget outcomes and help deliver the Government's key policy and financial statement. As a Senior Executive in Budget Coordination and Reporting Branch the successful candidate will have responsibility for managing important elements of the budget process and the production of budget papers.

Responsibilities will vary depending on the candidate selected and work pressures in Finance and Budget Division but are likely to include: Briefing the Chief Minister/Treasurer on the overall budget position and pressures on the budget; Coordinating briefing for Ministers on all 2015-16 Budget proposals; Providing advice for Ministers on specific budget proposals; Preparing budget papers; Coordinating agency budget statements; and/or Coordinating briefing packs for Ministers on the 2015-16 Budget.

Eligibility/Other Requirements: Applicants should have previous budget experience. Remuneration: The position attracts a remuneration package ranging from \$213,051 - \$223,976, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,083.

Contract: The successful applicant will be engaged under a performance based contract for the period asap to 13 June 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: Interested officers should submit an expression of interest and short CV (no more than two pages). Application should be sent to: Stephen Miners, Executive Director, Finance and Budget Division (via email to [Melanie.Barnes@act.gov.au](mailto:Melanie.Barnes@act.gov.au))

## **Communications**

### **Online Services**

#### **Manager, Online Services**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33014)**

Gazetted: 06 February 2015

Closing Date: 20 February 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is looking for an innovative and creative digital communicator to lead digital communications capability and capacity within the directorate and across the ACT Government. Supported by a small team, and working closely with the Strategic Communications and Media team, you will be responsible for the delivery of digital and traditional communications products including online content, video production, publications, websites, intranets and forums. You will also provide communications teams across government with strategy, web governance and training opportunities, and provide advice on emerging digital media opportunities and online services.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of digital communications.

Contact Officer: Anita Perkins (02) 6205 0035 [anita.perkins@act.gov.au](mailto:anita.perkins@act.gov.au)

## **Communications**

### **Whole of Government Communications**

#### **Manager, Whole of Government Communications**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 14971)**

Gazetted: 05 February 2015

Closing Date: 19 February 2015

Details: An opportunity is available for a talented government communicator with high level stakeholder engagement experience to lead whole of government strategic communications for the central agency. Leading a small team, the Manager is responsible for a range of cross-government communications initiatives including

coordination of strategic communications activities for key priorities and projects, delivery of internal and external communications products, and oversight of ACT Government branding guidelines and campaigns.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of integrated communications strategies, preferably in a government environment.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

### **Asbestos Taskforce**

#### **Senior Case Coordinator**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35088, several)**

Gazetted: 09 February 2015

Closing Date: 16 February 2015

Details: The Asbestos Response Taskforce is seeking several Senior Case Coordinators in an evolving and dynamic workplace, reporting to the Director, Communications and Personal Support Team. The successful applicants will be responsible for engaging directly with affected residents to provide them with support, advice and assistance.

Notes: These are temporary positions available until 30 June 15 with possibility of extension. Selection may be assessed on application and referee reports only.

Contact Officer: Emily Springett (02) 6207 9024 emily.springett@act.gov.au

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

#### **Sport and Recreation Services**

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

#### **Psychologist**

**Professional Officer Class 2 \$74,098 - \$84,803, Canberra (PN: 32271)**

Gazetted: 11 February 2015

Closing Date: 25 February 2015

Details: Expressions of interest are sought from enthusiastic and dynamic candidates who are interested in joining our ACT Academy of Sport (ACTAS) team as a part-time Psychologist two days a week, until 30th June 2016. The Psychologist will report to the Senior Psychologist and work alongside other performance service providers to deliver services which enhance the performance and well being of athletes and coaches. The position will provide psychological services in the Daily Training Environment (DTE) for ACT based athletes and coaches.

Eligibility/Other Requirements: Post-graduate qualification in Psychology. Registration as a Psychologist with the Australian Psychology Board. Experience working within a multidisciplinary performance team environment to achieve high performance sport outcomes. Current Working With Vulnerable People Check.

Notes: This is a temporary part-time position of 14:42 hours (two full days) per week, available until 30 June 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Sarah Jack (02) 6207 4399 sarah.jack@act.gov.au

### **Revenue Management**

#### **Advice and Assessments**

#### **Administrative Service Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 00098)**

Gazetted: 06 February 2015

Closing Date: 20 February 2015

Details: The Revenue Management Division is responsible for providing advice on revenue and taxation policy; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering the Home Loan Portfolio and Land Rent Scheme and assessing applications for First Home Owner Grants. The Advice and Assessments Section is responsible for assessing duty and issuing concessions on transactions in the ACT. This role will provide information and advice to ACT residents on their duty liabilities and the available concessions schemes and grants, including First Home Owner Grant and Home Buyer Concession Scheme. This role is also responsible for assessing applications for these schemes, as well as assessing duty on property transactions. In order to make these assessments this position interprets the

legislation, procedures and policies to ensure consistency in decision making and good administrative practice. The role also involves adhering to confidentiality in accordance with ACT privacy legislations.

Notes: This is a temporary position available until 14 August 2015 with a possibility of extension. Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

Contact Officer: Chantel Potter (02) 6205 9044 chantel.potter@act.gov.au

#### **Shared Services**

##### **Human Resources**

##### **Record Services**

##### **Senior Records Management Officer**

##### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 12796)**

Gazetted: 09 February 2015

Closing Date: 23 February 2015

Details: The successful applicant will lead a small team of records management professionals within the File Management area in a busy and sometimes challenging environment. This role requires strong leadership, attention to detail and a good working knowledge of the TRIM/Records Manager 8 records management system. The successful applicant will possess high level customer service and will be instrumental in assisting the team in the delivery of quality records management services to ACT Government Directorates.

Eligibility/Other Requirements: A high level understanding of TRIM/Records Manager 8 is desirable.

Note: This is a temporary position available until 26 January 2016.

Contact Officer: Luke Halls (02) 6207 5790 luke.halls@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)**

#### **Housing and Community Services**

##### **Housing ACT**

##### **Housing Initiatives and Strategic Projects**

##### **Manager Tenant Relocation**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35181)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: The Manager Tenant Relocation is responsible for the research, development and management of the Tenant Relocation Strategy and associated work. This strategy will oversee the relocation of up to 1200 public housing tenants as part of the Public Housing Renewal Taskforce activity. The successful applicant will report to the Senior Manager, Housing Initiatives and Strategic Projects and is required to oversee the development and implementation of the Tenant Relocation Strategy. This strategy provides a framework for government, community sector and tenants to co-design their successful relocation and to maximise opportunities created by planned social housing redevelopment. A key focus is developing and maintaining people's links with their communities.

Eligibility/Other Requirements: The position occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills. Experience in a human services field and/or a relevant tertiary qualification is highly desirable. Experience using a range of IT business and office applications, including Microsoft Office Project would be desirable. An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services.

Notes: This is a temporary position available for up to two years.

Contact Officer: Biljana Petrova (02) 6205 1966 biljana.petrova@act.gov.au



**Service Strategy and Community Building**

**Service Reform and Governance**

**Strategic Implementation**

**Senior Policy Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 00166, several)**

Gazetted: 11 February 2015

Closing Date: 25 February 2015

Details: The Senior Policy Officer position requires a person who can contribute significantly to the development of strategic policy advice in the directorate. Working on a range of cross-cutting human services policy issues, they will have the opportunity to undertake research and 'greenfields' policy development, with the aim of enhancing service delivery and contributing to the achievement of high quality consumer service outcomes. The successful occupants will be required to analyse and provide advice on Cabinet submissions and other strategic policy documents. The position sits within the Strategic Implementation Unit and reports to the Senior Manager of the Unit.

Eligibility/Other Requirements: Qualifications and/or experience in human services policy development and implementation is desirable.

Notes: This is a temporary position available until 17 February 2016.

Contact Officer: Angkana Whiley (02) 6205 5218 [angkana.whiley@act.gov.au](mailto:angkana.whiley@act.gov.au)

**Housing and Community Services**

**Housing ACT**

**Housing Initiatives and Strategic Projects**

**Project Officer Tenant Relocation**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35182, several)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: The Project Officer Tenant Relocation will be responsible for the implementation of the Tenant Relocation Strategy including the provision of operational, administrative and coordination support as well as community linkages to ensure quality of service and tenant outcomes. The successful applicant will report to the Manager Tenant Relocation and will be required to assist with the development, coordination and management of the Tenant Relocation Strategy.

Eligibility/Other Requirements: The position occupant requires high level organisational skills and the ability to effectively prioritise work, meet deadlines and contribute to policy and strategy development throughout the tenant relocation process. Experience in a human services field and/or a relevant tertiary qualification is highly desirable. Experience in using a range of IT business and office applications, including Microsoft Office Project would be desirable but not essential. An understanding and knowledge, or the ability to quickly acquire, of Housing and Community Services and its role, function and services.

Notes: This is a temporary position available for up to two years.

Contact Officer: Biljana Petrova (02) 6205 1966 [biljana.petrova@act.gov.au](mailto:biljana.petrova@act.gov.au)

**Cultural Facilities Corporation**

**ACT Museums and Galleries**

**Visitor Services, Education and Community Programs**

**Senior Museum Assistant**

**Administrative Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 8518)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: ACT Museums and Galleries is seeking an organised and enthusiastic Senior Museum Assistant to work as part of the Visitor Services, Education and Community Programs team. ACT Museums and Galleries offers programs and services to a range of audiences across four sites - Canberra Museum and Gallery (CMAG), Lanyon Homestead, Calthorpes' House and Mugga-Mugga. This role demands excellent administrative, communication and organisation skills. Administrative skills associated with venue hire bookings and preparation involves a proven ability to efficiently maintain records and a proficiency with Microsoft Office. Organisation skills are crucial, and

the successful applicant will have demonstrated an ability to set priorities and manage concurrent tasks. Teamwork and the associated communication skills are vital for this position. The successful applicant will have experience in working as part of a team, including communicating with a range of people. This role is part time working four days per week.

Eligibility/Other Requirements: Must be prepared to work weekends and some evenings. A current ACT Driver's Licence, Working with Vulnerable People registration, A current Senior First Aid certificate is essential.

Note: Interviews may not be conducted for this position, recruitment may be based on application and referee reports only. This position involves physical activity, regular work in rural settings, some lifting and out-of-hours work.

Contact Officer: Danyka van Buuren (02) 6205 0584 danyka.vanbuuren@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@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)**

#### **Education Strategy**

##### **Student Engagement**

##### **Aboriginal and Torres Strait Islander Education**

##### **Manager - Aboriginal and Torres Strait Islander Education**

##### **School Leader B \$121,464, Canberra (PN: 32409)**

Gazetted: 06 February 2015

Closing Date: 20 February 2015

Details: Applications are sought from an innovative, high performing school leader to join the Aboriginal and Torres Strait Islander Section. The position will be required to actively contribute to the development of the Directorate strategies and priorities and lead the delivery of policies and programs. As a pivotal member of the branch leadership team the successful applicant will lead a change process to enhance educational outcomes for Aboriginal and Torres Strait Islander students. The successful applicant will work collaborative with stakeholders including schools, community, agencies and Directorate staff to provide leadership on Aboriginal and Torres Strait Islander education.

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). This is an identified Indigenous position.

Note: This is an office based teaching position and school stand down periods do not apply. 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: Martin Hine (02) 6205 4685 martin.hine@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.

#### **Deputy Director-General**

##### **Governance and Assurance**

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

##### **Senior Advisor**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 32977)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: The Education and Training Directorate is seeking a highly motivated and experienced officer to perform the role of Senior Advisor. The successful applicant will be responsible for providing high level advice to the

Director-General and Deputy Director-General on strategic, administrative and operational matters. Planning and managing projects relating to the operations and functions of the Directorate. Preparing presentations and speeches and managing quality assurance of speeches, reports and correspondence. Representing the Director-General and Deputy Director-General as required. Providing professional guidance and mentoring to staff supporting the Director-General and Deputy Director-General.

Notes: This is a temporary position available until 28 April 2015. Selection may be based on written application and referee reports only.

Contact Officer: Jane Cuzner (02) 6207 1317 jane.cuzner@act.gov.au

## **Education Strategy**

### **Student Engagement**

#### **Transitions and Careers**

##### **Careers and Transitions Program Manager**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35126, expected vacancy)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: The Careers and Transitions Program Manager position involves researching, analysing and providing advice to senior management on the development of policy and guidelines regarding student transitions and pathways, and career education in schools, including career development across the lifespan. The position also involves the ability to understand and work with ICT systems to effectively manage the 'Pathways' website, including resources for students, teachers, and parents/carers. The successful candidate will have the ability to work under pressure to set priorities and meet deadlines both independently and as a member of a team, and a proven capacity to liaise effectively with stakeholders.

Eligibility/Other Requirements: Experience in education, ICT and a qualification in Career Development desirable.

Notes: Selection may be based on 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: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

## **Deputy Director-General**

### **Governance and Assurance**

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

##### **Senior Cabinet and Assembly Officer**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 09406)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: 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 including preparing speeches, correspondence and briefs. The successful applicant will: Develop, implement and monitor procedures and policies in relation to Ministerial, Cabinet and Assembly business. Undertake the development of Assembly speeches, complex Cabinet submissions and Ministerials. Undertake research on issues arising from correspondence, and Cabinet and Assembly business. Prepare and coordinate high quality advice for Directorate participation. Provision of secretariat support for, key ACT advisory committees e.g. Government School Education Council and Non Government School Education Council (NGSEC). Coordinate the Directorate's strategic relations with external groups and key stakeholders and for whole-of-government input matters.

Notes: This is a temporary position available until 30 June 2015 with the possibility of an extension from this process. Successful applicant may be selected from application and referee reports only.

Contact Officer: Jane Cuzner (02) 6207 1317 jane.cuzner@act.gov.au

## **Governance and Assurance**

### **Media and Communications**

#### **Communications Officer - Events**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 13342)**

Gazetted: 11 February 2015

Closing Date: 18 February 2015

Details: The position is responsible for a number of headline events in the education calendar, including the ACT Training Excellence Awards and the Public Education Excellence Awards. The role involves project planning, management and budgeting for major events, and advising on events planning, management and communications for line areas of the Directorate. Capacity to work as part of a team, set priorities, meet deadlines, and liaise effectively with a wide variety of stakeholder groups essential.

Eligibility/Other Requirements: Experience and expertise in events management is desirable.

Notes: This is a temporary position available until 4 March 2016 with the possibility of an extension.

Contact Officer: Liana Dobson (02) 6205 4196 [liana.dobson@act.gov.au](mailto:liana.dobson@act.gov.au)

## **Education Strategy**

### **Student Engagement**

#### **Transitions and Careers**

##### **Careers and Transitions Project Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33424)**

Gazetted: 09 February 2015

Closing Date: 16 February 2015

Details: An opportunity exists to work as part of the Transitions and Careers section to contribute to the development and management of career education in schools, Pathways Planning and transition programs and projects including the annual CareersXpo. The successful applicant will: Liaise with schools, government, non-government and community agencies to provide advice on career and transitions policy and programs, including promotional presentations to school communities and stakeholder groups. Prepare and coordinate submissions, papers and correspondence on policy, ministerial briefings, speeches, government responses and other written material. Contribute to team building, and the training and development of section and Directorate staff, including assisting the manager in the management of human and financial resources and setting of priorities.

Eligibility/Other Requirements: Desirable: knowledge of and experience in transitions and career education in schools.

Notes: This is a temporary part-time position available until 31 December 2015 with the possibility of extension working 14:42 hours per week. Selection may be based on 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* will be required. For further information on Working with Vulnerable People registration refer to [www.ors.act.au](http://www.ors.act.au)

Contact Officer: Pene Butt (02) 6205 7873 [penelope.butt@act.gov.au](mailto:penelope.butt@act.gov.au)

## **Office for Schools**

### **Belconnen Network**

#### **Macgregor Primary School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 34369)**

Gazetted: 11 February 2015

Closing Date: 18 February 2015

Details: Macgregor Primary School is seeking; an individual who displays high level management and communication skills to ensure excellence in customer service is delivered. As a member of the Executive Team, the ideal candidate will contribute to the development and achievement of whole school/directorate strategic goals and the implementation of the school/directorate plan, including the leadership in the embedding of a Professional Learning Community model across the school. They will lead and support staff in promoting values, priorities and initiatives of the public education system. The ideal candidate will have the ability to manage a busy work environment with competing demands and successful experience in a range of settings is valued. Duties include but not limited to: Manage, lead and monitor all financial and resource matters, including coordinating the preparation of budgets and financial returns, in accordance with directorate and school policies and procedures; Manage, implement and develop directorate policies and procedures for both grounds and building facilities maintenance; Plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees; Seek appropriate feedback, advice and ongoing professional development opportunities. Confidently promote areas of strength and acknowledge

development needs. Support staff to establish and maintain positive and respectful relationships with students, staff, parents/carers and stakeholder groups in the wider community.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). A high understanding of financial management and computer systems including the MAZE system, First Aid qualifications or willingness to undertake appropriate training desirable.

Notes: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Principal for further information regarding this position. 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: Lana Read (02) 6205 7511 [lane.read@ed.act.edu.au](mailto:lane.read@ed.act.edu.au)

### **Office of the Deputy Director-General**

#### **Training and Tertiary Education**

#### **Skills Reform**

#### **Field Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 32281)**

Gazetted: 11 February 2015

Closing Date: 25 February 2015

Details: The Training and Tertiary Education branch is seeking a Field Officer to work within the Liaison and Engagement Unit. The successful applicant will have a detailed understanding of Vocational Education and Training (VET) systems, current reforms, relevant legislation and current issues. The successful applicant will liaise directly with VET students (including Australian Apprentices), employers, industry representatives, community organisations, employment service providers, schools, industry associations and other VET related bodies. The Field Officer will work with relevant VET stakeholders to encourage VET retention and completion rates, promote VET opportunities and gather intelligence from key VET stakeholders.

Notes: This is a temporary position available until 31 December 2016 with the possibility of extension. Part-time hours may be considered.

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

### **Office for Schools**

#### **Belconnen Network**

#### **Latham Primary School**

#### **Special Education Teacher**

#### **Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06378)**

Gazetted: 10 February 2015

Closing Date: 24 February 2015

Details: Latham Primary School is a small school which is committed to team work, differentiation, inclusivity and working with the community. An opportunity exists for an experienced Special Education Teacher to join our supportive team. Applicants should demonstrate an ability to work closely with others to maximise student potential.

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). Additional qualifications in Special Education are desirable.

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

Contact Officer: Liz Bobos (02) 6205 7345 [liz.bobos@ed.act.edu.au](mailto:liz.bobos@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**

**Turner School**

**Indonesian Language Teacher**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 31598)**

Gazetted: 05 February 2015

Closing Date: 19 February 2015

Details: Turner School is seeking a full-time teacher proficient in the Indonesian language to teach classes Kindergarten to year 6. Turner School is a fully inclusive school with an inquiry approach to curriculum and a focus on students learning through authentic contexts. Please visit our school website to learn more about our school.

[www.turners.act.edu.au](http://www.turners.act.edu.au).

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). Indonesian language proficiency.

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

Contact Officer: Jo Padgham (02) 6205 6622 [jo.padgham@ed.act.edu.au](mailto:jo.padgham@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.

**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**

**Division of Surgery and Oral Health**

**Dental Health Program**

**Clinical Director**

**Dentist Level 4 \$136,938, Canberra (PN: 28384)**

Gazetted: 12 February 2015

Closing Date:

The Position: The ACT Dental Health Program is seeking a committed, motivated and innovative person for the position of Clinical Director for the ACT Public Dental Sector. The successful applicant will have extensive dental knowledge and skills, experience in supervision, a high level of professional leadership and have a comprehensive understanding of the public sector. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. This position will be for a 12 month period with the possibility of an extension or permanent appointment.

Eligibility/Other Requirements: Prescribed Qualifications - Possession of a recognised Degree in Dental Surgery or Bachelor in Dental Science. Eligible for unconditional registration with Australian Health Practitioners Regulation Agency (AHPRA). Considerable experience in and knowledge of current dental procedures and the ability to supervise clinical staff. Knowledge and understanding of Occupational Health and Safety and Equity and Diversity principles and practices. Relevant postgraduate qualifications. Considerable experience in and knowledge of current dental procedures and the ability to supervise clinical staff is highly desirable.

Contact Officer: Loretta Bettiens (02) 6205 1088 [loretta.bettiens@act.gov.au](mailto:loretta.bettiens@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

**Director General Reports**

**Financial Management**

**Financial Operations Support**

### **Senior Client Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 11189)**

Gazetted: 12 February 2015

Closing Date: 19 February 2015

Details: This position leads a small finance team in the provision of financial support to operational branches within the Canberra Hospital and Health Services (CHHS). This position will also form part of the leadership group within the Financial Operations Support section and will be responsible for contributing to strategic planning within the unit.

Eligibility/Other Requirements: Possession of a tertiary or postgraduate qualification in an accounting or related discipline is highly desirable. Relevant experience in a hospital or health care setting, leading and managing a team are highly 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.

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: Serge Papin (02) 6244 3797

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

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

**Alcohol and Drug Program**

**Nurse Manager of the Consultation and Liaison and Co Morbidity Service and IMPACT Program Liaison Officer**

**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 22030)**

Gazetted: 12 February 2015

Closing Date: 20 February 2015

Details: To be successful in the role of Nurse Manager of the Consultation and Liaison and Co Morbidity Service including the role of the IMPACT Program Liaison Officer you will need to be enthusiastic and have an understanding of the needs of clients with alcohol and drug issues including pregnant women on opiate replacement. You will be able to liaise with Care and Protection and maintain effective working relationships with a range of services. You will be expected to manage the financial and human resources of the team. This position reports to the Director of the Alcohol and Drug Services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold a current driver's licence. Hold or are working towards post graduate tertiary qualifications relevant to the area of specialty is 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 as two referee reports 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: Sally Billington (02) 6174 7966

### **Health Infrastructure and Planning**

#### **Health Infrastructure Program Strategic Accommodation - Asset Management**

##### **Strategic Accommodation Officer**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 15075)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: Health Infrastructure and Planning is looking for a motivated and experienced Strategic Accommodation Project Officer. This position will undertake activities to support strategic accommodation requirements of the organisation as they relate to general accommodation, leasing demand and staging and decanting. The position will undertake audits, maintain administrative records and registers and undertake specific project activity.

Eligibility/Other Requirements: Relevant qualifications or experience in project and/or asset management are 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.

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: Carolyn Bartholomew (02) 6174 8034

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

#### **Clinical Support Services**

##### **Acute Support Service**

##### **Psychology Manager/Senior Psychologist**

##### **Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 16057)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: Are you looking for an opportunity to manage the Acute Support Psychology Team based at the Canberra Hospital? The team has a permanent, full-time vacancy for a Psychology Manager/Senior Psychologist. This is an excellent team of friendly, supportive and highly motivated staff providing evidence based care to inpatients and outpatients across four divisions of Canberra Hospital and Health Services (CHHS). The team consists of Clinical Psychology and Clinical Neuropsychology roles. Managerial support is provided by the Acute Support Allied Health Director. Strong relationships with the other Acute Support Allied Health managers provide plenty of collegiate support and advice. The position will have either a Clinical Psychology or Clinical Neuropsychological caseload,



dependent on the successful applicant's qualifications and the Psychology Board of Australia's Endorsement and supervision status, in order to maintain clinical services. For Clinical Psychology, common referral questions include those for assessment and treatment of a range of clinical psychological presenting issues across a number of conditions, including depression, anxiety and sleep difficulties. Clinical Psychological intervention aims to assist with a number of areas of patient functioning, including return to premorbid functions (e.g. return to work) and with day-to-day tasks. For Clinical Neuropsychology, common reasons for referral include safety to return home, determining if patients have emerged from post-traumatic amnesia, suitability to return to work and driving, differential diagnoses of dementia, as well as responding to enquiries and referrals regarding decision making capacity. For either a Clinical Psychology or Neuropsychology applicant, this diversity of caseload presents as an exciting opportunity to use your skills and experience across various areas, and works closely with other multidisciplinary colleagues. Regular professional development/peer consultation opportunities exist with cross-divisional Psychology colleagues.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Psychology or Clinical Neuropsychology.

General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Mandatory

registration requirements: Area of Practice Endorsement in Clinical Psychology or Clinical Neuropsychology. AHPRA Board approved Psychology supervisor for Higher Degree students, Secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology or Clinical Neuropsychology Area of Practice Endorsement.

Notes: Selection may be based on written application and referee reports only. This position may be required to participate in an overtime, on call, and/or rotation roster. To apply please submit your curriculum vitae and written referee reports from two professional referees (one of which should be your current supervisor).

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

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

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

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

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Contact Officer: June Gunning (02) 6174 5135

## **Canberra Hospital and Health Services**

### **Women, Youth and Children**

#### **Women's and Babies**

##### **Midwife**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 29876)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: Canberra Midwifery Program, based in the Birth Centre at Canberra Hospital, currently have a permanent fulltime vacancy for a Level 2 Registered Midwife. This position would suit an enthusiastic and experienced midwife interested in providing woman-centered care through a caseload model of midwifery care.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Authority (AHPRA), and a current unconditional driver's licence.

Notes: This position is full-time but part-time employment (minimum of 28:07 hours per week) may be negotiated. Salary complemented with 40% loading plus car allowance, as per Schedule 3 of Nursing and Midwifery Agreement 2014-2017.

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: Melissa Pearce 0411 245 642

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

#### **Deputy Director General Canberra Hospital and Health Services**

#### **Executive Director of Medical Services**

#### **Primary Care Liaison Nurse**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 33250)**

Gazetted: 12 February 2015

Closing Date: 19 February 2015

Details: A permanent part-time Registered Nurse/Registered Midwife Level 2 Primary Care Liaison Nurse role has been developed within the GP Liaison Unit (GPLU) at the Canberra Hospital. The GPLU is a small team based at Canberra Hospital that includes a GP, Registered Nurses and Administrative Support. The GPLU aims to enhance communication between the hospital and general practices, facilitating smooth transfer of patient information. This helps to ensure that patients' treatment is continued in a way that aids their recovery and minimizes unplanned readmissions. Under direction, the Primary Care Liaison role will act as the contact point for the wider primary health care workforce, strengthening the interface between Canberra Hospital and Health Service (CHHS), GPs and other primary health care providers such as practice nurses, midwives, physiotherapists, psychologists, pharmacists and other allied health professionals. The successful applicant will have strong communication and liaison skills and an understanding of both the acute and primary health care sectors.

Eligibility/Other Requirements: Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse/Registered Midwife.

Note: This is a permanent part-time position at 28 hours per week. Candidates are invited to submit a written application against the selection criteria. Candidates are also required to submit a current Curriculum Vitae and the contact details of two current 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: Sharon Hindmarsh (02) 6244 2511 sharon.hindmarsh@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Rehabilitation Allied Health  
Senior Occupational Therapist**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 27178)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: An exciting opportunity exists for an enthusiastic and suitably qualified Occupational Therapist to work within the Rehabilitation and Aged Care Occupational Therapy team. The position will provide clinical services in the community in an aged care setting. The position will work within RADAR (Rapid Assessment of the Deteriorating Aged at Risk) and the Memory Assessment Service in a half time capacity each. The successful applicant will have support from a very experienced team of clinicians, as well as direct clinical supervision from the Health Professional Officer 4 Occupational Therapist.

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

Notes: This is a temporary position available until 31 December 2015, with the possibility of extension. Full-time and part-time applicants will be considered. This position may be required to participate in overtime, on call, and/or rotation roster. Applicants are strongly encouraged to contact the contact officer to discuss the position. 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: Tegan Reid (02) 6244 3286 or 0408 695 174 [tegan.reid@act.gov.au](mailto:tegan.reid@act.gov.au)

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

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 35112)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: Expressions of Interest (EOI) are sought from an enthusiastic and innovative individual to temporarily fill the role of Occupational Therapist assisting with the implementation of the National Disability Insurance Scheme (NDIS) within Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). Adult Mental Health Services are contemporary evidence based services providing high quality mental health care that is guided by principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. It is an expectation that you will contribute your expertise to assist people to access the National Disability Insurance Scheme (NDIS) for the MHJHADS. You will be required to undertake quality initiatives to promote access to the NDIS for people who use these services utilising best practice and person-centred care.

Eligibility/Other Requirements: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. A minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a temporary position available until 30 June 2015.

To complete your EOI (two page max) you must prepare responses to the selection criteria as well as provide a current CV and contact phone numbers of two referees and upload this as part of your application.

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

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

### **Special Purpose Accounts**

#### **Research**

##### **Research Officer**

##### **Research Officer Grade 2 \$61,874 - \$66,997, Canberra (PN: 29875)**

Gazetted: 12 February 2015

Closing Date: 19 February 2015

Details: An exciting position for a Research Officer has become available in the Renal Service, Division of Medicine.

Eligibility/Other Requirements: An appropriate degree.

Notes: This is a temporary position available for two years until February 2017. The successful application may be selected based on written application and referee report only.

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

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

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

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: Michele Edwards (02) 6244 2821

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

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

##### **Operating Room**

##### **Anesthetic Nurse**

##### **Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 27282)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: Perioperative Services at the Canberra Hospital is seeking a dynamic Registered Nurse to join our team in the role of Anaesthetic Nurse. Our Perioperative Unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This is a temporary position available until February 2016 with the possibility of permanency.

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: Sarah Butler (02) 6244 2765

## **Health Infrastructure and Planning**

### **Health Infrastructure Support**

#### **Finance Administration Officer**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 22851)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: Health Infrastructure and Planning is seeking a suitably experienced Finance Administration Officer. To be successful in this position you will need to be customer focused, have excellent time management skills and be a team player.

Notes: This is a temporary position available until June 2016.

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: Sam Morgan (02) 6174 8002

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Pharmacy - TCH**

**Casual Pharmacy Technician**

**Technical Officer Level 1 \$50,794 - \$53,253, Canberra (PN: C08133, several)**

Gazetted: 12 February 2015

Closing Date: 19 February 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic and talented team who strive to provide a patient centered, competent, contemporary and forward-thinking service to all our customers. Duties include the following: Provision of a high level of customer service. Dispensing medications. Provision of medications to CHHS services. Non-sterile compounding. Contributing to technician continuing education and quality improvement activities

Eligibility/Other Requirements: Provide pharmacy services on weekends and extended hour shifts as rostered. At least one year of experience working in hospital pharmacy. Cert III in Hospital –Health Services Pharmacy Support.

Notes: There are several casual positions available.

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: Monica Jones (02) 6244 2118

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy**

**Pharmacy Technician**

**Technical Officer Level 1 \$50,794 - \$53,253, Canberra (PN: 21792)**

Gazetted: 12 February 2015

Closing Date: 26 February 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic and talented team who strive to provide a patient centred, competent, contemporary and forward-thinking service to all our customers.

Duties include the following: Provision of a high level of customer service; Dispensing medications; Provision of medications to CHHS services; Non-sterile compounding; Contributing to technician continuing education and quality improvement activities.

Eligibility/Other Requirements: At least one year of experience working in hospital pharmacy. Cert III in Hospital – Health Services Pharmacy Support. SHPA membership highly 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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Contact Officer: Monica Jones (02) 6244 2118

### **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)**

#### **Strategic Finance**

##### **Deputy Chief Finance Officer**

**Executive Level 1.2 \$197,350 to \$207,343 depending on current superannuation arrangements, Canberra (PN: E761)**

Gazetted: 09 February 2015

Closing Date: 20 February 2015

Details: The Justice and Community Safety Directorate is seeking applications from experienced Senior Executives to fill the role of Deputy Chief Finance Officer. The Deputy Chief Finance Officer is a key position within the Justice and Community Safety Directorate. The role assists the Chief Finance Officer with the provision of finance support services and advice across the Directorate and to the Ministers and is responsible for providing the day to day leadership of the Strategic Finance Unit which delivers the support and financial services required to managing the Directorate's budget and financial services including the strategic indicators.

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

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

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

Contact Officer: Moira Crowhurst (02) 6207 8420 [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au)

#### **Emergency Services Agency**

##### **Commissioner's Office**

##### **Executive Support Unit**

##### **Executive Officer to ESA Commissioner**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 24880)**

Gazetted: 11 February 2015

Closing Date: 25 February 2015

Details: The Emergency Services Agency (ESA) is seeking an applicant to fill the role Executive Officer. This position is to work in the Commissioner's Office in the ESA. Duties include: supporting the ESA Commissioner by providing efficient and cohesive management and support of the Commissioner's Office; managing the governance of the ESA's Strategic Committees; managing and coordinating correspondence in the Commissioner's Office; preparing high level correspondence and coordinating meetings and activities between relevant ESA Chief Officers and Directors. Manage stakeholder activities related to the delivery of project objectives and outcomes. Developing stakeholder relationships and networks, preparation and clearance of correspondence, briefs, submissions and reports and leading a team to work collaboratively across the organisation and with external partners.

Eligibility/Other Requirements: Tertiary qualifications and management experience in the Public Service are desirable.

Notes: This is a designated security assessed position. Confirmation of appointment is subject to satisfactory outcome of the security clearance. Applicants must provide contact information for two referees.

Contact Officer: Dominic Lane (02) 6207 8383 [dominic.lane@act.gov.au](mailto:dominic.lane@act.gov.au)

**Public Trustee for the ACT  
Financial Management Services Unit  
Public Trustee  
Senior Trust Officer**

**Trust Officer Level 2 \$73,395 - \$89,170, Canberra (PN: 43732, several)**

Gazetted: 10 February 2015

Closing Date: 24 February 2015

Details: The Public Trustee for the ACT (PTACT) is a Territory Authority which provides high quality trustee, financial management and executorial services to the Community. PTACT seeks the services of a person with high level middle-management skills, excellent interpersonal skills/experience and demonstrated experience in financial/accounts management, who will assume responsibility for the administration of the more complex matters arising from financial management orders of the ACT Civil and Administrative Tribunal (ACAT) and appointments as attorney under Enduring Power of Attorney within the Financial Management Services Unit. The successful applicant will have an ability to communicate effectively with clients and stakeholders (including ACAT and the Public Advocate) an ability to understand and apply relevant legislation, capacity to manage competing work pressures/meet deadlines and to work autonomously.

Eligibility/Other Requirements: Current driver's licence and computer literacy are considered essential. Completion or partial completion of relevant studies, accounting or other qualification is desirable.

Notes: As face to face interviews may not be conducted, applicants should include two referee reports with their application. The occupant may be required to rotate throughout other positions at the same classification within PTACT. 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: Jenny Woolrych (02) 6207 9800 [jennifer.woolrych@act.gov.au](mailto:jennifer.woolrych@act.gov.au)

**ACT Government Solicitor**

**Executive**

**Accounts Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 18366)**

Gazetted: 10 February 2015

Closing Date: 17 February 2015

Details: ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, Ministers and Office Holders. ACTGS is seeking the services of an Accounts Officer to undertake the accounts payable functions for the office including coding and processing of accounts into two electronic systems (Oracle and Open Practice). The successful applicant will also be responsible for managing the travel and accommodation bookings for the office and the reconciliation of associated accounts and credit cards. The accounts officer will need to liaise with creditors and solicitors and will need to be well organised, an effective communicator, with initiative and motivation.

Eligibility/Other Requirements: Experience in processing accounts payable is essential. Experience in the use of Oracle financial system and/or Open Practice is highly desirable.

Notes: This temporary position will be filled for an initial 12 month period with the possibility of permanency. An order of merit may be established from this recruitment process to fill future vacancies at level.

Contact Officer: Gayle Sillis (02) 6207 0631 [gayle.sillis@act.gov.au](mailto:gayle.sillis@act.gov.au)

**Office of Regulatory Services**

**Transport Regulation**

**Road User Services**

**Purchasing Officer**

**Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 01340)**

Gazetted: 05 February 2015

Closing Date: 12 February 2015

Details: Provide high quality customer services in a regulatory environment including liaising with suppliers of goods and services to develop effective working relationships. Perform all functions as Purchasing Officer, exercise appropriate financial delegation and ensure compliance with ACT Government financial management policies and procedures on behalf of Road User Services(RUS). Perform all functions as Plates Officer for RUS, ordering,



receiving and distributing registration plates. Provide assistance and advice relating to the purchase of goods and services for RUS. Be responsible for the supply of corporate wardrobe, uniform and personal protective equipment and other related equipment on behalf of RUS. Provide administrative, purchasing/procurement, financial assistance and prepare correspondence as required. Demonstration of the principles of workplace diversity, participative work practices, and Occupational Health and Safety.

Notes: This is a temporary vacancy available from asap until 24 April 2015 with the possibility of extension. This position was advertised previously and applications sent through previously will be assessed for this vacancy.

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

Applications should be sent to the contact officer.

Contact Officer: Leighton Phipps (02) 6207 7172 leighton.phipps@act.gov.au

### **Office of Regulatory Services**

#### **Transport Regulation**

#### **Road User Services/Traffic Camera Office**

#### **Field Officer**

#### **Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: 33450, several)**

Gazetted: 09 February 2015

Closing Date: 23 February 2015

Details: Under the general direction of the Field Supervisor: Effectively operate traffic offence detection devices in accordance with legislation and operating procedures. This includes being responsible for: Security, safe keeping and correct use of all equipment, facilities and vehicles. Correct calibration of equipment, record keeping, site positioning and site attendance. Operating the equipment from the inside of a vehicle, during regular early morning, night and weekend shifts as directed. Adherence to all operational, security, safety and emergency procedures issued by the department. Perform delegated responsibilities according to relevant Road Transport legislation, and represent the unit in court proceedings as required. Provide feedback to management on operational issues including site suitability, equipment performance, safety and security issues. Maintain confidentiality at all times and adhere to privacy guidelines, customer service standards, code of conduct and any other instruction issued by management or as described in the Traffic Camera Office (TCO) Operations Manual. Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices, Occupational Health and Safety and staff development and training. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: A current, non-disqualified or restricted, driver's licence is required. Ability to work shift work as directed. The functions of this position are performed largely in the confined space of a motor vehicle, close to fast moving traffic and in all weather conditions. Operators require good eyesight.

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

Contact Officer: Gordon Stone (02) 6207 5770 gordon.stone@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 Enterprise Division**

#### **Capital Linen Service**

#### **General Manager, Capital Linen Service**

#### **Executive Level 1.2 \$197,350 to \$207,343 depending on current superannuation arrangements, Canberra (PN: E394)**

Gazetted: 09 February 2015

Closing Date: 23 February 2015

Details: The Territory and Municipal Services Directorate is seeking an experienced Executive to lead Capital Linen Service.

Capital Linen Service provides managed linen services to a wide range of ACT clients, including public and private hospitals, health and aged care providers, hotels, restaurants, major tourist attractions, educational institutions and emergency services.

In 2013-14 Capital Linen Service laundered and delivered over 5,400 tonnes of linen, a four percent increase over the previous year. We supply over 200 specific products across our hospital, operating theatre, accommodation and food and beverage range.

In the accommodation sector our revenue grew by 10 percent during the year due to the acquisition of new customers and the addition of new products to existing customer profiles. We continued to achieve high levels of customer retention with feedback indicating good levels of satisfaction with reliability and product quality. The order completion rate for one of our biggest customers, Canberra Hospital, was maintained at over 99 percent. The General Manager is responsible for all aspects of the business including Strategic Planning, Financial Performance and Revenue Growth, and Human Resources. The role requires a commercially astute Senior Executive capable of operating within a public sector environment. The General Manager reports to the Executive Director Business Enterprises, Territory and Municipal Services Directorate.

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

Contract: The successful applicant will be engaged under a performance based contract for up to two years, commencing 14 April 2015. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Phillip Perram (02) 6207 2333 [phillip.perram@act.gov.au](mailto:phillip.perram@act.gov.au)

## **Parks and City Services**

### **Parks and Conservation**

#### **Design and Development**

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

##### **Senior Professional Officer Grade C \$89,786 to 96,809, Canberra (PN: 18940)**

Gazetted: 10 February 2015

Closing Date: 24 February 2015

Details: Parks and City Services (PACS), a Division within the ACT Directorate of Territory and Municipal Services (TAMS), is the single land manager for the ACT Government responsible for planning, developing and managing Canberra's extensive parks, nature reserves, open spaces and the National Arboretum Canberra. It also develops and implements policies and programs for environmental sustainability, natural resource management, the ACT's biosecurity, animal welfare services and Canberra's many public libraries. The Design and Development (D&D) Section of PACS is a dedicated team of Landscape Architects, Planners and Project Managers with specific responsibility for Urban Park Planning and delivery of related capital works projects through effective project management. The senior project officer will be required to develop and effectively Project Manage a number of PACS capital works projects through the engagement of ACT Government delivery agencies, consultancies and or contractors. The senior project officer will be required to maintain communications with stakeholders, both internal to TAMS, other ACT Government Directorates and importantly with community and relevant stakeholder groups. The position requires well developed skills in project management to meet sometimes demanding schedules as well as provide professional advice and assistance to other officers and managers within PACS.

Eligibility/Other Requirements: Relevant professional tertiary qualifications such as Landscape Architecture, Architecture, Project Management or Planning. Relevant Technical or Domain Knowledge including competence in software tools such as Microsoft Office suite, Microsoft Project and Risk Management Tools.

Notes: This is a temporary vacancy available from 28 April 2015 to 30 June 2015 with the possibility of extension. Succinct applications that clearly demonstrate applicant's contribution/s towards successful team projects will be viewed highly. Selection may be based on application and referee reports only.

How to Apply: Applications 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.

Contact Officer: Diana Hill 62076911 [diana.hill@act.gov.au](mailto:diana.hill@act.gov.au)

**Parks and City Services  
Parks and Conservation  
Design and Development  
Project Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 16806)**

Gazetted: 10 February 2015

Closing Date: 24 February 2015

Details: Parks and City Services (PACS), a Division within the ACT Directorate of Territory and Municipal Services (TAMS), is the single land manager for the ACT Government responsible for planning, developing and managing Canberra's extensive parks, nature reserves, open spaces and the National Arboretum Canberra. It also develops and implements policies and programs for environmental sustainability, natural resource management, the ACT's biosecurity, animal welfare services and Canberra's many public libraries. The Design and Development (D&D) Section of PACS is a dedicated team of Landscape Architects, Planners and Project Managers with specific responsibility for Urban Park Planning and delivery of related capital works projects through effective project management. The project officer will assist in the project management of consultancies relating to the delivery of PACS capital works. The project officer will be required to maintain communications with stakeholders, both internal to TAMS, other ACT Government Directorates and importantly with community and relevant stakeholder groups. The position requires well developed skills in project management to meet sometimes demanding schedules as well as provide professional advice and assistance to other officers and managers within PACS. Eligibility/Other Requirements: Relevant tertiary qualifications such as Landscape Architecture, Architecture, Project Management or Planning.

Notes: This is a temporary vacancy available from 1 March 2015 until 30 July 2015 with the possibility of extension. Succinct applications that clearly demonstrate applicant's contribution/s towards successful team projects will be viewed highly. Selection may be based on application and referee reports only.

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

Contact Officer: Diana Hill 62076911 diana.hill@act.gov.au

**Parks and City Services  
Parks and Conservation Service  
Senior Park Ranger**

**Senior Park Ranger 3 \$68,766 - \$72,789, Canberra (PN: 34403, several)**

Gazetted: 05 February 2015

Closing Date: 25 February 2015

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Senior Ranger is a key operational leadership position that supervises ranger staff and develops land management programs. Well developed skills and knowledge of land management and staff management are required, along with high level communication skills.

Eligibility/Other Requirements: All applicants are required to address the selection criteria as well as provide an updated resume. All applicants must submit two written referee reports addressing the selection criteria graded using the stipulated rating scale, with their written application. All applicants are required to hold a current manual driver's licence. Applicants would be expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training. This position is classified as a Designated Fire Position under the Territory and Municipal Services (TAMS) Enterprise Agreement. Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate, wear a uniform and hold manual driver's licence is essential. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management are highly desirable.

Notes: Selection may be based on consideration of written application and referee reports only. An order of Merit Register will be established and used to fill permanent, fixed term (between one and five years) and temporary (up to 12 months) vacancies at level for the next 12 months.

Contact Officer: Andrew Halley (02) 6207 1679 andrew.halley@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**

**Public Transport**

**ACTION**

**Electronics Technician - Workshops**

**Technical Officer Level 3/4 \$64,187 - \$84,803, Canberra (PN: TO0004)**

Gazetted: 11 February 2015

Closing Date: 25 February 2015

Details: ACTION Workshops, as part of the Public Transport Branch, is responsible for maintaining and servicing ACTION's fleet. The occupant of the position will be responsible for servicing and maintaining ACTION's fleet safety, complying to ACT roads and traffic regulations and maintaining ACTION's fleet electronic equipment and systems.

Eligibility/Other Requirements: Appropriate qualifications in Auto Electrical/Electronic and/or relevant certificates are mandatory. Must hold or have the capability to obtain a current HR class driver's licence.

Notes: This is a permanent full-time position. The positions are generic across ACTION workshops.

Contact Officer: Darrell Shepherd (02) 6207 7911 darrell.shepherd@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**

**Urban Treescapes**

**Tree Operations Leading Hand**

**General Service Officer Level 5/6 \$48,453 - \$53,324, Canberra (PN: 45585, several)**

Gazetted: 10 February 2015

Closing Date: 24 February 2015

Details: The Urban Treescapes section within City Services is permanently recruiting to three vacant General Service Officer Level 5/6 (GSO5/6) positions within the Tree Operations crews. The primary responsibilities include lead and work as part of a team of employees engaged in urban tree maintenance activities and coordinate the use of resources to implement work programs and projects. Assist in staff training and provide induction training for new and temporary staff. Undertake all work tasks in accordance with Australian Standards for tree maintenance and Occupational, Health and Safety (OHS) Legislation.

Eligibility/Other Requirements: Current driver's licence; medium rigid class, essential. Certificate III in Horticulture or Arboriculture is highly desirable. Chain Saw Certificate and Elevated Work Platform Ticket are highly desirable. Ability to undertake the physical requirements of the tasks listed in the Position Description.

Notes: A number of training options will need to be met to be eligible to cross the soft barrier between GSO5 and GSO6.

Contact Officer: Matt Badham (02) 6207 7852 Matt.Badham@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**

**Urban Treescapes**

**Tree Operations Leading Hand**

**General Service Officer Level 3/4 \$43,709 - \$47,730, Canberra (PN: 45558, several)**

Gazetted: 10 February 2015

Closing Date: 24 February 2015

Details: The Urban Treescapes section within City Services is permanently recruiting for two vacant General Service Officer Level 3/4(GSO3/4) positions within the Tree Operations crews. Activities include operating and working with and in close proximity to chainsaws, elevated work platforms, wood chippers and general tree pruning duties. The primary responsibilities include working as part of a team of employees engaged in urban tree maintenance activities including operating and working with and in close proximity to chainsaws, elevated work platforms, wood chippers and general tree pruning duties. Undertaking all tasks in accordance with Australian Standards for tree maintenance and Occupational, Health and Safety (OHS) Legislation.

Eligibility/Other Requirements: Current driver's licence, preferably light rigid class, highly desirable. Certificate III in Horticulture or Arboriculture is highly desirable. Chain Saw Certificate and Elevated Work Platform Ticket are highly desirable. Ability to undertake the physical requirements of the tasks listed in the Position Description.  
Notes: A number of training options will need to be met to be eligible to cross the soft barrier between GSO3 and GSO4.

Contact Officer: Matt Badham (02) 6207 7852 Matt.Badham@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**

#### **Teacher Level 1 \$65,460 - \$87,344**

Nicole Townsend 820-71514, Section 68(1), 5 February 2015

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

#### **Senior Officer Grade A \$127,557**

Melanie Skinner 782-88155, Section 68(1), 27 January 2015

### **Community Services**

#### **Health Professional Level 2 \$57,352 - \$78,731**

Elizabeth Pallas 844-84443, Section 68(1), 9 February 2015

### **Education and Training**

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

Sarah Page 817-94200, Section 68(1), 11 February 2015

### **Health**

#### **Health Professional Level 2 \$57,352 - \$78,731**

Katie Burns 834-44618, Section 68(1), 4 February 2015

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

Thea Guevara 834-44474, Section 68(1), 11 February 2015

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

Angela Hanley 845-20256, Section 68(1), 6 February 2015

#### **Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)**

Rochelle Hastings 844-57787, Section 68(1), 5 February 2015

#### **Enrolled Nurse Level 1 \$53,501 - \$57,161**

John Krstanovic 836-15317, Section 68(1), 9 February 2015

**Registered Nurse Level 5.5 \$144,870**

Margaret McLeod 844-83264, Section 68(1), 2 February 2015

**Justice and Community Safety**

**Ambulance Support Officer 1 \$48,163 - \$51,314**

Hannah Lauren Dennes 844-84216, Section 68(1), 2 February 2015

**Territory and Municipal Services**

**Bus Operator - Training \$61,461**

Richard Barratt 141-110, Section 68(1), 6 February 2015

**Bus Operator - Training \$61,461**

Kirsten Brazel 141-099, Section 68(1), 6 February 2015

**Bus Operator - Training \$61,461**

Sukhjinder Singh 141-107, Section 68(1), 6 February 2015

**Bus Operator - Training \$61,461**

Jeremy Vickers 141-101, Section 68(1), 6 February 2015

**Bus Operator - Training \$61,461**

Michelle Williams 141-109, Section 68(1), 6 February 2015

**Bus Operator - Training \$61,461**

Sam Zilinskas 141-084, Section 68(1), 6 February 2015

***TRANSFERS***

**Health**

**Jacob Mabil Atem: 835-90535**

From: Registered Nurse Level 1 \$63,804

Health

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

Health, Canberra (PN. 33950) (Gazetted 27 November 2014)

**Melarine Mbegabulawe: 844-34155**

From: Registered Nurse Level 3.1 \$93,917

Calvary Health Care ACT (Public)

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

Health, Canberra (PN. 24364) (Gazetted 20 November 2014)

***PROMOTIONS***

**ACT Auditor General's Office**

**Performance Audits**

**Jonathan Brown: 835-68469**

From: Audit Band 1 (Senior Auditor) \$74,832 - \$91,129  
Auditor-General  
To: †Audit Band 2 (Audit Manager) \$96,145 - \$103,666  
ACT Auditor General's Office, Canberra (PN. 42801) (Gazetted 1 December 2014)

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

#### **Shared Services**

##### **Human Resources**

##### **Payroll and Personnel**

##### **Paul Edward Goulder: 820-75080**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09366) (Gazetted 12 February 2015)

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

### **Education and Training**

#### **Office for Schools**

##### **North Canberra/Gungahlin Network**

##### **Amaroo School**

##### **Ian Thomson: 787-65185**

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 09756) (Gazetted 2 December 2014)

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

### **Health**

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

##### **Medicine**

##### **Pharmacy - TCH**

##### **Carol Chan: 836-13282**

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$93,254 - \$100,382

Health, Canberra (PN. 32635) (Gazetted 8 January 2015)

### **Territory and Municipal Services**

#### **Roads and Public Transport**

##### **Public Transport**

##### **ACTION/Recruitment and Training**

##### **Brendan Mackin: 821-24305**

From: Bus Operator \$68,179

Territory and Municipal Services

To: †Transport Officer Grade 2 - ACTION \$79,446

Territory and Municipal Services, Canberra (PN. A20108) (Gazetted 1 December 2014)

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