



ACT Government Gazette

Gazetted Notices for the week beginning 05 March 2015

Executive Notices

Chief Minister, Treasury and Economic Development Directorate

Contract Cessation

John Fletcher – General Manager, ACT Insurance Authority (E259) – 08.11.2014

Note: The following Executive has been issued with a new contract as outlined below. This notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

Engagement

John Fletcher – General Manager, ACT Insurance Authority (E259) Section 72 of the Public Sector Management Act 1994

Community Services Directorate

Variation – Transfer

Richard Baumgart – Director, Disability ACT (E271) Section 80A(1)(a) of the Public Sector Management Act 1994

VACANCIES

ACT Auditor General's Office

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

Financial Audit

Audit Manager

Audit Band 2 (Audit Manager) \$96,145 - \$103,666, Canberra (PN: 10743, several)

Gazetted: 11 March 2015

Closing Date: 26 March 2015

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Audit Managers are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, client relationship management and the provision of professional and technical advice on a range of audit issues. As an Audit Manager you will receive a salary between \$96,145 to \$103,666 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary Professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by Certified Practising Accountants Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). These positions are Designated Security Assessed Positions/Positions of Trust. The successful candidates will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Notes: These are temporary positions available for a period of up to 12 months with the possibility of permanency from this process. Shortlisted applicants will be asked to nominate two referees that can be contacted by the Selection Committee.

Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Financial Audit

Senior Auditor

Audit Band 1 (Senior Auditor) \$74,832 - \$91,129, Canberra (PN: 60341, several)

Gazetted: 11 March 2015

Closing Date: 26 March 2015

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Senior Auditors are responsible for a range of functions including planning, managing, conducting and reporting the results of financial audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues. As a Senior Auditor you will receive a salary between \$74,832 to \$91,129 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary Professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by Certified Practising Accountants Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). These positions are Designated Security Assessed Positions/Positions of Trust. The successful candidates will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Notes: These are temporary positions available for a period of up to 12 months with the possibility of permanency from this process. Shortlisted applicants will be asked to nominate two referees that can be contacted by the Selection Committee.

Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Financial Audit

Auditors (including graduates)

Audit Band 1 (Auditor) \$55,732 - \$71,071, Canberra (PN: 42817, several)

Gazetted: 11 March 2015

Closing Date: 26 March 2015

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. We need people with good communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Auditors are responsible for financial audit assignments including assisting in planning, managing, conducting and reporting the results of financial audits of ACT public sector entities. As an Auditor you will receive a salary between \$55,732 to \$71,071 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary professional accounting, audit and information technology qualifications are highly desirable. Completion or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include accounting and audit qualifications provided by Certified Practising Accountants Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). These positions are Designated Security Assessed Positions/Positions of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Notes: These are temporary positions available for a period of up to 12 months with the possibility of permanency from this process. Shortlisted applicants will be asked to nominate two referees that can be contacted by the Selection Committee.

Contact Officer: David O'Toole (02) 6205 3087 david.o'toole@act.gov.au

Calvary Health Care ACT (Public)

Medical Services

Obstetrics and Gynaecology

Senior Registrar

Senior Registrar \$116,063, Canberra (PN: 7454)

Gazetted: 06 March 2015

Closing Date: 6 June 2015

Details: Calvary Hospital is seeking applications from appropriately qualified doctors interested in accredited or non-accredited training positions in the specialty of Obstetrics and Gynaecology. A vacancy exists for a senior registrar. Applications from junior registrars will also be considered. All offers will be consistent with level. Please visit our website and refer to the position duty statement for detailed information about specific eligibility requirements and responsibilities. Calvary enjoys a reputation as a supportive and dynamic training environment for trainees interested in a career in obstetrics and gynaecology. As a Calvary employee, you will be provided generous terms and conditions of employment, as well as on-going professional development and the opportunity to excel. The position is available for commencement during the 2015 academic year. Applicants for 2016 will also be considered.

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

Note: Calvary Health Care Bruce is a smoke free campus. Aboriginal and Torres Strait Islander people are encouraged to apply. The preferred candidate may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo pre-employment screening.

Contact Officer: For enquiries about the role, contact Dr. John Hehir 0417 440 124. For enquiries about how to apply, contact Tonia Alexander (02) 6264 7129. tonia.alexander@calvary-act.com.au

Applications can be forwarded to: Please submit your application via Calvary Health Care Website <http://www.calvary-act.com.au/career-vacancies.html?state=act> applications@calvary-act.com.au

Resident Medical Officer

Resident Medical Officer \$77,850 - \$95,727, Canberra (PN: Various)

Gazetted: 06 March 2015

Closing Date: 6 June 2015

Full position details can be seen at Calvary Health Care website <http://www.calvary-act.com.au/career-vacancies.html?state=act> Contact Officer: Calvary Health Care (ACT) (02) 6264 7129 tonia.alexander@calvary-act.com.au

Personal Assistant

Administrative Services Officer Level 4 \$61,874 - \$66,997, Canberra (PN: 7153)

Gazetted: 06 March 2015

Closing Date: 13 March 2015

Full position details can be seen at Calvary Health Care website <http://www.calvary-act.com.au/career-vacancies.html?state=act> Contact Officer: Calvary Health Care (ACT) (02) 6201 6101 kanta.toraskar@calvary-act.com.au

HR Advisor

Administrative Services Officer Level 4 \$61,874 - \$66,997, Canberra (PN: 6849)

Gazetted: 06 March 2015

Closing Date: 20 March 2015

Full position details can be seen at Calvary Health Care website <http://www.calvary-act.com.au/career-vacancies.html?state=act> Contact Officer: Calvary Health Care (ACT) (02) 6201 6122 applications@calvary-act.com.au

Canberra Institute of Technology

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Pathways

English Language Centre

Senior Educator

Teacher Level 2 \$93,298, Canberra (PN: 35039)

Gazetted: 10 March 2015

Closing Date: 17 March 2015

Details: Canberra Institute of Technology (CIT) Pathways College is seeking to fill a Teacher Level 2 vacancy. The successful applicant will be working across the departments of English as a Second Language and the English Language Centre providing leadership and guidance to teachers and students in relation to teaching and learning, developing curricula, delivering education programs and assessment, advising on quality program delivery and providing pastoral care to international students including compliance with the *Education Services for Overseas Students Act (ESOS Act)*. Applicants should have a proven ability to work effectively as both a team member and a team leader, demonstrate commitment to high quality client service, ensure compliance with national regulatory bodies and that students have a quality learning experience.

Eligibility/Other Requirements: Mandatory: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 2 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Experience in teaching English as a second language to international students. Master of Teaching English to Speakers of Other Languages (TESOL).

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.

Contact Officer: Sharon Kendall (02) 6205 8485 sharon.kendall@cit.edu.au

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

Pathways College

Year 12 Program

CIT Year 12 Program Administration Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 54640)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: CIT Year 12 Program is seeking an administrative officer to interpret and implement the administrative requirements of CIT and external policies, systems and procedures such as Board of Senior Secondary Studies (BSSS) Standards, relevant legislation and external contract requirements. Analyse requirements, develop effective processes and coordinate and quality assure complex data entry into information systems including Banner and ACT Certification System and produce reports as required.

Eligibility/Other Requirements: Experience in office administration, customer service in an educational setting, managing complex systems, reporting and meeting KPI's. Post-Year 12 studies in business administration and/or related work experience highly desirable.

Note: This is a temporary position available until August 2015 with the possibility of extension.
Contact Officer: Gillian Sinclair (02) 6207 4025 gillian.sinclair@cit.edu.au

Chief Minister, Treasury and Economic Development

**Selection documentation and the mandatory application cover sheet for the following positions may be downloaded from: <http://www.jobs.act.gov.au/>
Applications can be sent via email to: jobs@act.gov.au**

Land Development and Corporate Policy, Projects and Legislation Land Development Policy and Strategy Deputy Director

Senior Officer Grade A \$127,557, Canberra (PN: 27909)

Gazetted: 10 March 2015

Closing Date: 17 March 2015

Details: The Deputy Director Land Development Policy and Strategy will lead a team to coordinate the activities relating to land release, implementation of the Affordable Housing Action Plan III, other land related strategies as well as researching and providing land development related policy.

Eligibility/Other Requirements: Qualifications in Economics, Public Policy, Law, Project Management, Communications, Environmental Management, Town Planning or any other related field is highly desirable.

Contact Officer: Louise Gilding (02) 6205 0740 louise.gilding@act.gov.au

Shared Services

Executive

Change and Communications

Senior Change and Communications Manager

Senior Officer Grade A \$127,557, Canberra (PN: 30521)

Gazetted: 06 March 2015

Closing Date: 20 March 2015

Details: As Senior Change and Communications Manager, the successful applicant will be required to develop and implement strategies and maintain change awareness for organisational changes activities. In undertaking the role, the successful applicant will provide strategic counsel, advice and coaching to leaders across the organisation and manage stakeholder and staff engagement.

Eligibility/Other Requirements: A background in Change Management, Marketing Communications, Human Resources or Continuous Improvement is highly desirable. Experience with ADKAR Model and/or Prosci Certification and large-scale organisational change efforts will be well regarded. Relevant formal qualifications in a recognised change management discipline or equivalent work experience would be highly desirable.

Contact Officer: Allan McLean (02) 6207 2260 al.mclean@act.gov.au

Asbestos Response Taskforce

Asbestos Response Taskforce

Salary Range: \$49,189 - \$127,557 refer to the ACTPS Administrative and Related Classifications Enterprise Agreement 2013-2017, Canberra (PN: ART2015)

Gazetted: 11 March 2015

Closing Date: 18 March 2015

Asbestos Response Taskforce

Details: The Asbestos Response Taskforce (ART) is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. Applications are invited for a number of temporary positions in a range of fields and classifications including:

- Administration, corporate governance and executive support roles available at the Administrative Services Officer (ASO) Class 2, 3, 4, 5, 6, and Senior Officer Grade (SOG) C, B and A classifications.

- Policy analysis and development roles available at the ASO5, 6, SOGC, B classifications.
- Financial administration/management and procurement roles available at the ASO4, 5, 6 classifications.
- Program delivery and management roles available at the ASO5, 6, SOGC, B classifications.
- Freedom of information and records management roles available at the SOGC, B classifications.
- Communications and community engagement roles available at the ASO6, SOGC, B, A classifications.
- Personal support management roles available at the SOGA classification.

Eligibility/Other Requirements: Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

How to Apply: Applicants should provide a written statement of no longer than two A4 pages in total, a copy of their Curriculum Vitae (including the name and contact details of two referees). Applicants must clearly indicate the particular field/s and classification for which they would like to be considered. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually.

Notes: Applicants may be assessed on written application and referee reports only. Applicants may be considered to fill future temporary vacancies within the Asbestos Response Taskforce. These are temporary positions that are available for approximately six months to two years with the possibility of an extension. Positions will be filled at the advertised classifications based on the skills and experience of the applicants.

Contact Officer (general queries): Leanne Martens on (02) 6205 0290 for general queries about the advertised roles and process.

Job specific/general Contact Officers: Please contact the following people in relation to job specific queries:

- Administration, corporate business and executive support roles: Fiona Barbaro (02) 6205 4725
- Policy analysis and development: Yu-Lan Chan (02) 6205 3843
- Financial administration/management and procurement roles: Richard Kingham (02) 6207 0234
- Program delivery and management: Clint Peters (02) 6205 2461
- Freedom of information and records management: Leanne Martens (02) 6205 0290
- Electronic systems and data management: Clint Peters (02) 6205 2461
- Communications and community engagement: Emily Springett (02) 6207 9024
- Personal support management: Emily Springett (02) 6207 9024

Land Development and Corporate

ACT Property Group

Business Support

Financial Accountant

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 21499)

Gazetted: 11 March 2015

Closing Date: 18 March 2015

Details: ACT Property group is a government business enterprise entity and is looking for a Financial Accountant to work in the Business Support section. The successful applicant will need a sound knowledge of accounting concepts and processes and a good understanding of financial internal control principles and practices. They will need to demonstrate that they have an eye for detail and aptitude for working with financial transactions. The person will be working in a team with other accountants.

Eligibility/Other Requirements: Accounting qualifications or progress in completing Accounting qualifications would be useful.

Notes: This is a temporary position available until 31 August 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Paul Leyton (02) 6207 5807 paul.leyton@act.gov.au

Land Development and Corporate

ACT Property Group

Business Support

WHS and Quality Assistant

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 22605)

Gazetted: 05 March 2015

Closing Date: 12 March 2015

Details: ACT Property group is a government business enterprise entity and is looking for an Administrative Officer to work in the Business Support section in the Work Health and Safety (WHS) and Quality Team. The successful applicant will need to be a self starter and quick thinker. The position supports the senior officers in the team. They will need to demonstrate an eye for detail and a can do attitude.

Eligibility/Other Requirements: Experience in Databases, Quality and or WHS in an industrial setting would be an advantage.

Notes: This is a temporary position available for up to three months with the possibility of extension.

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

Applications should be sent to the contact officer.

Contact Officer: Shannon O'Grady (02) 6207 7489 shannon.o'grady@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

Disability ACT

Disability Services

Accommodation Support Services

Operational Support Coordinator

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35274, several)

Gazetted: 06 March 2015

Closing Date: 13 March 2015

Details: The Operational Support Coordinator manages the provision of advice and support in relation to operational issues to the house managers and support staff in Disability ACT households. The position reports to the Manager, People and Performance.

Eligibility/Other Requirements: Current driver's licence. Diploma level studies in Disability Services or equivalent qualification and/or demonstrated knowledge, skills, attributes and experience related to disability support at this level is desirable.

Notes: This is a temporary position available for a period of 12 months, with the possibility of an extension until June 2017. 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.

Contact Officer: Marilyn Graham (02) 6207 1062 marilyn.graham@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

Office for Schools

Belconnen Network

Hawker College

Deputy Principal-Studies and Staffing

School Leader B \$121,464, Canberra (PN: 04130)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

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

Contact Officer: Peter Sollis (02) 6142 0355 peter.sollis@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 School
South/Weston Network
Hughes Primary School
Classroom Teacher**

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 08651)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: Classroom Teacher with team teaching philosophy. Current Year 4 class. Middle and upper primary experience. Experience in differentiation essential. Qualification in Gifted and Talented education preferred. English as an Additional Language or Dialect (EALD) qualifications preferred. Vibrant teaching style reflecting visible learning and ability to provide effective feedback essential.

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

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

Contact Officer: Kate Smith (02) 6205 5699 kate.smith@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
Campbell High School
Hospitality/Textiles Teacher**

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 04635)

Gazetted: 06 March 2015

Closing Date: 20 March 2015

Details: Campbell High is a comprehensive Year 7-10 school in the inner north of Canberra. An opportunity exists for an experienced Hospitality/Textiles Teacher to join the school's dynamic and future focussed staff. Applicants should demonstrate an ability to work closely with others to maximise student potential. The position commences term two. Vocational Education Training (VET) qualifications highly desirable with a 21st century approach to teaching and an interest in contemporary and innovative teaching and learning.

Eligibility/Other Requirements: A minimum of 4 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). VET qualifications are highly desirable.

Notes: This is a temporary part-time position working 34.75 hours per week available until 18 December 2015, with the possibility of an extension. 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.

Contact Officer: Heather Paterson (02) 6205 6344 heather.paterson@ed.act.edu.au

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

Office for Schools

Belconnen Network

Mount Rogers Primary School

Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 05853)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: Mount Rogers is a Kids Matter school, using a Response to Intervention approach to improving student outcomes. An opportunity exists for a collaborative and dynamic team member to join our Year 1 teaching team. A commitment to the Walker Learning Approach, explicit teaching in early year's literacy and numeracy, and the routine use of objective data are imperative to this role.

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp. Contact Officer: Sue Harding (02) 6205 8066 sue.harding@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Dickson College

IT / STEM Classroom Teacher

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 15502)

Gazetted: 06 March 2015

Closing Date: 13 March 2015

Details: Dickson College is a large senior secondary College (Yrs 11-12) in the North Canberra area. The College seeks an Information Technology / STEM Projects Classroom Teacher with the ability to develop, deliver and review curriculum in programming, robotics and networking (CISCO preferred).

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

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

Contact Officer: Kerrie Heath (02) 6142 0140 kerrie.heath@ed.act.edu.au

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

Office for Schools

South/Weston Network

Telopea Park School

Technology Assistant (Industrial Arts Assistant)

School Assistant 2 \$41,826 - \$46,188, Canberra (PN: 35339)

Gazetted: 06 March 2015

Closing Date: 13 March 2015

Details: Telopea School is seeking a highly motivated person with excellent customer service and maintenance skills for the position of Technology Assistant (Industrial Arts). The successful applicant will prepare material for class use which may include metal, wood, welding, automotive and machine jigs for projects, plastic, paints, clay, photography chemicals and film. Use a wide range of machinery including fixed, portable and hand tools and assist in maintaining a clean and safe working environment for students and staff, in accordance with Work Health and Safety (WHS) standards and safety protocols. Provide technical and procedural advice to teachers on safe operation of machinery. Responsible for the safe use and maintenance of equipment.

Eligibility/Other Requirements: Experience in the maintenance of workshop machinery and lease is Desirable. First Aid qualification or willingness to undertake appropriate training.

Note: This is a part-time position at 15:37 hours per week. 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.

Contact Officer: Christine Dwyer (02) 6142 3388 christine.dwyer@ed.act.edu.au

Environment and Planning

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

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

Sustainability and Climate Change

Executive Director, Sustainability and Climate Change

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

Gazetted: 06 March 2015

Closing Date: 27 March 2015

Details: The Environment and Planning Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. As the Executive Director, Sustainability and Climate Change, you will take a Senior Executive role within the Directorate. Your application will illustrate leadership and executive management skills backed with the ability to support the culture and direction of the Directorate.

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

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

Contact Officer: Ben Ponton (02) 6207 7248 ben.ponton@act.gov.au

Finance and Operational Support

Director, Finance and Operational Support

Executive Level 1.3 \$213,051 to \$223,976 depending on current superannuation arrangements, Canberra (PN: E562)

Gazetted: 11 March 2015

Closing Date: 25 March 2015

Details: The Environment and Planning Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan. The Director, Finance and Operational Support, reports directly to the Director-General.

Eligibility/Other Requirements: Applicants should be able to demonstrate leadership in strategic finance, human resource management, corporate governance and risk management, information management and corporate facilities. Experience in dealing with an extensive range of financial management, policy, people management, government, the wider community and business is essential.

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 up to five years. Prospective applicants should be aware that individual contracts are tables in the ACT Legislative Assembly. Contact Officer: Ben Ponton (02) 6207 7248 ben.ponton@act.gov.au

Health

**Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.
Apply online at <http://www.health.act.gov.au/employment>**

Canberra Hospital and Health Services Mental Health, Justice Health, Alcohol and Drug Services Business Support Mental Health Operational Director

Senior Officer Grade A \$127,557, Canberra (PN: 21281)

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential. Postgraduate qualifications in management field 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.

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

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

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Contact Officer: Jacinta George (02) 6205 1313

Canberra Hospital and Health Services

Medicine

Chronic Disease

Clinical Nurse Consultant/Nurse Manager

Registered Nurse Level 3.2 \$106,172, Canberra (PN: 17953, expected vacancy)

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: The Division of Medicine is seeking an enthusiastic, innovative and experienced Registered Nurse to fill the role of Clinical Nurse Consultant/Nurse Manager position to lead the Chronic Care Program at Canberra Hospital.

This position is responsible for the operational management and leadership of a multidisciplinary team of twelve.

The team provides clinical support, education and care coordination for patients with chronic heart failure, COPD,

Parkinson's and Obesity. The successful applicant will be able to manage efficiently; to lead quality improvement and participate in research; to represent Chronic Care throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within a vibrant, expanding service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Note: This is an expected full time vacancy commencing on 2 July 2015.

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

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

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Contact Officer: Dr Paul Dugdale 0434 669 622 or (02) 6207 6833

Canberra Hospital and Health Services

Medicine

Medicine Units

Senior Diabetes Podiatrist

Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 04894)

Gazetted: 12 March 2015

Closing Date: 23 March 2015

Details: An exciting opportunity for Senior Podiatrist with the ACT Diabetes Service. Expressions of interest are sought for a podiatrist with appropriate experience and knowledge to lead the Podiatry Team working in the high risk foot podiatry outpatient clinic and with inpatients at the Canberra Hospital. This is an ideal opportunity to work within our multidisciplinary team within a tertiary hospital. The position is full time, Monday to Friday, 8:30 – 16:51; however part-time applicants will be considered.

Eligibility/Other Requirements: Appropriate Degree or Diploma in Podiatry. Eligible for registration with the Podiatry Board of Australia.

Notes: This is a temporary vacancy available from April 2015 to October 2015 with a possibility of extension.

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

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

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Contact Officer: Kate Storer (02) 6244 3794 or Marilyn Hines (02) 6174 5117

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
ACT Wide Mental Health Services
Team Leader Adult Mental Health Day Service
Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 17603)

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: Seeking an enthusiastic and innovative individual for the Team Leader role within the Adult Mental Health Day Service (AMHDS). The AMHDS within the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a relatively new service that currently operates from the Belconnen Community Health Centre. This contemporary evidence-based service provides high quality mental health care guided by the principles of recovery. The service aims to provide collaborative care involving the person, their family/carers and other key services. The AMHDS will provide a range of services for people with mental illness including assessment, intervention and treatment including group therapy programs and medication initiation and monitoring programs. The Health Professional is expected to provide leadership and management as well as have a strong focus on professional development, evidence-based practice and recovery, and will possess and/or develop competencies and skills to provide therapeutic interventions to consumers of the AMHDS and participate in quality initiatives to promote optimal service delivery.

Eligibility/ Other Requirements: Tertiary qualifications or equivalent in Nursing, Psychology, Social Work or Occupational Therapy with current unconditional registration with the Australian Health Practitioner Regulation Agency and/or eligibility for membership of the appropriate professional organisation. The successful applicant must hold a current driver's licence.

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

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

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Contact Officer: Bruno Aloisi (02) 6205 8559

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Mental Health Services
Mental Health Nurse
Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 28307)

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Woden Mental Health Team are seeking an innovative Registered Nurse Level 2 to work with a dynamic community based mental health team. Adult Mental Health Services provides a contemporary evidence based service 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. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision participate in quality initiatives and

contribute to the multidisciplinary team processes. The position is supported by a cohesive multidisciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Registration with the Australian Health Practitioner Regulation Agency. Current driver's licence.

Notes: This is a temporary position available until 29/1/2015. Please submit a current copy of your Resume and two professional referee contacts as well as responses as to your abilities against the selection criteria. Please note that you must demonstrate competency by giving examples of your clinical practice against each selection criteria. If this is not included in your application you will be automatically disqualified.

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: Kalvinder Bains (02) 6205 1488

Canberra Hospital and Health Services

Medicine

Medicine Units

Registered Nurse

Registered Nurse Level 1 \$58,989 - \$78,799, Canberra (PN: 19395)

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: ACT Health Diabetes Service is offering an exciting opportunity for a Registered Nurse Level 1 to join our multidisciplinary service for a 12 month training position. This position will rotate across areas of our service and is designed to provide the Nurse with an excellent foundation in diabetes education. The position will compliment nurses undertaking post graduate qualifications in diabetes education through an ADEA recognised tertiary course. The position is Temporary.

Qualifications/Other Requirements: Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Must hold and maintain a current driver's licence.

Notes: This is a temporary 12 month training position. This position may be required to participate in a rotation roster potentially at multiple sites operated by the ACT Health Directorate.

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: Dianne Roberts (02) 6205 5020

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 29221, several)

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: Forensic Mental Health Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: There is an on-call roster for the Alexander Maconochie Centre and Bimberi Youth Justice Centre (public holidays only). The clinician will also rotate within the various sub-teams of Forensic Services. Selection for this position may be based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. 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. About our great city, Canberra, Australia's National Capital:

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Contact Officer: Ciaran Bird (02) 6205 1551 ciaran.bird@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Acute Support Service

Dietitian

Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 25520, expected vacancy)

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Acute Support Nutrition Department invites applications from enthusiastic and suitably qualified Dietitians. The successful applicant will work in a dynamic Nutrition Department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of Canberra Hospital and Health Services. Health Professional Level 2 Dietitians work across a variety of clinical areas via a six monthly clinical rotation program. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition the Dietitian will be required to participate in the planning and delivery

of education programs to staff and client groups and quality improvement initiatives. ACT Health has a commitment to professional development and is actively involved in teaching and training activities. Eligibility/Other Requirements: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership to the Dietitians Association of Australia and eligible for APD Status. Current driver's licence.

Note: This is an expected permanent full-time vacancy. The successful applicant may be required to participate in an overtime, on call, and rotation roster (including Food Service rotation). Some weekend duties may also be required. Please note that a merit list will be maintained for 12 months and future permanent and temporary, full-time and part-time positions may be offered from this selection round. 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: Narelle Luff (02) 6244 2211

Canberra Hospital and Health Services

Pathology

Pathology Administration

Pathology Accounts Officer

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 16395)

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Pathology Accounts Department is located at The Canberra Hospital and provides services to the Canberra and surrounding region. The successful applicant will be required to undertake duties within a Accounts Receivable section using the Kestral Pathology Laboratory System.

Eligibility/Other Requirements: Knowledge and understanding of hospital billing procedures and the Medicare Benefits Schedule (MBS) would be an advantage. Experience with databases relating to hospital and pathology operations for example Kestral, P2 and ACTPAS systems with particular reference to pathology requests will be an advantage.

Note: This is temporary vacancy for a period of ten months. Selection may be based on application and referee reports only.

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

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

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Contact Officer: Brett Loiterton (02) 6244 2839

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Aboriginal and Torres Strait Liaison Officer Assistant

Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 35277)

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: The successful applicant will provide support to the Aboriginal and Torres Strait Islander Liaison Service to work with inpatients, outpatients and their families. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: A knowledge of local Aboriginal and Torres Strait Islander communities and health issues is a requirement. A current driver's licence is essential. This is a designated position and only open to Aboriginal and/or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Notes: This is a temporary part-time position of 25:00 hours per week available for a period of six months with the possibility of extension. Please provide an expression of interest of no more than two pages along with two referee reports.

The successful applicant will 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: Joyce Graham (02) 6244 2316

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Casual Relief Officer

Administrative Services Officer Class 2 \$49,189 - \$54,315, Canberra (PN: C00059)

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW with 70,000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. Critical Care Administration is seeking an enthusiastic and professional individual to fill an Administration Service Officer casual position/s within the CHHS Emergency Department Administrative Team. This is a great opportunity to develop your administrative skills in a busy working environment. Applicants will need to participate in the administrative activities within the Emergency Department such as patient registration, bed management, discharging patients and the coordination of medical records within a discreet unit to achieve the provision of high quality customer service 24 hours a day, 7 days a week.

Note: Applicants are invited to submit an application against the selection criteria to a maximum of four pages. Applicants are also required to submit a current CV and one written referee report.

The successful applicant may be based on selection criteria, CV and referee reports only. Applicants should be aware that this position requires you to work on a rotating roster 24 hours a day, 7 days a week. Applicants should note that these positions attracts penalties rates for employees who are rostered to work outside of the hours of 6:00pm and 6:30am as outlined in the ACT Public Service (Administrative and Related Classifications) Enterprise Agreement 2013-17.

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: Daniel Ingram (02) 6244 4500

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Assistant in Nursing/Personal Care Worker

Assistant in Nursing \$45,381 - \$46,917, Canberra (PN: 31126, several)

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Community Care Program is seeking applications from Assistants in Nursing (AIN's) to fill two permanent part-time positions. This is an exciting opportunity to work in a supportive team, providing assistance with all aspects of daily living activities for a ventilator dependent patient in their own home. Orientation and training will be provided. Interested AIN's are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential. Recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: There are two permanent part-time positions, one at 16 hours per week and one at 20 hours per week.

Please address the selection criteria and provide a CV. Please arrange to have two referee contacts available (including one from a current supervisor).

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: Leontine Muis (02) 6244 2900

Justice and Community Safety

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

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

Corporate

Governance

Media and Communications

Communications Manager

Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 07536)

Gazetted: 06 March 2015

Closing Date: 20 March 2015

Details: The Governance Team is seeking a Media Communications Manager to provide high level service, develop and maintain relationships with the Minister's Office, Directorate, Media outlets and other organisations in regard to: Proactive and reactive media; development of appropriate communication strategies to support ministerial portfolios and policy development/implementation; organising and promoting events at the Ministerial and Directorate level; representing the Directorate on the Coordinated Communications Network (CCN); developing, negotiating and clearing media releases, media alerts and media questions through appropriate channels; ensuring there are no surprises and that the Minister and the Directorate are well briefed on upcoming issues. The position is also responsible for the coordination and production of the Directorates annual report that meets the requirements of the Annual Report Directions as published on the legislation register.

Eligibility/Other Requirements: Relevant qualifications in Communication, Public Relations, Web Publishing or equivalent experience would be desirable.

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

Office of Regulatory Services

WorkSafe ACT

Asbestos

Inspector

ORS Inspector 6 \$74,098 - \$84,803, Canberra (PN: 35321, several)

Gazetted: 10 March 2015

Closing Date: 24 March 2015

Details: WorkSafe ACT is looking for experienced and motivated people who will: perform the functions of an authorised Inspector under relevant legislation; undertake major investigations in accordance with the relevant legislation including preparation of complex briefs of evidence, taking statements, collecting evidence; contribute to the day-to-day section operations; contribute to efficient work practices and sound corporate governance; and educate the community on requirements of the relevant legislation.

Eligibility/Other Requirements: A Certificate IV qualification in Work Health and Safety, Inspections or related discipline or progress towards such a qualification is desirable. Current driver's licence. Willingness to wear a uniform. Willingness to undertake competency based training relevant to performing the duties of this position.

Note: These are temporary positions available for 12 months commencing ASAP.

Contact Officer: Matthew Colman (02) 6207 6020 matthew.colman@act.gov.au

Office of Regulatory Services

Business and Development Unit

Finance and Budget Unit

Finance Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 05506)

Gazetted: 11 March 2015

Closing Date: 18 March 2015

Details: Under the limited direction of the Manager, Finance and Budgets: Develop and maintain systems to account for all monies received and expended by Office of Regulatory Services (ORS) including accounts payable and accounts receivable operations, general ledgers, revenue collection, preparation of annual fees and charges, petty cash, cab charges, debt management and banking to ensure ORS systems reflect industry best practice, accounting standards, government and organisational requirements; Prepare meaningful and timely organisation and business unit financial statements and reports to the Manager, Finance and Budgets and executives that include all income and expenditure for the current month and year to date budget figures; Monitor and analyse financial issues and discrepancies and provide accurate information and advice on financial policy, procedures, and systems; Provide quarterly report against performance measures to the ORS managers including assisting with gathering, collating, presenting, analysing and auditing financial information and statistics and provide input into Estimates and Ministerial briefings; Maintain all financial systems including ORS databases for financial assets and spreadsheets of employee entitlements; Advise and assist the Manager Finance and Budgets in the development and enhancement of the services offered by the Unit and evaluate the effectiveness of the services; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Tertiary qualifications in Accounting are highly desirable. Knowledge of government financial management systems (Oracle), procedures and guidelines and an understanding of the financial framework in the ACT Government highly desirable.

Notes: This is a temporary position available from 17 April 2015 until 30 September 2015 with the possibility of extension. Selection may be based on application and referee reports only.

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

Office of Regulatory Services

Policy and Community Relations

Community Relations

Communications Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 20648)

Gazetted: 06 March 2015

Closing Date: 13 March 2015

Details: Under the limited direction of the Manager, Community Relations: Assist in the provision of advice and assistance on a wide range of communications issues; research, prepare and edit a range of communications material including briefs, publications, internal and external newsletters, media releases and material for the website; assist in the management of events; provide administrative support to the Manager and Executive Director; represent the Office at meetings relating to the Unit's functions; assist in the maintenance of the website; maintain records in accordance with the *Territory Records Act 2000*.

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

Contact Officer: Julie Mitchell (02) 6205 3780 julie.mitchell@act.gov.au

ACT Law Courts and Tribunal

ACT Supreme Court

Eastman Unit

Information Officer

Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 31923)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated person to assist the Registrar, Supreme Court in the provision of information management support to the Judiciary for proceedings before the Court. The duties of the position include checking, registering and processing documentation, maintaining websites in accordance with privacy legislation, ensuring websites are Web Content Accessibility Guidelines – Level AA compliant, manage data content in an electronic document management system and maintain multiple databases, spreadsheets and other sources of information including management of

historic information and archiving. The successful applicant will be able to work under limited supervision and have demonstrated skills in information management, well developed communication skills and be able to provide sound, considered advice.

Eligibility/Other Requirements: Relevant experience with electronic document management systems would be highly desirable.

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

Contact Officer: Annie Glover (02) 620 71203 annie.glover@act.gov.au

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Various

Senior Support Officer

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 43308, several)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: The ACT Law Courts and Tribunal Administration is seeking enthusiastic and energetic people to undertake the role of Senior Support Officer within the ACT Civil and Administrative Tribunal (ACAT). The successful applicants must be flexible, have good client service and communication skills, be able to work under pressure as a member of a team and meet deadlines. Responsibilities include: assisting the Team Leader in the training of staff and in controlling the workflow of the unit, checking and processing documentation provided for under appropriate legislation and practice directions, assisting clients to access tribunal services, including via email, phone and over the ACAT counter, working collegiately with other team members across the ACAT and exercising an appointment of a Deputy Registrar as required.

Note: This is a generic position and successful applicants may be placed in any vacant Senior Support Officer position within the ACAT Registry. The order of merit established for this position may be used to fill other similar positions in the ACAT Registry over the next 12 months.

Contact Officer: Stephen Foldi (02) 6207 1438 stephen.foldi@act.gov.au

ACT Government Solicitor

Executive

Executive Assistant to the Deputy Chief Solicitor

Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 42601)

Gazetted: 05 March 2015

Closing Date: 19 March 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks an experienced Executive Assistant to provide high level administrative support to the Deputy Chief Solicitor, which includes oversight of the Government Law and Litigation Dispute Resolution sections. The successful applicant will be required to manage the office of the Deputy Chief Solicitor and take responsibility for examining incoming correspondence and initiate appropriate action, diary management, the preparation of draft correspondence and reports together with contracts and court documents. The successful applicant will have a high regard for confidentiality, excellent organisational and time management skills, effective communication skills and will possess initiative and motivation. Demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is mandatory.

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

Notes: An order of merit will be created for filling temporary or permanent future positions at level within the next 12 months from this process.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@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**

**Directorate Services
Canberra Cemeteries**

Horticulturalist

Technical Officer Level 2 \$54,981 - \$62,959, Canberra (PN: 34883)

Gazetted: 11 March 2015

Closing Date: 18 March 2015

Details: An energetic and self motivated horticulturist is required to lead a small team of skilled workers in horticultural activities applicable to the maintenance of cemeteries.

Eligibility/Other Requirements: Certificate III in Horticulture and or equivalent demonstrated knowledge and experience; class C driver's licence; licences to operate loader/backhoe/excavator/chainsaw would be desirable.

Notes: Conditions for this position include a 9-day fortnight and a Cemeteries Composite Allowance of \$218.00 per fortnight

Contact Officer: Peter Lees (02) 6204 0206 peter.lees@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Alyssa Cowie 835-94026, Section 68(1), 5 March 2015

Community Services

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

Darryl Miller 846-84269, Section 68(1), 10 March 2015

Director of Public Prosecutions

Prosecutor Grade 3 \$109,616 - \$121,212

Katrina Mackenzie 791-30632, Section 68(1), 5 March 2015

Health

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

Annemarie Geelhoed 836-03738, Section 68(1), 3 March 2015

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

Zain Hussain 842-88397, Section 68(1), 12 March 2015

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

Carla Ormston 842-89541, Section 68(1), 5 March 2015

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

Michelle Post 846-84701, Section 68(1), 5 March 2015

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

Melanie Proulx 834-54090, Section 68(1), 5 March 2015

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

Alan Strachan 842-88784, Section 68(1), 3 March 2015

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

Hayley Young 842-89744, Section 68(1), 5 March 2015

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

Kyaw Myo Thu, 829-57286 Section 68(1), 2 March 2015

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

Sarah Colwell: 844-84152 Section 68(1), 9 March 2015

Justice and Community Safety

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

Heidi Jammer 836-14699, Section 68(1), 4 March 2015

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

Indran Naidoo 827-55780, Section 68(1), 6 March 2015

Territory and Municipal Services

Park Ranger 1 \$55,732 - \$59,980

Kate Hadden 835-87176, Section 68(1), 5 March 2015

Graduate Administrative Assistant \$61,874 - \$63,771

Sadaf Khan 844-82448, Section 68(1), 16 February 2015

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

Jennifer Selmes 842-87837, Section 68(1), 10 March 2015

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

Jane Storch 846-83880, Section 68(1), 6 March 2015

TRANSFERS

Community Services

Kristie Matthews: 835-67968

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

Community Services

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

Community Services, Canberra (PN. 14077) (Gazetted 12 March 2015)

Health

Susan Murray: 261-64206

From: Registered Nurse Level 2 \$81,918

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823
Health, Canberra (PN. 21156) (Gazetted 18 December 2014)

Rebecca Wriggles: 839-27417

From: Registered Nurse Level 2 \$59,770

Health

To: Radiation Therapist Grade 2 \$59,770 - \$82,613
Health, Canberra (PN. 10844) (Gazetted 22 January 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Arts, Business, Events, Tourism and Sport

Sport and Recreation Services

Sport and Recreation Facilities

David Jeffrey: 710-38778

From: Senior Officer Grade B \$109,831 - \$123,642

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$127,557

Chief Minister, Treasury and Economic Development, Canberra (PN. 34853) (Gazetted 12 March 2015)

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Michelle Anne Scicluna: 825-48589

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

Health

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

Community Services, Canberra (PN. 35271) (Gazetted 12 March 2015)

Education and Training

Office for Schools

Belconnen Network

Southern Cross Early Childhood School

Cheryl Fraser: 755-69672

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

Education and Training

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

Education and Training, Canberra (PN. 30908) (Gazetted 24 November 2014)

Environment and Planning

Construction and Client Services

Client Services

Customer Services

Steve Bowen: 835-67060

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

To: †Administrative Services Officer Class 4 \$61,874 - \$66,997
Environment and Planning, Canberra (PN. 13942) (Gazetted 12 March 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.

Construction and Client Services

Construction Services

Utilities, Land and Lease Regulation Unit

Christine Corkhill: 778-11370

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

To: †Administrative Services Officer Class 6 \$74,098 - \$84,803
Environment and Planning, Canberra (PN. 13936) (Gazetted 13 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.

Health

Canberra Hospital and Health Services

Lucy Coventry: 836-54666

From: Health Professional Level 2 \$57,352 - \$78,731
Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)
Health, Canberra (PN. 36393) (Gazetted 29 January 2015)

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CaMHS South

Sarah Cullen: 816-80828

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

To: †Registered Nurse Level 3.1 \$93,917 - \$97,782
Health, Canberra (PN. 23191) (Gazetted 5 February 2015)

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Dane Johnson: 834-52159

From: Health Professional Level 2 \$57,352 - \$78,731
Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)
Health, Canberra (PN. 30585) (Gazetted 22 January 2015)

Canberra Hospital and Health Services

Jacqueline Monaghan: 756-34622

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

To: Registered Nurse Level 2 \$81,918 - \$86,823
Health, Canberra (PN. 21573) (Gazetted 22 January 2015)

Canberra Hospital and Health Services

**Deputy Director General Canberra Hospital and Health Services
Health Care Improvement**

Merryn Peatling: 813-59380

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

Health

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

Health, Canberra (PN. 35172) (Gazetted 5 February 2015)

Canberra Hospital and Health Services

Christine Vagg: 817-42726

From: Health Professional Level 2 \$57,352 - \$78,731

Health

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

Health, Canberra (PN:28314) (Gazetted 29/01/15)

Independent Competition and Regulatory Commission

Deirdre Anne Burgess: 783-13883

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

Independent Competition and Regulatory Commission

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

Independent Competition and Regulatory Commission, Canberra (PN. 09718) (Gazetted 12 March 2015)

Justice and Community Safety

Office of Regulatory Services

Transport Regulation

Business Systems and Reform

Sue Galines: 769-64498

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

Justice and Community Safety

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

Justice and Community Safety Canberra (PN. 12945) (Gazetted 30 January 2015)