



ACT Government Gazette

Gazetted Notices for the week beginning 08 October 2015

Executive Notices

Chief Minister, Treasury and Economic Development Directorate

Engagement

Andrew Parkinson – Director, Commercial Infrastructure (E751) *Section 72 of the Public Sector Management Act 1994*

Bronwen Overton-Clarke – Deputy Director-General, Workforce Capability and Governance (E812) *Section 72 of the Public Sector Management Act 1994*

Community Services Directorate

Variation – Assignment

Francis Duggan – Director, Housing ACT (E315) *Section 80A(1)(b) of the Public Sector Management Act 1994*

Justice and Community Safety

Variation – Transfer

Conrad Barr – Chief Officer State Emergency Services (E576) *Section 80A(1)(a) of the Public Sector Management Act 1994*

Contract Cessation

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*.

Andrew Taylor – Public Trustee (E421) – 30.09.2015

Engagement

Andrew Taylor – Public Trustee (E790) *Section 72 of the Public Sector Management Act 1994*

Contract Cessation

Mark Doverty – Program Director, Station Upgrade and Relocation (E656) – 01.09.2015

VACANCIES

Calvary Health Care ACT (Public)

Nurse Educator

Registered Nurse Level 3 Grade 1 \$96,756 - \$100,373, Canberra (PN: 7341)

Gazetted: 14 October 2015

Closing Date: 30 October 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Noelyn Perriman (02) 6264 7262 Noelyn.Perriman@calvary-act.com.au

General Surgery Registrar

Registrars 1-4 \$88,179 - \$110,576, Canberra (PN: Various)

Gazetted: 14 October 2015

Closing Date: 20 October 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

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

Allied Health Assistant

Allied Health Assistant Level 2 \$47,854-\$53,278, Canberra (PN: Various)

Gazetted: 14 October 2015

Closing Date: 19 October 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html?state=act>

Contact Officer: Caroline Fargher (02) 6201 6190 caroline.fargher@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

CIT Student and Academic Services

CIT Library and Learning Services

Digital Resource Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 15521)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: Canberra Institute of Technology Library is looking for a motivated individual with excellent attention to detail and experience with technologies for the provision of access to learning resources. The position manages the renewal of digital resources subscriptions, provides support to the Copyright Officer assessing digital resources for copyright compliance, and manages digital repository based projects and tasks as part of a small team in the Library.

Eligibility/Other Requirements: Ability to work shift as required. Degree or Diploma from an Australian tertiary institution, or a comparable overseas institution and eligibility for associate membership to the Australian Library and Information Association (ALIA) is highly desirable.

Note: This position is temporary, available 5 January 2016 for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the *Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology - non-teaching offices.*

Contact Officer: Andrea O'Neill (02) 6207 3378 andrea.oneill@cit.edu.au

CIT Technology and Design

ICT and Library Studies

Teacher

Teacher Level 1 \$67,439 - \$89,984, Canberra (PN: 51285)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: Canberra Institute of Technology is looking to recruit a dynamic person with technical experience in networking and network cyber security to teach across our ICT programs up to Graduate Diploma level. The successful candidate will need to demonstrate a strong desire to make a difference to student learning and career outcomes, relate well with students and have excellent communication skills.

Eligibility/Other Requirements: Mandatory Qualifications and/or registrations/ Licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full

Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning & Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. DESIRABLE Post graduate qualifications up to Masters in ICT Networking or equivalent. Vendor certifications eg MCSE, CCNA, CCNP and CISCO IOS Security Specialist.

Notes: This position is advertised for temporary filling for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices.

Contact Officer: William Nauenburg (02) 6207 4030 william.nauenburg@cit.edu.au

Capital Metro

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 and Communications

Chief Operating Officer

Executive Level 2.5 \$261,369 to \$274,016 depending on current superannuation arrangements, Canberra (PN: E820)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. Reporting to the Director-General and working collaboratively with the Executive, the Chief Operating Officer has primary responsibility for ensuring the efficient operation of the CMA through appropriate business and professional services supporting the strategic and operational needs of the directorate. The role requires building and owning strategic relationships and working collaboratively with, and advising, the highest levels of ACT industry and Government.

Remuneration: The position attracts a remuneration package ranging from \$261,369 - \$274,016, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,790.

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

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

Contact Officer: Emma Thomas (02) 6207 8658 emma.thomas@act.gov.au

Corporate Governance and Communications

Governance and Business Solutions

Director, Governance and Business Solutions

Executive Level 1.1 \$186,178 to \$194,751 depending on current superannuation arrangements, Canberra (PN: E821)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City. Reporting to the Chief Operating Officer, the Director, Governance and Business Solutions works collaboratively with the Minister's Office, the Project Director and other senior members of the Project Team, the Project Board and other key stakeholders. He/she leads the Governance and Business Solutions Branch and provides executive leadership on governance for the CMA, and the development and prosecution of agreed corporate governance strategies.

Remuneration: The position attracts a remuneration package ranging from \$186,178 - \$194,751, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$142,889.

Contract: The successful applicant will be engaged under a performance based contract for up to four years. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly. Contact Officer: Emma Thomas (02) 6207 8658 emma.thomas@act.gov.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 Agency

Sales, Marketing and Property Management

Executive Director, Sales, Marketing and Property Management

Executive Level 2.4 \$245,200 to \$256,966 depending on current superannuation arrangements, Canberra (PN: E822)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The Land Development Agency (LDA) is seeking an experienced and high performing officer to fill the position of Executive Director, Sales, Marketing and Property Management. The Executive Director, Sales, Marketing and Property Management reports to the Chief Executive Officer of the LDA and leads the sale of land for all LDA projects in the ACT, and the accommodation services on behalf of the ACT Government. The position has responsibility for managing and delivering a comprehensive sales program to achieve the LDA's land development, sales and performance targets; working collaboratively with the LDA Board, the Chief Executive Officer, other Executives, and key government and nongovernment stakeholders in facilitating sustainable development; analysing and identifying risks and developing associated risk management plans and undertaking regular risk reviews; providing leadership in the implementation of the Government's accommodation strategies, asset management planning policies and the evaluation of surplus property; and implementing actions associated with improving the use and returns from the ACT Property Group's property portfolio within timeframes set by the Government. Applicants should have the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team, an understanding of working in a Government environment and an extensive knowledge of urban and residential land development programs, related issues, and experience in, or understanding of the provision of property services.

Remuneration: The position attracts a remuneration package ranging from \$245,200 - \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

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: Anita Hargreaves (02) 6207 1295 anita.hargreaves@act.gov.au

Land Development Agency

Urban Renewal

Executive Director, Urban Renewal

Executive Level 2.4 \$245,200 to \$256,966 depending on current superannuation arrangements, Canberra (PN: E823)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The Land Development Agency (LDA) is seeking an experienced and high performing officer to fill the position of Executive Director, Urban Renewal. The Executive Director, Urban Renewal reports to the Deputy Chief Executive Officer of the LDA and leads the delivery of urban renewal projects, including City to the Lake, that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's four year Indicative Land Release Program. The position has responsibility for providing advice on infill land development to the LDA Board and other key stakeholders; assessing the integrity of business development initiatives and proposals and making related recommendations; building effective working relationships with various stakeholders; representing the LDA at meetings with statutory authorities and other stakeholders; and ensuring that effective risk management frameworks are developed and implemented for all

projects. Applicants should have the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team, an understanding of working in a Government environment and an extensive knowledge of urban and residential land development programs and related issues. Appropriate qualifications such as engineering, project management, planning and urban design would be highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$245,200 - \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

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) 6205 7346 ben.ponton@act.gov.au

Land Development Agency

Greenfield

Project Director

Infrastructure Officer 5 \$136,524, Canberra (PN: 18559)

Gazetted: 14 October 2015

Closing Date: 21 October 2015

Details: The Land Development Agency (LDA) is seeking expressions of interest from an experienced professional Project Director to join its team. The position requires high level strategic, operational and business planning and management skills and is responsible for the delivery of a range of highly complex, multi-disciplinary residential development projects related to Residential and Commercial development in the ACT, including delivery of affordable and integrated housing. The successful candidate will require demonstrated knowledge and experience in land development, project management, planning, design and construction processes.

Eligibility/Other Requirements: Experience in delivering land development projects is essential. Tertiary and/or professional qualifications in a relevant discipline is highly desirable.

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

Contact Officer: Tom Gordon (02) 6207 5553 tom.gordon@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Economic and Policy Regulation

Senior Manager

Senior Officer Grade A \$131,412, Canberra (PN: 32133)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The person will lead a team responsible for providing policy advice and economic analysis on microeconomic issues affecting the ACT. The work of the Unit is complex and varied covering competition, productivity and sectoral matters, including climate change, energy, water and infrastructure issues. To be successful in this position you will have relevant tertiary qualifications, with demonstrated experience in leading economic analysis and policy development in a dynamic environment. You should also possess excellent communication and management skills.

Eligibility/Other Requirements: Tertiary qualifications in Law, Business or Economics

Contact Officer: Kathy Goth (02) 6205 0772 kathy.goth@act.gov.au

Policy and Cabinet Division

Strategic Policy and Cabinet Group

Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 22933)

Gazetted: 14 October 2015

Closing Date: 28 October 2015

Details: The position in the Intergovernmental Relations team involves working in a fast-paced environment, on multiple concurrent activities, spanning a wide cross section of topics. There are often last minute papers arriving for meetings and inter-government forum and for agreement negotiations that require quick analysis and advice,

as well as flexible working hours. The successful candidate will be highly organised and have a great attention to detail, as well as highly effective consultation and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in managing engagement across a range of internal and external stakeholders is highly desirable.

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

Workplace Safety and Industrial Relations

Work Safety Policy / Industrial Relations Policy

Senior Policy Officer

Senior Officer Grade C/Senior Officer Grade B \$96,073 - \$127,379, Canberra (PN: 34476, several)

Gazetted: 12 October 2015

Closing Date: 26 October 2015

Details: The Workplace Safety and Industrial Relations Division of the Chief Minister, Treasury and Economic Development Directorate is seeking one or more Senior Policy Officers (SOG C) or Managers (SOG B). A successful applicant at the Senior Policy Officer (SOG C) level will need to show: Demonstrated analytical and conceptual skills, including the ability to undertake research, and formulate and implement policy. Demonstrated written and oral communication skills, including the ability to communicate in a structured and concise manner. Demonstrated ability to build and maintain effective stakeholder relationships, including the ability to negotiate and persuade. Demonstrated organisational skills, including the ability to develop and manage projects, for example legislative, policy or organisational projects. Ability to lead, motivate, develop and support staff and colleagues. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

A successful applicant at the Manager (SOG B) level will need to show: Demonstrated high level analytical and conceptual skills, including the ability to undertake research, and formulate and implement policy. Demonstrated high level written and oral communication skills, including the ability to communicate in a structured and concise manner. Demonstrated ability to build and maintain effective stakeholder relationships, including the ability to negotiate and persuade. Demonstrated organisational skills, including the ability to develop and manage projects, for example legislative, policy or organisational projects. Demonstrated ability to lead, motivate, develop and support staff and colleagues. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Eligibility/Other Requirements: For either level, tertiary qualifications in a related area (e.g. law, public policy, communications, project management etc) are desirable. Knowledge of the legislative process is also desirable.

Notes: These temporary positions are available on a full-time or part-time basis for up to six months, with the possibility of extension. An application for a one level will be considered an application for both, and offers will be made at the highest level an applicant satisfactorily demonstrates through the selection process. An applicant may indicate in their application or cover letter if they only wish to be considered at one level.

Contact Officer: Michael Young (02) 6205 3095 michael.young@act.gov.au

Shared Services

Partnership Services Group

Health ICT Projects

Project Manager

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 17998)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The Shared Services ICT Health Directorate Team is currently seeking an experienced Project Manager to manage a number of ICT projects within the Health Infrastructure Program. Development and maintenance of appropriate project documentation will be required.

Eligibility/Other Requirements: The possession of, or the ability to attain, a baseline security clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment.

Knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous. Knowledge of/or experience in the Health environment would be advantageous but is not essential. Construction Induction White Card would be advantageous.

Note: This position is temporary from 18 December 2015 to 30 June 2016 with the possibility of extension. Selection may be based on application and referee reports only.
Contact Officer: Melissa Fuller (02) 6205 9935 melissa.fuller@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.

ICT - Executive

Enterprise Architecture and Hybrid Cloud

Solutions Architecture

Solutions Architect

Senior Information Technology Officer Grade C \$96,073 - \$103,416, Canberra (PN: 17261)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The Enterprise Architecture and Hybrid Cloud (EAHC) branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a Process Analyst to join the Architecture team to provide required documentation and improvement for assisting enterprise architect projects. Team administration and financial management responsibilities are also required.

Eligibility/Other Requirements: Financial management skills are desirable. Bachelor's degree in Business, Information Systems or related discipline, or equivalent and extensive related project experience is also desirable.

Notes: This is a temporary position available until 04 November 2016.

Contact Officer: Jonathan Owen (02) 6207 5969 jonathan.owen@act.gov.au

Shared Services

Shared Services Human Services

Information, Data and Recruitment

Senior Advisor

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 08255)

Gazetted: 12 October 2015

Closing Date: 26 October 2015

Details: Shared Services is seeking a Senior Human Resources (HR) Advisor to lead a small team responsible for the design and implementation of consistent best practice HR Information management procedures including maintaining ACT Government's organisation related data and coordination and provision of HR Information in response to requests from third parties including the law courts, auditors and Commonwealth Government departments. The successful candidate will also be required to coordinate and manage the deployment of the Employee Self Service (ESS) system, and oversee and manage the help desk function including systems administration access and security. This is a leadership role that requires the occupant to be innovative and collaborative to improve the effectiveness and efficiency of the provision and management of HR information and the ESS.

Contact Officer: Karen Wells (02) 6205 4547 karen.wells@act.gov.au

Access Canberra

Projects, Governance and Support

Strategic ICT - Business Systems and Reform

Project Manager

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 24052, several)

Gazetted: 14 October 2015

Closing Date: 28 October 2015

Details: The duties of the position are to manage information technology projects and related activities on behalf of Access Canberra and direct and manage the quality and progress of those projects, including associated resources. The main responsibilities of the position include; Deliver and manage a variety of information technology projects for Access Canberra, either independently or as a member of a team, on time and within budget; Analyse, document and develop ICT project proposals for Access Canberra; Develop, monitor and manage multiple project and activity plans, milestones and deliverables; Effectively communicate with project sponsors, users, technical staff, suppliers, software testers, management and customers to determine and resolve issues

with systems implementation; Provide advice to all areas of Access Canberra in relation to ICT projects and assist with project proposal/business case development; Ensure requirements for IT projects are developed using sound business analytical processes and methodologies.

Contact Officer: John Moore (02) 6205 7240 john.moore@act.gov.au

Shared Services ICT

Operations Branch

Platform Systems

Infrastructure Lifecycle Manager

Senior Information Technology Officer Grade C \$96,073 - \$103,416, Canberra (PN: 15731)

Gazetted: 14 October 2015

Closing Date: 21 October 2015

Details: The successful candidate for this role will be required to Manage infrastructure lifecycle projects including coordinating with directorates, technical staff, management and customers to determine and resolve issues with systems implementation.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge and understanding of the role of information technology in ACT government is desirable. Possession of, or the ability to rapidly attain a protected security clearance as well as ability to obtain a Schools Police check is mandatory.

Note: 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_wvvp.

Contact Officer: Tom Papazoglou (02) 6207 9858 tom.papazoglou@act.gov.au

Shared Services

Partnership Services Group

ICT Team, Community Services Directorate

ICT Operational Officer

Information Technical Officer Level 2 \$76,337 to \$87,366, Canberra (PN: 01016)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: The Business Application Management in the ICT Team, CSD is seeking a suitably experienced person to perform the role of ICT Operational Officer for the system administration and support of CSD business systems. Duties include providing system support, maintenance and diagnosis for current business application systems, together with the integration to other business systems and fault escalation processes. The role is also involved in application life cycle management across the Directorate through the SSICT change management model.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. The following are highly desirable: ITIL Foundations and Practitioners Certificates. Project Management certification (Prince2 or equivalent).

Notes: This is a temporary position available until 23 December 2016. Due to the nature of the systems supported, the role requires a security clearance of Protected or the ability to achieve this level of clearance.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Enterprise Architecture and Hybrid Cloud

Solution Analyst

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 01367)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: We are looking for an experienced and motivated individual to be part of the Enterprise Architecture and Hybrid Cloud team and work under Solution Architect/Project Manager supervision to design and document technical solutions to meet ACT Government Directorates customer requirements and Shared Services ICT standards. This position reports directly to the Solutions Architecture Manager and Senior Manager, Enterprise

Architecture (EA) and Hybrid Cloud (HC). Principal responsibilities include: Provide architecturally based solution designs to ACT Government Directorates; Analyse customer requirements; Liaise with other Shared Services ICT technical staff to ensure technical solutions are viable, appropriate and compliant; and design and document technical solutions to meet customer requirements and Shared Services ICT standards.

Eligibility/Other Requirements: Educational and professional qualifications in ICT including an understanding of ITIL framework and Systems Development Lifecycle are highly desirable.

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

Contact Officer: Vinu Shukla (02) 6207 0713 vinu.shukla@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

Project Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 10738)

Gazetted: 12 October 2015

Closing Date: 26 October 2015

Details: Provide efficient and effective administrative support for the Division's activities as part of an Executive Support Team; Liaise with staff at all levels and establish and maintain working relationships within the Division, across Access Canberra and other parts of the Directorate or ACT Government as necessary; Undertake research tasks, prepare correspondence or documents and manage records; Assist with the management and coordination of activities as needed within the team; and other duties as required. This position does not involve direct supervision of personnel.

Contact Officer: Margarete Corrigan (02) 6205 9873 margarete.corrigan@act.gov.au

Access Canberra

Environment Protection

Regulation

Environment Protection Officer

Technical Officer Level 3 \$66,127 - \$74,731, Canberra (PN: 10691)

Gazetted: 12 October 2015

Closing Date: 19 October 2015

Details: Under general direction of Manager, Environment Regulation; Investigate less complex issues and complaints relating to environment protection and nature conservation issues including taking measurements, samples, photographs and statements; Carry out inspections to assess compliance with relevant legislation and prepare statutory documents relating to these matters; Liaise with industry and the community to implement education strategies to encourage the adoption of best environment protection practices and nature conservation practices; Prepare briefs for prosecutions relating to breaches of administered legislation; Appear in court and give evidence on these matters; Provide technical advice on environment protection matters where necessary; Participate in an after-hours call out roster to provide emergency response to breaches of administered legislation; and perform delegated duties as directed in administering Environment Protection and Water Regulation legislation. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Current driver's licence. Relevant technical training or experience highly desired.

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

Contact Officer: Rodney Dix (02) 6207 2586 rodney.dix@act.gov.au

Access Canberra

Construction, Environment and Workplace Protection

Construction Occupations

Licensing Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 13165)

Gazetted: 08 October 2015

Closing Date: 15 October 2015

Details: The occupant of this position will undertake the following duties: Perform duties as delegated by the Construction Occupation Registrar and assess licence application for compliance against relevant legislation; Provide quality customer service at all times, in sometimes challenging circumstances; Prepare reports, briefs,

submissions and related documents and documentation required for the administrative support within the Construction, Environment and Workplace Protection Division; The maintenance and updating of electronic records, relating to licensing and registration functions of the Construction, Environment and Workplace Protection Division; This position does not involve direct supervision of personnel.

Note: Please limit responses to a maximum of 350 words per criterion.

Contact Officer: Megan Corrigan (02) 6207 7665 megan.corrigan@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.

Land Development Agency

Urban Renewal

Urban Releases

Assistant Project Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 27321)

Gazetted: 13 October 2015

Closing Date: 20 October 2015

Details: The Assistant Project Officer is required to assist the Urban Releases Project Team with: Financial and budget activities including invoicing; assisting the Project Team with secretariat support for Project Control Group meetings, including preparation of documents for senior executives; preparation of reports and spreadsheets; online records management; managing the office environment; meeting facilitation and supporting other administration functions and governance processes in the Business Unit.

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

Contact Officer: Hazel Chappell (02) 6205 0581 hazel.chappell@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Parking Review Office

Review Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 11971)

Gazetted: 08 October 2015

Closing Date: 15 October 2015

Details: Under general direction of the Manager, Parking Review: Receipt, investigate and respond to correspondence; Answer phone and counter enquiries from clients regarding their rights and responsibilities concerning infringements; Assess and process disputes of infringement notices in accordance with guidelines, legislation and discretionary powers; Efficiently maintain, update and operate office systems; Assist senior members with other work in the Unit to ensure the objectives of the Unit are achieved; and maintain records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Note: This position is temporary, available until 18 March 2016 with the possibility of extension.

Contact Officer: Alicia Curtis Cocks (02) 6207 7099 alicia.curtiscocks@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.

Arts, Business, Events, Sports and Tourism

Innovation, Trade and Investment

Study Canberra

Student Ambassador

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: C09848, several)

Gazetted: 12 October 2015

Closing Date: 26 October 2015

Details: Study Canberra are looking for Australian and International students who are currently enrolled at an ACT University to undertake an exciting role as a Student Ambassador. As a Student Ambassador, you will be required to share your experiences regarding studying in Canberra with prospective students and provide assistance to the

Study Canberra Team with events such as ACT Tertiary Open Day, student welcomes and arrivals, Careers exhibitions and other duties as required.

Eligibility/Other Requirements: Students must be over 18 years of age; Be enrolled at an ACT institution undertaking either an advanced diploma, undergraduate (Bachelor) degree or a Graduate (Grad Dip/Masters/MPhil/PhD) program for both Semester one and two of 2016; Have a current Grade Point Average (GPA) across all completed University courses; and public speaking and second language skills would be highly regarded.

Note: Positions will be offered on a casual basis from the 29 January 2016 to 28 January 2017. Applications must be sent to studycbr@act.gov.au.

Contact Officer: Amy Burton (02) 6205 2933 studycbr@act.gov.au

Business Services

Strategic HR and Corporate

Receptionist, Winyu House

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: 36263, several)

Gazetted: 14 October 2015

Closing Date: 28 October 2015

Details: The successful applicant will be required to provide first point of contact reception services with a helpful and friendly 'can-do' attitude to all visitors of Winyu House. Liaise and assist the general public, directorate employees and external suppliers on a range of issues relating to Winyu House.

Note: There are two part-time positions available at 25 hours per week. There will be a morning and afternoon shift 7:30am - 12:30pm and 12:30pm - 5:30pm respectively.

Contact Officer: Buster Parker (02) 620 57051 buster.parker@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

Service Strategy and Community Building

Finance and Budget

Finance Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 07754)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The position provides support for the development of the Directorate's Financial statements and manages the monthly financial process in liaison with business units. Direct oversight of timely and accurate monthly, quarterly and annual reporting in liaison with business units and the ACT Audit Office to meet the Directorate's management and statutory requirements. The position provides advice to the Executive and Senior Managers on their financial and output performance and contributes to the development and implementation of financial management policies and procedures. The occupant of this position will also have proven high level writing and MS Excel skills. The position reports to the Financial Controller.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting and/or equivalent knowledge and experience is required. Experience in both ACT Government Budgeting and financial processes is highly desirable.

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

Contact Officer: Kate Ward (02) 6205 0874 kate.ward@act.gov.au

Service Strategy and Community Building

Service Strategy

Strategic Implementation

Strengthening Families Practice Leader

Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 34165)

Gazetted: 13 October 2015

Closing Date: 20 October 2015

Details: The Practice Leader will provide operational and strategic support to Lead Workers in supporting families with complex needs. The Practice Leader will undertake a range of projects and support systems learning and improvement and will report to the Better Services Launch Coordinator.

Eligibility/Other Requirements: Relevant tertiary qualifications highly desirable.

Note: This is a temporary position available from the end of October 2015 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.

Contact Officer: Nicole Moore (02) 6205 5392 nicole.moore@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Growing Healthy Families

Project Leader

Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 13151)

Gazetted: 14 October 2015

Closing Date: 21 October 2015

Details: The Community Services Directorate is seeking a Project Leader for the Growing Healthy Families to lead a team to continue delivery of, and fully implement the Growing Healthy Families program across the ACT. The Team Leader will also be responsible for developing programs and services in collaboration with community. Outreach services are also a requirement of this role. In this role you will be required to develop strong connections with Aboriginal and Torres Strait Islander families, community, government and non-government organisations, develop and facilitate partnerships between community, government and business organisations that support program implementation, and support team members in this objective. The Growing Healthy Families program is a community development program that provides culturally specific, safe and informed services to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting. The program provides support and services that address the community-identified needs of children, families and the local community.

Eligibility/Other Requirements: Demonstrated experience working with Aboriginal and Torres Strait Islander community. Current driver's licence. Applicants must possess a relevant degree such as Social Work, Psychology, Early Childhood Education or a related field.

Note: This is a temporary position available for a period of up to 18 months with the possibility of extension.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to:

www.legislation.act.gov.au/a/2011-44/default.asp and

http://www.ors.act.gov.au/community/working_with_vulnerable_people

Contact Officer: Shona Chapman (02) 6207 4540 shona.chapman@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 32205, several)

Gazetted: 13 October 2015

Closing Date: 28 October 2016

Details: The Health Professional Level 3, Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications, for example in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two (2) year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Note: Applications must be sent to cypsrecruitment@act.gov.au. Various positions will be offered on a permanent and temporary basis. Interviews will be held on a monthly basis. A Merit List will be maintained for 12 months with permanent and temporary positions offered over this period. 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: Sheree McMillan (02) 6207 4792 cypsrecruitment@act.gov.au

Housing and Community Services

Office of the Executive Director

Executive Support Unit

Ministerial Coordination and Liaison Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 03148)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: We are looking for a person who has a sound understanding of Government processes. The position occupant will require excellent interpersonal, administrative and coordination skills and have the ability to manage sensitive and confidential issues. The position also requires the ability to use a variety of computer applications, including an electronic tracking system and to work as a member of a small team in a busy environment.

Eligibility/Other Requirements: Desirable, but not essential: A sound understanding of ACT Government business practices and processes and familiarity with the TRIM correspondence tracking system would be an advantage. Understanding and knowledge of Housing and Community Services and its role.

Contact Officer: Sue McInnes (02) 6207 1396 sue.mcinnnes@act.gov.au

Office for Children, Youth and Family Support

Business Support

Business Project Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 14392)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: The Business Project Officer will support the business of the Office for Children, Youth and Family Support by preparing and coordinating high level briefing papers, ministerial briefs, correspondence and reports in relation to Office for Children, Youth and Family Support (OCYFS) projects and commitments. The position will also be responsible for supporting communication strategies including the update and maintenance of OCYFS content and information on the OCYFS Internet/Intranet and undertaking projects as required.

Eligibility/Other Requirements: Experience with the use of a range of presentation applications such as PowerPoint, Visio and Publisher is highly desirable.

Note: This is a temporary position available until 7 October 2016. 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.

Contact Officer: Tina Brendas (02) 6205 9225 tina.brendas@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Housing Manager

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 09238)

Gazetted: 12 October 2015

Closing Date: 26 October 2015

Details: The Housing Manager is responsible for managing a portfolio of public housing tenancies and for providing advice and support to assist tenants to maintain their tenancy. The role involves managing a range of tenancy related matters, working as part of a team and individually to meet team, organisational and individual goals and

working in partnership with clients and the community. The successful applicant will provide high quality client service, enjoy working with a diverse client group, be self motivated and well organised.

Eligibility/Other Requirements: A current driver's licence is essential. Experience in using a range of IT business and office applications.

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

Contact Officer: Fiona Scicluna (02) 6205 5373 fiona.scicluna@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.

Office for Youth, Children and Family Support

Early Intervention and Prevention Services

Growing Healthy Families

Early Years Engagement Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 21621, several)

Gazetted: 14 October 2015

Closing Date: 21 October 2015

Details: The role of the Early Years Engagement Officer - Growing Healthy Families (EYEP-GHF) will be to support parental engagement in their children's early childhood education, improved participation rates of Aboriginal and Torres Strait Islander children in Koori preschool and improved transitions from pre-school to kindergarten for Aboriginal and Torres Strait Islander children. The position sits within the Growing Healthy Families program, a community development program that provides culturally specific and culturally safe and informed services to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting. The EYEO - GHF will be based at the ACT Government's Child and Family Centres (CFC) and in outreach settings, including Koorie Preschools.

Eligibility/Other Requirements: Demonstrated experience working with Aboriginal and Torres Strait Islander communities. Current driver's licence is essential. It is desirable that applicants are interested in or be working towards qualifications in one of the following relevant fields of work such as Social Work, Psychology, Early Childhood Education (or a related field).

Note: These are temporary positions available for a period of up to 18 months with the possibility of extension. There are two positions available, with one being an identified position only open to Aboriginal and Torres Strait Islander people. Confirmation of Aboriginality will be required before contract can be offered for this position. 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: Brian Mupangare (02) 6207 6817 brian.mupangare@act.gov.au

Office for Children, Youth and Family Support

Child and Youth Protection Services

Operations - North/South

Case Manager

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 27447, several)

Gazetted: 13 October 2015

Closing Date: 28 October 2016

Details: The Health Professional Level 2 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications for example in Social Work, Psychology, Social Welfare, Social Science or related discipline. One (1) year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

Note: Applications must be sent to cypsrecruitment@act.gov.au. Various positions are available both on a permanent and temporary basis. Interviews will be held on a monthly basis. A Merit List will be maintained for 12 months with permanent and temporary positions offered over this period. 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: Sheree McMillan (02) 6207 4792 cypsrecruitment@act.gov.au

**Office for Children, Youth and Family Support
Child and Youth Protection Services
Operations North/South
Case Manager**

Health Professional Level 1 \$55,410 - \$70,598, Canberra (PN: 00608, several)

Gazetted: 13 October 2015

Closing Date: 28 October 2016

Details: The Health Professional Level 1 Case Manager is the entry level position into Child and Youth Protection Services case management. It is expected that HP1's will grow in skill and experience through formal and informal development, supervision by Case Managers and support from team leaders and other staff. The role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications for example in Social Work, Psychology, Social Welfare, Social Science or a related discipline. Proficiency with Microsoft Office programs. Current driver's licence.

Note: Applications must be sent to cypsrecruitment@act.gov.au. Various positions available both permanent and temporary. Interviews will be held on a monthly basis. A Merit List will be maintained for 12 months with permanent and temporary positions offered over this period. 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: Sheree McMillan (02) 6207 4792 cypsrecruitment@act.gov.au

Cultural Facilities Corporation

ACT Museums and Galleries

Access and Learning

Assistant Director Access and Learning

Senior Professional Officer Grade C \$96,073 - \$103,416, Canberra (PN: 8502)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

ACT Museums & Galleries comprises four sites - Canberra Museum & Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Access and Learning team is responsible for delivering programs and services to a range of audiences across these sites. ACT Museums & Galleries is seeking an Assistant Director to manage this team in a job share arrangement to develop and deliver both education and community programs, across the four ACT Museums and Galleries sites. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage staff, competing tasks and work to deadlines is essential. This is a temporary vacancy available for a period of 12 months @ 2 days per week. This role is part of a job share arrangement. Salary will be pro rata @ 2 days per week. Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only. Eligibility/Other Requirements: Qualifications in Teaching are essential; a degree or diploma specialising in Australian social history/cultural history or visual arts is essential. A current ACT Driver's Licence is essential. Note: Applicants must provide a written statement addressing the selection criteria. Contact Officer: Claire Conti (02) 6207 3977 claire.conti@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

ACT Museums and Galleries

Access and Learning

Access and Learning Manager

Professional Officer Class 2 \$76,338 - \$87,365, Canberra (PN: 8506)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

ACT Museums & Galleries comprises four sites - Canberra Museum & Gallery (CMAG), Lanyon, Calthorpes' House and Mugga-Mugga. The Access and Learning team is responsible for delivering programs and services to a range of audiences across these sites. ACT Museums & Galleries is seeking an Access and Learning Manager to work as part of this team to manage the development and delivery of both education and community programs, across the four ACT Museums and Galleries sites. The successful applicant will have demonstrated experience in the management and delivery of learning experiences to school groups and community programs to diverse audiences within a museum and/or gallery context. A demonstrated ability to manage competing tasks and work to deadlines is essential. This is an expected temporary vacancy available for a period of 12 months @ 2 days per week. This role is part of a job share arrangement. Salary will be pro rata @ 2 days per week. Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only. Eligibility/Other Requirements: Qualifications in Teaching are essential; A degree in Visual Arts/Arts Administration or History/Archaeology/Cultural Heritage Management is essential. A current ACT Driver's Licence is essential. Note: Applicants must provide a written statement addressing the selection criteria. Contact Officer: Claire Conti (02) 6207 3977 claire.conti@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

Governance and Assurance

Information, Communications and Governance

Director, Regulation and Compliance

Executive Level 1.3 \$218,514 to \$228,851 depending on current superannuation arrangements, Canberra (PN: E825)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: The position requires a person with exceptional leadership and executive management skills. A strong legal background and substantial experience in overseeing investigations and dealing with and delivering in a regulatory environment are desirable. In addition, experience in government, managing people and stakeholder engagement is critical for this position. The Director, Regulation and Compliance works closely with the Director, Governance and Assurance in supporting the Senior Executive and Corporate Executive teams and will have significant contact with executives from other agencies, the Minister's office and the education and care sector. Remuneration: The position attracts a remuneration package ranging from \$218,514 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285. Contract: The successful applicant will be engaged under a performance based contract for up to one year. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly. Contact Officer: Stephen Gniel (02) 6205 2360 janet.abbott@act.gov.au

Director, Planning and Performance

Executive Level 1.2 \$202,347 to \$211,802 depending on current superannuation arrangements, Canberra (PN: E474)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: Reporting to the Deputy Director-General Organisational Integrity, the Director is responsible for the Directorate's data and planning and directing the measurement, monitoring and reporting of organisational performance. The position provides the Director-General and Senior Executive Team with advice and support in relation to improving service delivery and student outcomes and is responsible for ensuring that the Directorate is

a performance-driven organisation. As a leader in the Organisational Integrity Division, the Director will contribute to the design and delivery of significant initiatives aligned with the directions and priorities of the Directorate's Strategic Plan 2014 - 2017, Education Capital: Leading the Nation.

Remuneration: The position attracts a remuneration package ranging from \$202,347 - \$211,802, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$157,588.

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

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

Contact Officer: Meg Brighton (02) 6207 1278 caitlin.mcgarvey@act.gov.au

Education Strategy

Deputy Director-General's Office

Executive Support Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 09517)

Gazetted: 09 October 2015

Closing Date: 16 October 2015

Details: The Education Strategy Division is seeking a highly motivated, organised and flexible person to provide administrative support to the Education Strategy Division. The successful applicant will work directly to the Deputy Director-General of Education Strategy, will have sound administrative skills and the potential for further development.

Eligibility/Other Requirements: Desirable: Knowledge of Government functions.

Note: This position is temporary, available until 30 June 2016 with the possibility of extension. 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.

Contact Officer: Christine Lucas (02) 6205 8260 christine.lucas@act.gov.au

Organisational Integrity

People and Performance

HR People Services

Administration Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 26922)

Gazetted: 08 October 2015

Closing Date: 15 October 2015

Details: Human Resource People Services provides advice and support about staff recruitment and deployment, position management, resource allocation and undertakes data analysis to strategically inform workforce planning. Key partnerships include those with Shared Services, the ACT Teacher Quality Institute, Office of Regulatory Services and relevant unions. The successful applicant will: Contribute effectively to the efficiency of a customer focus team, demonstrating tact, well developed oral and written communication skills and productive working relations with team members and clients. As an individual and a member of a team, manage workflow and prioritise administrative tasks, using IT systems proficiently, supporting delivery of professional learning for specific groups and contributing to continuous improvement in practice. Apply sound knowledge of relevant legislation, policies, procedures and guidelines in delivering HR services.

Eligibility/Other Requirements: Highly Desirable: Knowledge and/or experience within Human Resources sector. Extensive corporate customer service experience.

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

Contact Officer: Tabatha Prado (02) 6205 9429 tabatha.prado@act.gov.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

Energy and Waste Policy

Director, Energy and Waste Policy

Executive Level 1.2 \$202,347 to \$211,802 depending on current superannuation arrangements, Canberra (PN: E824)

Gazetted: 13 October 2015

Closing Date: 27 October 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 Director, Energy and Waste, 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. In framing your application you should establish capabilities in administration and strategic public policy related to energy and waste policy; and inter-governmental relations. Experience at senior 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 \$202,347 - \$211,802, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$157,588.

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: Sean Rooney, Executive Director, Sustainability and Climate Change (02) 6207 1232

sean.rooney@act.gov.au

Strategic Planning

Planning

Master Plans

Graphic Designer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 17713)

Gazetted: 14 October 2015

Closing Date: 21 October 2015

Details: The Strategic Planning Division in Environment and Planning Directorate is seeking a Graphic Designer to assist in the delivery of key government priority projects. As part of the implementation of the ACT Planning Strategy and Transport for Canberra, the position will be involved in the development and delivery of urban planning and transport projects, programs and projects like the City Plan implementation, Northbourne Avenue Corridor, Master Plans, Greenfields planning and other land use and transport planning work. Candidates should have proven skills in graphic design, oral and written communication skills, the ability to provide strategic graphic design direction, a sound understanding of project management and the ability to produce graphic material digitally and in print.

Eligibility/Other Requirements: Qualifications and experience in Graphic Design or another relevant professional area including Urban Planning, Design would be highly desirable.

Notes: The successful applicant may be selected based on written application and referee reports only.

Contact Officer: Adam Azzopardi (02) 6207 3541 adam.azzopardi@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

Rehabilitation, Aged and Community Care

Geriatric Medicine

Specialist 1-5 - Geriatric Medicine

Staff Specialist 1-5 \$147,465 - \$181,976 Canberra (PN:03420)

Gazetted: 15 October 2015

Closing Date: 29 October 2015

ACT Health Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; Canberra Hospital and Health Services. One full time (1.0 FTE) and one part time (0.6 FTE) permanent positions exist for appropriately qualified Geriatricians. Candidates currently in their final months of training and expecting to be awarded FRACP shortly are also encouraged to apply.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 10% superannuation, ranges from \$240,687 - \$294,520.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship with the Australasian College of Physicians (either current or likely to be obtained shortly).

Contact Officer: Contract: Dr Anil Paramadhathil, Director, Geriatric Medicine on (02) 62442625 or by email

anil.paramadhathil@act.gov.au For academic enquiries, please contact Professor Nicholas Glasgow, Dean, ANU

Medical School on 02 6125 2622 or by email dean.medical.school@anu.edu.au

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

Canberra Hospital and Health Services

Medicine

Medical

Cardiologist

Staff Specialist 1-5 \$147,465 - \$181,976 Canberra (PN:36261)

Gazetted: 15 October 2015

Closing Date: 22 October 2015

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School.

The Position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship from the Royal Australasian College of Physicians, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency.

Applicants should have high level training and experience in all aspects of Cardiology with a special interest in Cardiac Imaging including echocardiography and cardiac CT. The successful applicant will be expected to contribute to curriculum leadership, teaching and assessment within the Discipline of Medicine and to be involved with teaching of the ANU medical students. They will also be expected to be active in clinical and/or basic research pertinent to the specialty and in quality assurance activities and continuing medical education. The successful applicant will also be required to work in a team of nursing and medical staff, including advanced trainees in Cardiology.

The Cardiology Department is well-established with 9 consultant medical staff, 4 Advanced Trainees, 6 FRACP Basic Trainees, 2 Cath Labs, a 19-bed Coronary Care Unit, inpatient Cardiology ward beds and a range of ambulatory care services. Planning is underway to build a new acute services block inclusive of state of the art Cardiology facilities.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976.

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

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency.

Fellowship of the Royal Australasian College of Physicians (FRACP) in Adult Cardiology and additional qualification that may include those from the Society of Cardiac Computed Tomography (SCCT).

Contact Officer: Enquires about the clinical role may be directed to Dr Ren Tan on Ph: (02) 6244 2178 E: ren.tan@act.gov.au For academic enquiries, please contact Professor Walter Abhayaratna Ph: (02) 6244 3791 E: walter.abhayaratna@act.gov.au

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

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Maternity/Gynaecology Manager

Registered Nurse Level 3.2 \$109,381, Canberra (PN: 22412)

Gazetted: 15 October 2015

Closing Date: 22 October 2015

Details: An opportunity has arisen for an experienced Nurse/Midwife to provide contemporary operational management and leadership to enhance the provision of excellent clinical care within the Maternity and Gynaecology Unit, with the new Centenary Hospital for Women and Children. This leader will have knowledge of trends and issues relating to the provision of safe and flexible rostering practices and innovations that impact on the work environment and the health care team.

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

Note: This position is a temporary position available for a period of six months with the option to extend. The successful applicant may be selected on application and referee reports.

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

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

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:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Penny Maher (02) 6174 7392

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Primary Health Nurse

Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 13946)

Gazetted: 15 October 2015

Closing Date: 29 October 2015

Details: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Correctional Centre (SCC) and young people at Bimberi Youth Justice Centre (BYJC). As a nurse specialist it is expected that you will complete induction assessments, planning,

implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurses Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has been delegated in agreement with the Team Leader.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Authority. Driver's licence is essential. Highly desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Tertiary or postgraduate qualifications and experience in clinical nursing practice

Notes: Rather than address Selection Criteria individually, candidates are encouraged to submit a one page response outlining your interest, relevant skills, experience and qualifications which make you suitable for the role. This needs to be uploaded as part of your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road. For more information on our great city and your future, visit:

<http://www.canberrayourfuture.com.au/>.

Contact Officer: Liza Marando (02) 6205 1062 dannielle.nagle@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's and Babies

Maternity Outpatients Team Leader

Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 26910)

Gazetted: 15 October 2015

Closing Date: 22 October 2015

Details: Maternity Outpatients are looking for a motivated full-time Registered Midwife with an interest in coordinating and delivering care to women during pregnancy. The position involves working weekdays in the antenatal clinic. This vacancy is ideal for a Midwife interested in joining a dynamic team. The role incorporates triage of referrals, direct client care and coordination of outpatient clinics. The Team Leader supports the development and orientation of new staff and students and acts as a role model to promote evidence based practise.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Authority (AHPRA).

Note: This is a temporary full-time position available for a period of five months with the possibility of extension. This successful applicant may be selected based on application and referee report only. The clinic operates during business hours.

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: Julianne Nissen (02) 6174 7368

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

Physiotherapists

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 21028, several)

Gazetted: 15 October 2015

Closing Date: 29 October 2015

Details: There are exciting opportunities for qualified and experienced Physiotherapists to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team with the Community Care Program. Community Care Physiotherapists assess and treat a diverse range of musculoskeletal conditions and provide care to the frail elderly and disabled. Interventions are provided on an individual basis, in group settings, health centres and in patient homes. We are a friendly team with strong supportive links across ACT Health. Staff meet regularly to share knowledge and foster team culture, striving for continual quality improvement and excellent patient outcomes. Our Physiotherapists work alongside other health professionals to deliver multi disciplinary, patient centred care. Eligibility/Other Requirements: Degree in Physiotherapy, and registration with the Physiotherapy Board of Australia. Current driver's licence is essential.

Note: Full-time, part-time permanent and temporary positions are currently available. These positions may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full-time and part-time physiotherapy vacancies at this level across the Division of Rehabilitation, Aged and Community Care.

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

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

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

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

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Contact Officer: Dominic Furphy (02) 6205 3808 Dominic.Furphy@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
ACT Wide Mental Health Services**

Administrative Services Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 29045)

Gazetted: 15 October 2015

Closing Date: 22 October 2015

Details: This position reports to the Operational Director of ACT Wide Mental Health Services. The position will provide high level administrative support, including all aspects of Calendar and Inbox management to assist in the strategic and operational processes required for the Operational and Clinical Director to undertake their accountabilities.

Notes: This is a temporary position available for a period eight months. This position may be required to work at various sites, including but not limited to, 1 Moore Street, Canberra City. 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: Michelle Hemming (02) 6205 5142 michelle.hemming@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 34010)

Gazetted: 15 October 2015

Closing Date: 29 October 2015

Details: The Justice Health Services (JHS) Primary Health Team is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. JHS Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Correctional Centre (SCC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Qualifications/Eligibility Requirements: Registered or eligible to register as Registered Nurse with the Australian Health Practitioner Regulation Authority. Driver's licence is essential.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Rather than address Selection Criteria individually, candidates are encouraged to submit a one page response outlining your interest, relevant skills, experience and qualifications which make you suitable for the role.

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: Liza Marando (02) 6205 1062

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

Nursing

Enrolled Nurse

Enrolled Nurse Level 1 \$55,118 - \$58,888, Canberra (PN: 27483)

Gazetted: 15 October 2015

Closing Date: 22 October 2015

Details: Rehabilitation, Aged and Community Care (RACC) are offering the opportunity for a motivated and experienced Enrolled Nurse to join the Acute Care of the Elderly Unit (Ward 11A). Applicants should have well-developed interpersonal skills, an ability to work collaboratively within a multidisciplinary team and be passionate about caring for the elderly.

Eligibility/Other Requirements: Registered or is eligible for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This position requires working a 24/7 rotating roster including weekends and nightshift. Part-time applicants will be considered.

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: Maria Trudinger (02) 6244 2431

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Medical Imaging Support Officer

Administrative Services Officer Class 2 \$50,676 - \$55,957, Canberra (PN: 28679, several)

Gazetted: 15 October 2015

Closing Date: 22 October 2015

Details: Medical Imaging Department of the Canberra Hospital provides state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. Our service is committed to providing our patients with cost-effective, easily accessible subspecialty expertise. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. The Division of Critical Care, Medical Imaging Administration team is seeking enthusiastic and professional individuals to join our team.

The successful applicant must be able to:

Provide a high level of administrative support;

Effectively prioritise work and meet deadlines;

Be a proactive, enthusiasm and strong communicator;

Work independently and as member of the administrative team;

Be adaptable and responsive;

Be able to quickly acquire knowledge and understanding of situations and subject matter; and

Build and maintain professional relationships in this pioneering and collaborative team.

This is a great opportunity to develop your administrative skills in a busy clinical working environment. Candidates are invited to submit an application against the selection criteria to a maximum of one page per criteria.

Candidates 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.

Eligibility/Other Requirements: Must have the ability to work on rotating roster. Must hold a full driver's and/or provisional driver's license and knowledge of medical terminology would be an advantage.

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

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

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Contact Officer: Daniel Ingram (02) 6244 2159 daniel.ingram@act.gov.au

Justice and Community Safety

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

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

ACT Government Solicitor

Executive

Manager, HR and Operations

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 09987)

Gazetted: 14 October 2015

Closing Date: 21 October 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 a suitably experienced Manager, Human Resources and Operations to oversee management of the human resources, including establishment, recruitment and staff development for the ACTGS. The successful applicant will make recommendations on policy and procedural initiatives to ensure the effective and efficient operation of the office. Important functions of the position include managing and supporting the infrastructure services of the office, controlling the performance agreement and appraisals program for the office and being responsible for the operational management of the ACTGS. You will be required to supervise the Office Assistant, Administrative Support Officer and other support staff within the office. This position will work closely with the Manager, Governance and Finance to ensure timely and quality advice is provided to the Solicitor-General and other ACTGS officers.

Eligibility/Other Requirements: Experience in office management especially in the area of human resources is essential.

Note: This is a temporary position available from 24 November 2015 until 23 November 2016 with the possibility of extension and/or permanency from this process. An order of merit may be established from this recruitment

process to fill future vacancies at level over the next 12 months. Selection may be based on written application only.

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

Security and Emergency Management Branch

Senior Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 27615)

Gazetted: 13 October 2015

Closing Date: 3 November 2015

Details: Do you possess a strong managerial background, with exceptional leadership, research and writing skills, with the ability to develop strategy, policy and big ideas, if so, then this Senior Manager role in the Security and Emergency Management Branch (SEMB) is for you. SEMB provides whole-of-government (WhoG) policy, coordination, and strategic advice on issues relating to security and emergency management across the ACT. SEMB is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates and relevant interstate and federal government agencies. SEMB is responsible for the management of protective security for the ACT Government. This combines procedural, physical, personnel and information security measures designed to protect government information, functions, resources, employees and clients against security threats. SEMB provides the WhoG control function for the development, verification, review and implementation of protective security policies and procedures. In addition to the above responsibilities SEMB facilitate security and emergency management coordination within the Territory and into the Commonwealth through its representation at a variety of federal committees and sub-committees. Duties include: Provide high level advice, briefings, reports and correspondence to the Senior Director SEMB and Directorate Executives; Represent SEMB and the Directorate at inter-governmental meetings; Assist with the management of SEMB as a member of the Branch management team; Contribute to a team responsible for one or more of the following: Develop strategies, policies and procedures for the ACT Government on protective security, counter-terrorism, critical infrastructure protection, CCTV or strategic emergency management issues; Manage the development and conduct of counter-terrorism and emergency management related activities, such as exercises and coordination of national grant programs; Manage the secretariat functions for both ACT and national security and emergency management committees and sub-committees; Undertake specific projects as required and ensure all activities adhere to relevant Territory legislation, policies and guidelines.

Eligibility/Other Requirements: Experience/qualifications in Security and Emergency management. A current security clearance is desirable.

Note: This is a designated Security Assessment Position to "Negative Vetting 1" (Secret) Level. Applicants are asked to provide an application cover letter, a statement addressing selection criteria (no more than half a page per criteria), details of two (2) referees and current curriculum vitae.

Contact Officer: Virginia Hayward (02) 6205 5132 virginia.hayward@act.gov.au

Corporate

Capital Works and Infrastructure

Infrastructure

Operational and Procurement Officer

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 34450)

Gazetted: 12 October 2015

Closing Date: 26 October 2015

Details: The Operational and Procurement Officer will be responsible for procurement activities and development of contracts relevant to the Infrastructure section, including provision of facilities services, repairs and maintenances and specialist consultancy services. Monitoring and maintenance of the JACS Maintenance Job Logging system and reporting requirements; the JACS Fleet Services arrangement and necessary coordination of fleet services across the directorate. The position will also be responsible for contributing to supervision of the team and for providing advice to JACS business units on the procurement, contract management, and policy assurance frameworks.

Eligibility/Other Requirements: A Certificate IV/Diploma Government Contracting and Procurement and/or Certificate IV/Diploma in Project management are desirable. A driver's licence is essential.

Note: This is a temporary position available until 23 November 2016

Contact Officer: Luigina Corich (02) 6205 0284 luigina.corich@act.gov.au

ACT Law Courts and Tribunal Administration

Registry Operations

Various

Registry Support Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 43615, several)

Gazetted: 08 October 2015

Closing Date: 22 October 2015

Details: The ACT Law Courts and Tribunal Administration is seeking persons with a mature approach, well developed communication skills, the ability to work well within a changing environment and the capacity to work with people from diverse backgrounds to undertake the role of Registry Support Officer. The successful applicants will assist Team Leaders in performing administrative registry duties, providing procedural advice to clients and relevant agencies and processing applications and court documents when received, as well as acting as an associate in Court when required.

Note: There are two full-time permanent positions available. The order of merit established from this process may be used to permanently or temporarily fill other identical Registry Support Officer positions over the next 12 months.

Contact Officer: Daniela Mojsoska (02) 6207 1292 daniela.mojsoska@act.gov.au

Office of the Legislative Assembly

Business Support

Manager, Security and Building Services

Senior Officer Grade C \$96,073 - \$103,416, Canberra, (PN: 430)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

The Office of the Legislative Assembly (OLA) has established a new role of Manager, Security and Building Services and is seeking expressions of interest from suitably skilled and experienced individuals to perform that role.

Initially, the role will be filled temporarily for an initial period of six months - although OLA is seeking to secure recurrent funding for the role, in which case it will then be filled permanently. During the initial six months, a key focus of the role will be to review how adequately and effectively existing policies, systems, controls and procedures address physical security risks, particularly those identified through a risk review process completed in early 2015 to address the requirements of the Territory's Protective Security Policy Framework. The new role will also provide middle management support to the Office's Director, Business Support in the management of the security/ attendant function, as well as oversight for the related facility management function. In addition to addressing, and being able to satisfy, the Office's standard selection criteria, the successful candidate will preferably be able to demonstrate management or advisory experience in the protective security environment; and will have a very good understanding of current issues, challenges and approaches being adopted in protective security policy and practice. Candidates wishing to be considered for this vacancy should submit a resume outlining their relevant experience, together with a brief statement addressing the selection criteria. All candidates should submit the names and contact details of two referees who could support candidates' claims of suitability.

Contact Officer: Ian Duckworth (02) 6205 0181 ian.duckworth@parliament.act.gov.au Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Hansard, Technology and Library

Records and Information Manager

Administrative Service Officer 6 \$76,337 - \$87,366, Canberra, (PN: 513)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

The Office of the Legislative Assembly (OLA) is seeking applications from suitably skilled and experienced individuals to perform in the Records and Information Manager role. Under direction from the Director, Hansard, Technology and Library, the Records and Information Manager is responsible for the day-to-day coordination of records and information resources across OLA. Information resources include information in physical and digital

formats. Contact Officer: Valeria Szychowska (02) 6205 0126 valeria.szychowska@parliament.act.gov.au
Applications can be forwarded to: OLARecruitment@parliament.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**

Infrastructure, Roads and Public Transport

ACTION

Operations

Manager Bus Operations (South)

Senior Officer Grade A \$131,412, Canberra (PN: 35973)

Gazetted: 08 October 2015

Closing Date: 29 October 2015

Details: ACTION Buses is seeking a dynamic individual with demonstrated experience in public transport operational delivery in a commercial environment. The successful applicant will be required to manage both the strategic direction and the day to day running of one of two ACTION Buses depots. You will be responsible for a large employment base and have operational responsibility for a large pool of assets including both a depot and more than 200 fleet vehicles. The successful applicant should have strong knowledge of ACT Government and public transport legislation. Further demonstrated experience in the area of Human Resource management, Finance and Occupational Health and Safety skills will also be highly regarded. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. Eligibility/Other Requirements: Tertiary qualifications in business, human resource management or similar field are highly desirable. Current driver's licence.

Applications are to be sent to the contact officer, Matthew Smee.

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

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.

Infrastructure, Roads and Public Transport

ACTION

Operations

Strategic Operational Fleet and Workshop Manager

Senior Officer Grade A \$131,412, Canberra (PN: 35977)

Gazetted: 08 October 2015

Closing Date: 29 October 2015

Details: ACTION Buses is seeking a dynamic individual with demonstrated experience in strategic operational fleet management. The successful applicant will be required to manage the strategic direction of fleet usage, profile and design in conjunction with the Territory and Municipal Services Directorates Public Transport business unit. You will also have responsibility for the operations of ACTION Buses two heavy vehicle maintenance workshops and associated workforce. You will use your strategic skills to assist both the ACTION Buses and Public Transport business unit to better utilise the available fleet either through better outputs or a reduction in service related costs. Demonstrated experience in people management is essential for this role as you manage the heavy vehicle maintenance workshops and associated workforce. Experience in budget management will also be highly advantages. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Degree qualifications in Engineering MBA or Finance qualifications highly regarded. Current motor vehicle driver's licence.

Applications are to be sent to the contact officer, Matthew Smee.

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

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.

Infrastructure, Roads and Public Transport

ACTION

Operations

Operational Capability Manager

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: A02412)

Gazetted: 08 October 2015

Closing Date: 29 October 2015

Details: ACTION Buses is seeking a dynamic individual with demonstrated experience in operational support and/or delivery. The successful applicant will be required to manage a large workforce delivering ACTION Buses field operations, including customer service, communications centre management and strategic safety and security functions. The operational capability team is responsible for managing the systems and processes to ensure the safety of ACTION customers and staff. Further this role plays a significant part in the crisis management team in the event of any major incident. Experience in the areas of risk planning, operational procedure and business continuity plan development would be advantages. The ACT Public Service is committed to building a culturally diverse workforce and inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Tertiary qualifications in Business, Safety, Security or Risk are highly desirable. Current driver's licence.

Applications are to be sent to the contact officer, Matthew Smee.

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

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.

Infrastructure Roads and Public Transport

Roads ACT

Traffic Management and Safety

Senior Traffic Engineer

Infrastructure Officer 3 \$96,296 - \$105,707, Canberra (PN: 23563, expected vacancy)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

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

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

Note: This is an expected vacancy.

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

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

Infrastructure Roads and Public Transport

Roads ACT

Traffic Management and Safety

Senior Traffic Safety Engineer

Infrastructure Officer 3 \$96,296 - \$105,707, Canberra (PN: 12048)

Gazetted: 09 October 2015

Closing Date: 16 October 2015

Details: Roads ACT is responsible for the management, operation and maintenance of ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure assets. Traffic Management and Safety, a section within Roads ACT, seeks a Senior Engineer to manage the secretariat function of the Federal Black Spot program as well as all Roads ACT Roads Safety Improvement programs. The successful applicant will have a sound working knowledge of traffic management, network management and road safety principles, standards and best practice to apply in program delivery and management of the road network. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply. Eligibility/Other Requirements: A Civil Engineering University Degree and relevant experience are essential.

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

Contact Officer: Pawel Potapowicz (02) 6205 0946 pawel.potapowicz@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 Territory Services

City Services

Place Management

Graffiti Management Coordinator

Technical Officer Level 4 \$76,337 - \$87,366, Canberra (PN: 36265)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: Place Management, a business unit within City Services, Parks and Territory Services Division is responsible for the management of urban parks and the public domain, including, lakes, shopping centres, playgrounds, public open space and city places. It maintains the look of the city and its environs and promotes recreational use of our urban parks and public places through sustainable land management. The successful applicant will work with stakeholders including the street art community to update and coordinate implementation of the ACT Graffiti Management Strategy. Coordinate graffiti management including sustainable graffiti prevention measures on public assets. Develop graffiti policies and guidelines in accordance with the Management Strategy and monitor their implementation. Promote and support graffiti removal and prevention strategies to community organisations, schools and asset owners. Develop a sustainable social media and websites of linking street artists with asset owners for potential mural sites. Report to the government on the status of the Graffiti Management initiatives and maintain a strict sense of professional ethics, maintaining confidentiality and privacy whilst abiding by the ACT Governments code of conduct. Coordinate the development of key graffiti vandalism messages and tools to contribute to changing attitudes, prevention and removal. The ACT public service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Tertiary qualifications in any area of social science or equivalent are essential.

Note: This is a temporary position available until 30 June 2016 with the possibility of extension.

Contact Officer: Patrick Nolan (02) 6207 2283 patrick.nolan@act.gov.au

Parks and Territory Services

City Services

Urban Treescapes

Technical Officer Urban Treescapes

Technical Officer Level 3 \$66,127 - \$74,731, Canberra (PN: 08065, several)

Gazetted: 09 October 2015

Closing Date: 23 October 2015

Details: The Urban Treescapes Section of City Services is responsible for the planning, management and maintenance of Canberra's urban trees. Urban Treescapes have several temporary vacancies at Technical Officer Level 3.

Duties will include: conducting field investigations and providing specialist technical advice on tree management issues; preparing written reports; investigating tree related claims for damage; assessing development proposals for potential impact on public and private trees; responding to correspondence in a timely manner; liaising with

contractors, service providers, industry, government agencies and the community and making recommendations under the *Tree Protection Act 2005*.

Eligibility/Other Requirements: The successful applicants will require extensive technical knowledge and experience in urban tree management issues, and the ability to undertake detailed tree related field investigations unsupervised. The successful applicants will also need strong communication skills (oral and written), excellent time management skills, a knowledge of the *Tree Protection Act 2005* and its application and Territory and Municipal Services tree damage claims procedures and a demonstrated ability to liaise with colleagues, management and the community. It is expected that the successful applicants will have technical qualifications in Arboriculture, Horticulture or other related disciplines such as Forestry, Landscape Architecture or Ecology.

Notes: These are temporary positions available from 2 November 2015 until 2 November 2020 with the possibility of permanency.

Contact Officer: Richard Allen (02) 6207 5878 richard.allen@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 Territory Services

ACT NOWaste

Executive Assistant

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 36296)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: ACT NOWaste is seeking a suitably experienced and motivated person to fill the position of Executive Officer. The role provides direct support to the Director as well as a broad range of administrative services for the business unit. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Current drivers licence.

Note: This position is temporary, available until 30 June 2016 with the possibility of an extension or permanent filling.

Contact Officer: Michael Trushell (02) 6207 2840 michael.trushell@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 Territory Services

Parks and Conservation

Urban Reserves

Ranger Grade 3

Ranger 3 \$63,744 - \$69,021, Canberra (PN: 15252)

Gazetted: 09 October 2015

Closing Date: 27 October 2015

Details: 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: 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 TAMS Collective 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: This is a temporary position available until 30 June 2016. Selection may be based solely on consideration of written application and referee reports. All applicants are required to address the selection criteria (no more than

two pages) 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. Contact Officer: Peter Galvin (02) 6205 0103 peter.galvin@act.gov.au

Corporate and Business Enterprise Division

Canberra Cemeteries

Cemetery Worker

General Service Officer Level 5/6 \$49,918 - \$54,936, Canberra (PN: 46131)

Gazetted: 13 October 2015

Closing Date: 27 October 2015

Details: Working in a team based environment under limited supervision of the Team Leader, the Cemetery Worker is responsible for carrying out burial and grounds maintenance activities services in a high quality customer service environment. Key responsibilities include but may not be limited to: Provide high quality customer service to customers, suppliers and other agencies/people accessing Cemeteries precincts. This may require assisting visitors to cemeteries with locating graves and other general requests; Operate a wide range of plant and equipment related to the operation of Cemeteries, including the use of a Backhoe and/or Excavator to dig graves; Perform landscaping and ground maintenance activities including but not limited to mowing, application of pesticides, irrigation work, tree and shrub planting and maintenance, cleaning and road maintenance; Use a variety of IT systems to facilitate accuracy and productivity (e.g. irrigation and grave location systems); Work as part of a small team or individually across the full range of cemetery activities; Train and supervise subordinates, volunteers and other workers allocated by the Grounds Manager including those on Community Service Orders; Maintain records associated with daily and seasonal activities; As part of a small team review procedures and recommend changes to management.

Eligibility/Other Requirements: Cemetery Composite Allowance. Due to operational requirements you may be required to work at a cemetery which is not your normal place of work. Duties may include after hours and weekend work.

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

Parks and Territory Services

Parks and Conservation Service

Birrigai Outdoor School

Housekeeper

General Service Officer Level 3/4 \$45,030 - \$49,173, Canberra (PN: 30597)

Gazetted: 09 October 2015

Closing Date: 16 October 2015

Details: This position provides general housekeeping and cleaning services to Birrigai at Tidbinbilla. The position requires an officer able to carry out physical tasks associated with cleaning and room servicing in a facility with up to 200 beds, as well as coordinate the annual and routine cleaning maintenance regimes at Birrigai. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Current driver's licence. Birrigai is outside the public transport system, the successful applicant must have their own reliable transport.

Notes: This temporary position is part-time at 22 hours per week for 12 months with the possibility of extension up to two years. Selection may be made 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.

Contact Officer: Cindy Samuel (02) 6205 6748 cindy.samuel@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.

Parks and Territory Services

City Services

Place Management

General Services Officer

General Services Officer Grade 3/4 \$44,357 - \$48,446, Canberra (PN: 41237, several)

Gazetted: 14 October 2015

Closing Date: 28 October 2015

Details: Territory and Municipal Services (TAMS) are seeking applicants to fill several various General Services Officer roles. The successful applications will: Work individually or as part of a team of employees engaged in horticultural maintenance and cleaning operations. Carry out tasks relating to urban open space maintenance including; mowing, weeding, pruning, litter collection, cleaning of shops and toilets and assisting with tree surgery and pest control activities. Operate and carry out basic maintenance on various machinery. Undertake all work tasks in accordance with PATS's, Horticulture/Cleaning maintenance standards and Occupational, Health and Safety (OH and S) Legislation.

Eligibility/Other Requirements: Training OH and S Awareness and Risk Management Training; and Light Rigid or Medium Rigid Truck Licence. Type of licence to be agreed with manager and will depend on work unit requirements; and Temporary Traffic Management (TTM) Awareness Training; and One of the following: Plant and Equipment Training – operation, care and maintenance relevant to the task; or ChemCert III; or Chainsaw Certificate – basic felling/crosscut. Selection of one of the above three training options, will be in consultation with the manager, and will align with work unit requirements. Performance Management meetings will be held every six months. This will enable the manager to track training objectives and monitor performance.

Note: These are temporary positions available for a period of up to six months with the possibility of extension and/or permanency from this process. An order of merit may be established from this recruitment process to fill future vacancies at level over the next 12 months.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$57,417 - \$61,793

Pauline Bennett 846-93659, Section 68(1), 14 October 2015

Health

Administrative Services Officer Class 3 \$57,417 - \$61,793

Renee Bassett 827-29312, Section 68(1), 8 October 2015

Health Professional Level 4 \$96,073 - \$103,416

Holly Catt 846-91717, Section 68(1), 28 September 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Michael De La Cerna 846-93827, Section 68(1), 12 October 2015

Building Trade \$63,656 - \$67,325

Andrew Juchnicki 846-93405, Section 68(1), 14 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180

Shannon Rutledge 827-25557, Section 68(1), 8 October 2015

Senior Officer Grade A \$131,412

Elizabeth Webster 846-93712, Section 68(1), 12 October 2015

Senior Officer Grade A \$129,470

Matthew Wright 846-93579, Section 68(1), 12 October 2015

Justice and Community Safety

Administrative Services Officer Class 2 \$50,676 - \$55,957

Vicki-Lee Brogden 843-99353, Section 68(1), 13 October 2015

Administrative Services Officer Class 6 \$76,337 - \$87,366

Christine Halsey 846-88497, Section 68(1), 8 October 2015

Administrative Services Officer Class 6 \$76,337 - \$87,366

Amanda O'Neill 836-10364, Section 68(1), 8 October 2015

Territory and Municipal Services

TGSO 6.1 - TGSO 6.4 \$68,929 - \$71,822

Brian Turner 835-63932, Section 68(1), 8 October 2015

TRANSFERS

Education and Training

Nicole Simone Nicholson: 766-23378

From: School Leader B \$125,135

Education and Training

To: School Leader B \$125,135

Education and Training, Canberra (PN. 35783) (Gazetted 4 September 2015)

Health

Kathryn Rodda: 839-25286

From: Health Professional Level 2 \$59,085 - \$81,111

Health

To: Health Professional Level 2 \$59,085 - \$81,111

Health, Canberra (PN. 28692) (Gazetted 3 September 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Human Resource Services

Information, Data and Recruitment

Katherine Cooper: 827-35667

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$70,844 - \$74,989

Chief Minister, Treasury and Economic Development, Canberra (PN. 23213) (Gazetted 15 October 2015)

Shared Services

Partnership Services Group

Business Application Management

Samantha Russell: 821-05024

From: Information Technology Officer Class 2 \$76,337 - \$87,366

Chief Minister, Treasury and Economic Development

To: †Senior Officer (Technical) Grade C \$96,073 - \$103,416

Chief Minister, Treasury and Economic Development, Canberra (PN. 00923) (Gazetted 7 August 2015)

Community Services

Office for Children, Youth and Family Support

Child and Youth Protection Services

CYPS Performance

Lee Yhian Diep: 836-13223

From: Health Professional Level 2 \$59,085 - \$81,111

Office of Children Youth and Family Services

To: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Community Services, Canberra (PN. 11540) (Gazetted 6 May 2015)

**Housing and Community Services
Office of the Executive Director
Executive Support Unit**

Marilyn Maree Harris: 792-3545

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Housing and Community Services

To: Administrative Services Officer Class 5 \$70,844 - \$74,989

Community Services, Canberra (PN. 16269) (Gazetted 27 August 2015)

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

CYPS Performance

Karen Holl: 836-09566

From: Administrative Services Officer Class 6 \$76,337 - \$87,366

Justice and Community Safety

To: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)

Community Services, Canberra (PN. 10443) (Gazetted 6 May 2015)

Education and Training

**Education Strategy
Student Engagement
Student Wellbeing**

Billieann Bambrick 755-71633

From: School Leader C \$107,472

Education and Training

To: †School Leader B \$125,135

Education and Training Canberra (PN. 04088) (Gazetted 24 July 2015)

**Office for Schools
North/Gungahlin Network
Dickson College**

Craig Milton Edwards: 716-05074

From: School Leader C \$107,472

Education and Training

To: †School Leader B \$125,135

Education and Training Canberra (PN. 01675) (Gazetted 4 August 2015)

**Office for Schools
Tuggeranong Network
Wanniassa Hills Primary School**

Kris McCreath: 820-91267

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Education and Training

To: Administrative Services Officer Class 5 \$70,844 - \$74,989

Education and Training, Canberra (PN. 00609) (Gazetted 3 September 2015)

**Education Strategy
Learning and Teaching
Office of the Director
Rebecca Travers: 835-94659**

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety
To: †Senior Officer Grade C \$94,653 - \$101,888
Education and Training, Canberra (PN. 00161) (Gazetted 26 August 2015)

Health

Canberra Hospital and Health Services
Women, Youth and Children
Child, Youth and Women's Health Program
John Couto: 821-14449

From: Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade)
Health
To: †Health Professional Level 4 \$96,073 - \$103,416
Health, Canberra (PN. 28649) (Gazetted 27 August 2015)

Canberra Hospital and Health Services
People, Strategy and Services
Workforce Planning
Shandya Deo: 788-61724

From: Administrative Services Officer Class 3 \$57,417 - \$61,793
Health
To: Administrative Services Officer Class 5 \$70,844 - \$74,989
Health, Canberra (PN. 35673) (Gazetted 18 June 2015)

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Alcohol and Drug Program
Joan MacGregor: 261-01504

From: Registered Nurse Level 2 \$84,394 - \$89,447
Health
To: †Registered Nurse Level 3.1 \$96,756 - \$100,737
Health, Canberra (PN. 22030) (Gazetted)

Strategy and Corporate
Business and Infrastructure
Logistics Support
Irene Tin: 261-26154

From: Health Service Officer Level 3 \$46,272 - \$47,776
Health
To: Health Service Officer Level 5 \$50,308 - \$52,809
Health, Canberra (PN. 36277) (Gazetted 9 April 2015)

Canberra Hospital and Health Services
Xiaomeng Wang: 820-78812
From: Administrative Services Officer Class 3 \$57,417 - \$61,793
Health
To: Administrative Services Officer Class 6 \$76,337 - \$87,366
Health, Canberra (PN. 11733) (Gazetted 17 September 2015)

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care

Geriatric Medicine

Sabari Saha, 813-16823

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

Health

To: †Senior Specialist \$199,231

Health, Canberra (PN. 10538)

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

Canberra Hospital and Health Services

Surgery and Oral Health

Anaesthesia

Ross Hanrahan, 780-47714

From: Senior Registrar \$124,330

Health

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

Health, Canberra (PN. 22057) (Gazette 31 July 2014)

Territory and Municipal Services

Parks and Territory Services

Parks and Conservation Service

Parks, Reserves and Rural Lands

Scott Anthony Ryan: 827-58711

From: Technical Officer Level 2 \$56,643 - \$64,862

Territory and Municipal Services

To: †Technical Officer Level 3 \$66,127 - \$74,731

Territory and Municipal Services, Canberra (PN. 17880, several) (Gazetted 15 October 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.

Parks and Conservation Services

National Parks and Catchments

Tidbinbilla Nature Reserve

Jackson Taylor-Grant: 827-28491

From: Administrative Services Officer Class 2 \$50,676 - \$55,957

Territory and Municipal Services

To: Park Ranger 2 \$63,744 - \$69,022

Territory and Municipal Services, Canberra (PN. 12314) (Gazetted 2 July 2015)

RETIREMENTS AND DISMISSALS

Justice and Community Safety

Section 122 of the Public Sector Management Act 1994 – Paul Costanzo: 836-10331, 7 October 2015