



ACT Government Gazette

Gazetted Notices for the week beginning 28 April 2016

EXECUTIVE NOTICES

Capital Metro Agency

Contract Cessation

Katrina Giudice – Director, Customer Experience and Operations (E779) – 08.04.2016

Community Services

Engagement

Jodie Robinson – Director, Child and Youth Protection Services (Operations) (E758) Section 72 of the Public Sector Management Act 1994

Education

Engagement

Deborah Efthymiades – Deputy Director-General, Education Strategy (E718) Section 72 of the Public Sector Management Act 1994

Health

Contract Cessation

Ronald Foster – Chief Financial Officer, Financial Management (E539) – 1.04.2016

VACANCIES

Canberra Institute of Technology

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

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

CIT Business, Tourism and Accounting

Business Administration

Senior Teacher

Teacher Level 2 \$97,559, Canberra (PN: 34886)

Gazetted: 04 May 2016

Closing Date: 11 May 2016

Details: This role will work under the general direction of the Head of Department and requires high level organisational, communication and educational management skills. Other duties include: Assist in the management and guidance of staff through performance feedback, coaching, mentoring and conflict resolution; Provide support, guidance and advice to students; Assist in the development of business plans including maintaining and developing commercial client relationships; Provide leadership and innovation in teaching delivery, assessment and student progression; Perform other appropriate duties such as schedules classes, enrolments, information sessions and marketing events; and teach the number of hours prescribed in the relevant industrial award within the field of business. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available until 31 December 2016 with the possibility of extension.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40.

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor).

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: Degrees or higher qualifications and/or vocational qualifications in Business Administration or related disciplines.

Contact Officer: Shari Madden (02) 6205 4148 shari.madden@cit.edu.au

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

CIT Corporate Services

CIT Safety and Employment Relations

Work Health and Safety Advisor

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 54946, expected vacancy)

Gazetted: 03 May 2016

Closing Date: 17 May 2016

Details: CIT is seeking an enthusiastic individual to be the Work Health and Safety Advisor responsible for providing advice, support and policy development covering the application and interpretation of Work Health and Safety legislation, guidelines and Australian Standards. The Work Health and Safety Advisor plays an important part in assisting staff to take ownership of health and safety outcomes. The Advisor works with management and staff to implement and review WHS Risk Management strategies that strive to maintain CITs position of excellence in Work Health and Safety. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Diploma (or higher) level qualifications relevant to the work, health and safety environment are highly desirable. Work, health and safety experience in an organisation with diverse working environments (i.e. office, building trades, laboratory) is desirable. Health and Safety Representative training is desirable.

Contact Officer: Bec Smith (02) 6207 4094 bec.smith@cit.edu.au

CIT Trade Skills and Vocational Learning

CIT Construction

Painting and Decorating Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51444)

Gazetted: 28 April 2016

Closing Date: 13 May 2016

Details: CIT Construction/Allied Trades is looking for an experienced Painting and Decorating Teacher. Under the general direction of the Head of Department you will teach delivery across all units of competency within the Certificate III Painting and Decorating program. Use flexible, innovative and blended learning tools to deliver educational programs that provide the students an opportunity to achieve required training outcomes. Development and application of valid theory, learning resources and practical assessment tools in a range of training environments to meet the needs of various clients and commercial groups. Administration tasks required by the Apprenticeship system, User Choice and ASQA to ensure contractual obligations of a Registered Training Organisation (RTO) are met, these will include completion of negotiated training plans, enrolments, delivery and assessment and reporting of progress levels to employers and funding agencies. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: New Teachers at Teacher Level 1.1 to Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, such as Certificate III in Painting and Decorating or as specified in the applicable training package or accredited curriculum specifications.

Note: This is a temporary position available for 12 months with the possibility of extension.

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

People and Organisational Governance

CIT Yurauna Centre

Cultural Arts Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 55556)

Gazetted: 03 May 2016

Closing Date: 18 May 2016

Details: Under the general direction of the Director, CIT Yurauna Centre you will be required to teach up to the number of hours prescribed in the relevant industrial award. Maintain roll books, attendance records, student records including develop, establish and implement suitable lesson plans to meet learning outcomes, subject guides, assessment tasks, including regular research of current information to ensure industry standards within the classroom whilst teaching in line with Institute policy and procedures. Engage with diverse Aboriginal and Torres Strait Islander people that are disengaged from education – ranging from youth to mature age. Keep abreast of current issues in the VET area, particularly learning strategies for Aboriginal and Torres Strait Islander people disengaged from education that may be seeking a positive learning environment. Liaise across the Institute, Community, Industry, ACT and Australian Government agencies and departments to identify contract opportunities and write tenders. Perform educational and administration tasks and other duties as directed by the Centre Director. This position is being re-advertised.

Eligibility/Other Requirements: Mandatory qualifications/registrations/licencing: New Teacher Level; 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first 12 months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). 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 -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: Relevant qualifications in Art and Design. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability. This is an Indigenous Australian Identified position. Notes: This is a part-time temporary position at 29:24 hours per week, available 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: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

People and Organisational Governance

CIT Yurauna Centre

Cultural and Community Studies Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51218)

Gazetted: 28 April 2016

Closing Date: 25 May 2016

Details: Under the general direction of the Director, CIT Yurauna Centre you will be required to teach up to the number of hours prescribed in the relevant industrial award. Maintain roll books, attendance records, student records including develop, establish and implement suitable lesson plans to meet learning outcomes, subject guides, assessment tasks, including regular research of current information to ensure industry standards within the classroom whilst teaching in line with Institute policy and procedures. Engage with diverse Aboriginal and Torres Strait Islander people that are disengaged from education – ranging from youth to mature age. Keep abreast of current issues in the VET area, particularly learning strategies for Aboriginal and Torres Strait Islander people disengaged from education that may be seeking a positive learning environment. Liaise across the Institute, community, industry, ACT and Australian government agencies and departments to identify contract opportunities and write tenders. Perform educational and administration tasks and other duties as directed by the Centre Director. Previous applicants will be considered and do not need to re-apply.

Eligibility/Other Requirements: **This is an Indigenous Australian Identified position.** Mandatory qualifications/registrations/licencing: New Teacher Level; 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months

of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Desirable: Tertiary qualifications relevant to teaching Community Services, Mental Health, Aboriginal Studies. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

Business Tourism and Accounting

Accounting and Law

Accounting Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51803)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Are you a qualified and experienced Accountant with a strong interest in sharing your knowledge with others? CIT has a 12 month temporary teaching position available within our well established and highly regarded Accounting program area. Your primary role would be to teach as required by the Head of Department, counsel and advise students on issues relating to their effective participation in courses offered by the program area. The successful applicant will be able to: Create learning and assessment material for face to face, flexible, online and on the job learning environments. Create and mark assessments. Maintain student records including complete and detailed records of relevant student assessments and performance. Develop individually and as a member of a team curricula including educational resource material for new and existing programs of study. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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 Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Appropriate industry competencies demonstrated by the following qualifications: Bachelor Degree or higher in Commerce, Arts (Accounting), Economics, or similar 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: Membership of the Institute of Public Accountants, CPA Australia or Chartered Accountants Australia and New Zealand. Tax Agent registration.

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

Note: This is a temporary position available 7 July 2016 to 6 July 2017 with possibility of extension and/or permanency from this process.

Contact Officer: Bettina Hiscock (02) 6207 3272 bettina.hiscock@cit.edu.au

CIT Business, Tourism and Accounting

Business Administration

Head of Department

Manager Education Level 1 \$113,077, Canberra (PN: 51764)

Gazetted: 04 May 2016

Closing Date: 11 May 2016

Details: CIT Business, Tourism and Accounting teaching college comprising four departments: CIT Accounting and Law, CIT Management and Business, CIT Business Administration and CIT Tourism, Hospitality and Events. The college is seeking to recruit a Head of Department in Business Administration to: effectively manage and administer the operations within the department, provide effective educational leadership, and support the overall operations of the college to be competitive, sustainable with a client centred approach to learning. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Industry experience: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification. Leadership/management experience.

Note: This is a temporary position available until 31 December 2016 with the possibility of extension.

Contact Officer: Elizabeth Nair (02) 6207 3222 elizabeth.nair@cit.edu.au

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

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

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Investigation Analyst

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 33465)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: The Investigation Analyst will be responsible for data collection, case management and analytical review in support of investigative processes conducted by the Professional Standards Unit (PSU). The Investigation Analyst will lead and develop the analytical function in the PSU. The role provides broad advice and support to directorates, in accordance with relevant legislation and industrial instruments. The Investigation Analyst has responsibility for the supervision of an Administration Officer. The successful candidate must have highly developed analytical and research skills. He/she will have exceptional written and oral communication skill, require limited direction and be able to prepare logical and detailed reports. The successful candidate will work collaboratively, as part of a small team, to achieve the objectives and responsibilities of the PSU.

Note: This is a temporary position available until 21 April 2017. Selection may be based on applications and referee reports only.

Contact Officer: Cheryl Condon (02) 6205 4699 cheryl.condon@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Training and Tertiary Education/Analytics and Policy Services

Analyst

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 31373)

Gazetted: 04 May 2016

Closing Date: 20 May 2016

Details: The Training and Tertiary Education branch is seeking an Analyst to provide high level support and advice to staff on complex data issues, proposals and concepts. The successful applicant will be able to collect and analyse vocational education and training (VET) data to inform evidenced based recommendations. Proven experience in statistical modelling is also essential to the development and maintenance of a number of data based models within the branch. The successful applicant will work in a dynamic team and will contribute frequently to project based work which may have tight deadlines. The successful applicant will work alongside another Analyst and report to a Statistical Analyst.

Eligibility/Other Requirements: Strong knowledge in Microsoft Excel and relevant tertiary qualifications in Economics, Actuarial Studies, Statistics or related disciplines are highly desired.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension.

Contact Officer: Patrick Bent (02) 6205 7052 patrick.bent@act.gov.au

Asbestos Response Taskforce

Acquisition, Demolition and Sales

Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35067)

Gazetted: 03 May 2016

Closing Date: 10 May 2016

Details: Expressions of interest are invited to temporarily fill the position of Project Officer supporting the operation of the Acquisition, Demolition and Sales Team in the Asbestos Response Taskforce. The successful applicant will have proven experience to apply their specialist skills and knowledge in development and building administration, within a highly dynamic and evolving environment, to deliver the Loose Fill Asbestos Insulation Eradication Scheme. The person will have demonstrated knowledge and understanding of relevant ACT development and building legislation, policies and procedures, including the ability to interpret building plans and relevant approval requirements. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position.

Eligibility/Other Requirements: A minimum of five years experience in building or development administration in a government environment.

Note: This is a temporary position available until 30 June 2016 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Applicants should provide a written Expression of Interest of no more than two pages, current Curriculum Vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually. Selection may be based on application and referee reports only.

Contact Officer: Graham Sandeman (02) 6205 6309 graham.sandeman@act.gov.au

Arts, Business, Events, Sport and Tourism

Innovation, Trade and Investment

Training and Tertiary Education/Analytics and Policy Services

Policy Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 31374)

Gazetted: 04 May 2016

Closing Date: 19 May 2016

Details: Analytics and Policy Services are seeking a suitable Policy Officer. The successful applicant will provide project management and policy support, including research, analysis and policy development, relating to vocational education and training (VET) the National Skills Reform Agenda. The successful applicant will have well developed organisation, project and policy management, and written and oral communication skills, with parallel

expertise in research and analysis. The successful applicant may be required to attend national and local teleconferences and liaise with a range of stakeholders.

Notes: This is a temporary position available until 30 June 2017 with the possibility of extension.

Contact Officer: Patrick Bent (02) 6205 7052 patrick.bent@act.gov.au

Shared Services

Finance

Financial Applications Support Team

Assistant Systems Administrator

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 10204)

Gazetted: 02 May 2016

Closing Date: 16 May 2016

Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who working collaboratively with other team members, will assist in the delivery of financial systems services to ACT Government Directorates. Under the supervision of the System Administrator Financial Applications Support, the role will perform system administration functions for Oracle E-Business Suite and various other business systems. Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in a similar role are highly regarded.

Contact Officer: Chris Turner (02) 6207 5864 chris.turner@act.gov.au

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

Corporate

Human Resources

Senior Human Resource Advisor

Senior Officer Grade A \$133,383, Canberra (PN: 36891)

Gazetted: 02 May 2016

Closing Date: 17 May 2016

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced HR professional to join Corporate People and Capability Branch as the Deputy Director. The position will operate as part of a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will provide expert support, strategic direction and leadership in safety and health and wellbeing strategies, systems and programs including the implementation of the Directorate's WHS management system. The successful applicant will have broad human resource experience to be able to provide high level support to the Director, Corporate People and Capability and experience working in the public sector context. They will enjoy working in a dynamic and complex environment.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in WHS or relevant field with extensive relevant experience in both private and public sectors preferably within similar industries.

Notes: The successful applicant may be selected off application and referee reports only.

Contact Officer: Michelle Wicks (02) 6207 1356 michelle.wicks@act.gov.au

Land Development Agency

Strategic Finance

Project Accounting Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 36974)

Gazetted: 04 May 2016

Closing Date: 19 May 2016

Details: The Land Development Agency (LDA) is seeking an experienced project accountant professional to join its Strategic Finance team. The position requires high level strategic project and people management skills. It is responsible for overseeing project reporting, project budgets, and supervision of the project accounting team. Ideally the successful candidate will have a minimum of three years experience in a project accounting role in the land/property development or construction industry; and advanced skills using financial management information systems, experience with Oracle and TM1 will be highly regarded.

Eligibility/Other Requirements: Member of a professional accounting body in Australia, either the Chartered Accountants Australia and New Zealand or CPA Australia. Demonstrated experience in driving business improvement via, business and project management control systems and cultural change. Demonstrated experience in effectively managing and mentoring a client focused team and foster a positive work environment.

Notes: This is a temporary position available for up to 12 months with the possibility of extension and/or permanency.

Contact Officer: Sam Calabro (02) 6207 0889 samuel.calabro@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

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 30728)

Gazetted: 29 April 2016

Closing Date: 13 May 2016

Details: The Regional Manager is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues. The duties of this position include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicant will need to demonstrate that they have strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Current driver's licence is required. Experience in using a range of IT business and office applications. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. This position is being readvertised. Previous applicants need not reapply and will be considered.

Contact Officer: Alexandra Groves (02) 6207 6297 alexandra.groves@act.gov.au

Office for Children, Youth and Family Services

Children and Youth Protection Services

Bimberi Residential Services

Administrative Support Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 10187)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Bimberi Youth Justice Centre (Bimberi) provides a state of the art youth detention facility which complies with current Human Rights requirements. The occupant of this position will provide a broad range of administrative support functions, including data collection and the establishment and maintenance of a variety of records and files using a range of software applications. The successful candidate will have the opportunity to display their high level of customer service by providing a reception function and support to staff within the management unit of the Centre. A component of the occupant's duties is to drive a government vehicle in order to pick up and drop off work related items.

Eligibility/Other Requirements: Applicants must possess a current driver's licence and Senior First Aid Certificate. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an Australian Federal Police check will be required for all applicants. For

further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Denise Morris (02) 6207 3384 denise.morris@act.gov.au

Education

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

Office for Schools

South and Weston Network

Curtin Primary School

Building Service Officer 3

General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 35958)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Curtin Primary School (P-6) is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stock takes and receipt of stores and equipment. Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. 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 https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: Selection may be based on application and referee reports only. Please submit written referee reports with application

Contact Officer: Colleen Myburgh (02) 6205 5622 colleen.myburgh@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Erindale College

Building Service Officer 3

General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 35642)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Erindale College (EC) has responsibility for the Erindale Education and Recreation Complex (EERC) and is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of EC/EERCs buildings, furniture, fittings and equipment; and the maintenance of the complex's buildings and day to day grounds maintenance. The successful applicant will manage the complex's maintenance programs and contractors, undertake regular inspections to determine priorities, perform or

organise and oversee emergency repairs and support the complex's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. A class LR licence to drive the school bus. Successful applicant may be selected from application and referee reports only.

Note: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

http://www.worksafe.act.gov.au/health_safety

Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. 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

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

Contact Officer: Craig Lyttle (02) 6142 2988 craig.lyttle@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Harrison School

Building Service Officer 3

General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 35307)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Harrison School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. A class LR licence to drive the school bus. Successful applicant may be selected from application and referee reports only.

Note: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety . Mandatory Training in other WHS procedures will be required during

employment: for example Working at Heights, Sharps. 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

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

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Caroline Chisholm School

Building Service Officer 3

General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 36450)

Gazetted: 29 April 2016

Closing Date: 13 May 2016

Details: Caroline Chisholm School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The

successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stocktakes and receipt of stores and equipment. Eligibility/Other Requirements: Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. A class LR licence to drive the school bus.

Note: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to - http://www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Selection may be based on written application and referee reports only.

Contact Officer: Jenny Mosessen (02) 6142 3550 jenny.mosessen@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Ngunnawal Primary School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 04645)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Ngunnawal Primary School is a P-6 School that has a collaborative whole school approach to teaching and learning. We are seeking a caring, experienced and highly motivated educator with a background in meeting the academic and social needs of students for a Year One class.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Notes: This is a temporary position available from 18 July 2016 until 26 January 2017.

Contact Officer: Kristine Stewart (02) 6205 8182 kristine.stewart@ed.act.edu.au

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

Office For Schools

North/Gungahlin Network

Amaroo School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 08919)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking a highly motivated and collaborative Teacher to work in our Year 3 team.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Notes: This is a temporary position available from 13 June 2016 to 26 January 2017.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

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

Office for Schools

Belconnen Network

Kaleen Primary School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06398)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Kaleen Primary School is a P-6 School with approximately 612 students and will operate with 22 classes from K-6 and three Preschool sessions in 2016. We are seeking a highly motivated K-2 Primary Classroom Teacher to join our junior school team to teach in a variety of roles. Early Childhood teaching qualifications would be an advantage but not mandatory.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to

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

Notes: This is a temporary position available until 26 January 2017 with possibility of extension.

Contact Officer: Sarah Milligan (02) 6205 5888 sarah.milligan@ed.act.edu.au

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

Office for Schools

Belconnen Network

Kaleen Primary School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06649)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Kaleen Primary School is a P-6 School with approximately 612 students and will operate with 22 classes from K-6 and three Preschool sessions in 2016. We are seeking a highly motivated K-6 Primary Classroom Teacher to join our junior school team to teach in a variety of roles.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to

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

Note: This is a temporary position available until 26 January 2017 with possibility of extension.

Contact Officer: Sarah Milligan (02) 6205 5888 sarah.milligan@ed.act.edu.au

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

Office for Schools

Belconnen Network

Evatt Primary School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06661)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Evatt Primary School in north west Canberra is looking for a Special Needs Teacher. Experience in working with primary age students with additional learning needs is essential.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to

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

Notes: This is a temporary position available until 26 January 2017 with the possibility of extension.

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

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

Office for Schools

Belconnen Network

Giralang Primary School

Intervention and Mainstream Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 36944)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Giralang Primary School is based in the Belconnen region of Canberra and is a P-6 School with 350 enrolments. We are looking for an intervention teacher for the learning support centre. This teacher will need demonstrated ability to work collaboratively and build relationships with all students, parents and staff. We have a focus on using evidence based practices and Quality Teaching to inform the teaching and learning cycle, requiring regular reflection on teaching practice. The Teacher will require experience/interest in the Multi-Lit program and early reading intervention.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to

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

Contact Officer: Belinda Love (02) 6205 5866 belinda.love@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Lyneham Primary School

Classroom Teacher-Kindergarten

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 10259)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Lyneham Primary School, requires a dynamic Teacher to work collaboratively with staff and families, creating a positive learning environment. Using the Australian curriculum with emphasis on Literacy and Numeracy and working in a team.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Notes: This is a temporary position available from 18 July 2016 until 26 January 2017.

Contact Officer: Annamaria Zuffo (02) 6205 6511 annamaria.zuffo@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Gordon Primary School

Preschool Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06529)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Gordon Primary School requires a Preschool Teacher one class plus internal release.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised early childhood school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Notes: This is a temporary position available from 18 July 2016 until 26 January 2017.

Contact Officer: Liz Baker-Matterson (02) 6205 5955 liz.baker-matterson@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Campbell Primary School

Classroom Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 13922, several)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Located in the suburb of Campbell near Canberra's City Centre, Campbell Primary School has celebrated over 50 years of public education enrolling 349 students from Preschool to Year 6. We are looking for a Classroom Teacher willing to work from Kindergarten to Year 6. We operate as a professional learning community and seek staff with a demonstrated ability to work collaboratively and build relationships with all students, parents and staff.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Notes: This is a temporary position available from 18 July 2016 until 27 January 2017 with the possibility of extension.

Contact Officer: Paula Kinsman (02) 6142 3580 paula.kinsman@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Campbell Primary School

Preschool Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 01842)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Located in the suburb of Campbell near Canberra's City Centre, Campbell Primary School has celebrated over 50 years of public education enrolling 349 students from Preschool to Year 6. We are looking for a Preschool Classroom Teacher willing to work across both preschool settings. We operate as a professional learning community and seek staff with a demonstrated ability to work collaboratively and build relationships with all students, parents and staff. Campbell Preschool is located within the school grounds, and the Allen Main Memorial Preschool is situated in the grounds of the Royal Military College, Duntroon.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised early childhood school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Paula Kinsman (02) 6142 3580 paula.kinsman@ed.act.edu.au

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

Office for Schools

South/Weston Network

Mawson Primary School

Mandarin Language Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 35556)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Mawson Primary School has three Mandarin language learning programmes. Preschool to Year 6 LOTE, Kindergarten to Year 2 one day immersion programmes and Years 3-6 two day immersion programmes. The role is that of a Classroom Teacher with responsibility for students for the whole school day, as well as one hour LOTE lessons.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Notes: This is a temporary part-time position available at 14.42 to 22.03 hours per week until 26 January 2017 with the possibility of extension.

Contact Officer: Amanda Andrews (02) 6205 8033 amanda.andrews@ed.act.edu.au

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

Office for Schools

South Weston Network

Mawson Primary School

K-6 EAL/D Teacher

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 05913)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Mawson Primary School has more than 50% of students who identify as having EAL/D status. The School has Mandarin language learning programmes-Preschool to Year 6 LOTE, Kindergarten to Year 2 one day immersion programmes and Years 3-6 two day immersion programmes.

Eligibility/Other Requirements: TESOL or equivalent language qualifications are desirable. A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Amanda Andrews (02) 6205 8033 amanda.andrews@ed.act.edu.au
Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Office for Schools
South Weston Network
Forrest Primary School
Classroom Teacher**

Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 13784)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: Forrest Primary School will be authorised in the PYP in August 2016. The successful candidate will need to be experienced in PYP and able to lead a collaborative team in the standards and practices of PYP. The successful applicant will be able to work flexibly as the job will present as full-time and part-time at different stages. The successful officer will be experienced in working in tandem teams and have high level communication skills with parents. S/he will have high level of expertise in the teaching and learning of literacy and numeracy.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to

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

Contact Officer: Christine Pilgrim (02) 6205 5644 christine.pilgrim@ed.act.edu.au

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

**Education Strategy
Student Engagement
Inclusion and Engagement
Senior Manager**

School Leader A \$139,496 - \$167,497, Canberra (PN: 35677)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: Manage the section within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the section's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Extensive knowledge of the NDIS and experience working in a range of school settings, including in special education settings, will be highly regarded.

Contact Officer: Jacinta Evans (02) 6205 7196 jacinta.evans@act.gov.au

**Education Strategy
Student Engagement
Disability Education
Assistant Manager**

School Leader B \$127,012, Canberra (PN: 31024)

Gazetted: 29 April 2016

Closing Date: 13 May 2016

Details: Support the Manager to develop and achieve section strategic goals and implement the section plan. Assist the Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Sam Seton (02) 6207 1985 sam.seton@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 Schools

North/Gungahlin Network

Dickson College

Mathematics\IT\STEM

School Leader C \$109,084, Canberra (PN: 02703)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Craig Edwards (02) 6142 0140 craig.edwards@ed.act.edu.au

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

Environment and Planning

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

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

Sustainability and Climate Change

Sustainability and Government

Schools Unit

Manager, Schools Program

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 55641)

Gazetted: 28 April 2016

Closing Date: 5 May 2016

Details: An experienced and enthusiastic Manager is required to manage the delivery of the Actsmart Schools Program. Duties include: act as point of contact for all ACT Actsmart schools; prepare complex briefs, cabinet submissions, reports, correspondence, best practice guides and curriculum programs in relation to the Actsmart schools program; undertake high level communication, liaison and representation within the ACT Government and with State/Territory and Commonwealth Governments, particularly with ACT Government schools; assess and accredit schools in energy, waste, water, biodiversity and curriculum and contribute to the development and publication of new teaching resources; market the Actsmart schools program through the organisation of open days at schools, contributing to reputable magazines and journals, informing schools of other sustainability

programs and services; conduct professional development activities including presentations and training ACT teaching staff, school boards, principal meetings, P and C committees.

Eligibility/Other Requirements: Current driver's licence is essential. Tertiary qualifications in education and/or experience in an education setting are an advantage for this position. Some weekend and after hours work may be required.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension up to three years pending budget outcomes. Selection may be based on application and referee reports only.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Sustainability and Climate Change

Sustainability and Government

Business Unit

Business – Energy and Water Assessor

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 30462)

Gazetted: 28 April 2016

Closing Date: 12 May 2016

Details: The Directorate is seeking a Technical Officer to support delivery of the ACTSmart Business Energy and Water program delivered by the Business Unit of the Sustainability and Government team. The successful applicant will work within a team to deliver energy and water assessment to the business sector.

Eligibility/Other Requirements: Weekend work will be required. Current driver's licence is required.

Note: This is a full-time temporary position available until 24 November 2016 with possibility of extension up to two years.

Contact Officer: Lara Lloyd (02) 6205 1093 lara.lloyd@act.gov.au

Strategic Planning

Planning

Master Plans

Administration Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 15310, expected vacancy)

Gazetted: 02 May 2016

Closing Date: 16 May 2016

Details: The Strategic Planning Division, Environment and Planning is seeking an Administration Officer with graphics experience 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 including the City Plan implementation, Northbourne Avenue Corridor, master plans, greenfields planning and other land use and transport planning work. Candidates should have proven administration and graphic production skills including CAD and Illustrator, oral and written communication skills, a sound understanding of managing own projects and the ability to produce graphic material digitally and in print.

Eligibility/Other Requirements: Qualifications and/or experience in administration and graphic production would be desirable.

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

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Senior Clinician

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 26040)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Mandatory: More than 12 months Nursing experience in a mental health services, strong understanding of adult community mental health services.

Desirable: Post Graduate qualification in Mental Health Nursing or working towards such, and a current driver's licence. Prior to commencement successful candidates will be required to have a current registration issued under the *Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health 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, or People with Disability, to apply for all positions. 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: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

Strategy and Corporate

Policy and Government Relations

Mental Health Policy

Mental Health Legal Policy Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 21925)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: Suitably qualified and experienced candidates are sought to apply for the Senior Officer Grade C position within the Mental Health Policy Unit. The Mental Health Legal Policy Officer position is responsible for general mental health policy including mental health legislation policy work, the ongoing review of the ACT Mental Health Act and related legislation, and oversight of mental health cross border agreements with other Australian jurisdictions. The position may also contribute to the development of health legal policy within the Division. The position is part of a small team responsible for strategic policy and planning for mental health in the ACT. The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines.

Eligibility/Other Requirements: Relevant qualifications or demonstrated experience in human services legislation policy development.

Notes: This is a temporary full-time position available for a period of 12 months. Applicants are required to submit a response to the selection criteria, plus their Curriculum Vitae with contact details for two referees, it is preferred that one referee is a current or very recent supervisor. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health 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, or People with Disability, to apply for all positions. 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.

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Contact Officer: Richard Bromhead (02) 6207 1066 richard.bromhead@act.gov.au

Strategy and Corporate

Policy and Government Relations

Mental Health Policy

Mental Health Legal Policy Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 21613)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: Suitably qualified and experienced candidates are sought to apply for this Senior Officer Grade C position within the Mental Health Policy Unit. The Mental Health Legal Policy Officer position is responsible for general mental health policy including mental health legislation policy work, the ongoing review of the ACT Mental Health Act and related legislation, and oversight of mental health cross border agreements with other Australian jurisdictions. The position may also contribute to the development of health legal policy within the Division. The position is part of a small team responsible for strategic policy and planning for mental health in the ACT. The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines.

Eligibility/Other Requirements: Relevant qualifications or demonstrated experience in human services legislation policy development are required.

Notes: The position is a full-time permanent position. Applicants are required to submit a response to the selection criteria, plus their CV with contact details for two referees, it is preferred that one referee is a current or very recent supervisor.

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: Richard Bromhead (02) 62071066 richard.bromhead@act.gov.au

Health Infrastructure and Planning

Finance Assurance and Reporting

Strategic Operations, Finance

Senior Finance Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 32548)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: The Health Infrastructure (HI), Strategic Operations – Finance team focus on financial reconciliation, reporting, compliance and support for ACT Health and dedicated officers including officers from Procurement and Capital Works and Financial Management Unit working on HI projects. This position provides a range of support services, such as project reconciliation, reporting and analysis and overseeing the collection and recoding of all HI financial information. To be successful in this role you should possess skills identifying a high level of attention to detail, high level spreadsheet and analysis skills, and the ability to resolve problems by enlisting resources, policies and technical support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Possession of or progress towards qualifications in accounting or a related discipline would be an advantage, or equivalent operational experience is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

Notes: This is a temporary full-time position available until December 2016, with the possibility of extension.

Please provide a written response outlining your experience against the selection criteria. Selection may be based application and referee reports only.

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Contact Officer: Sam Morgan (02) 6174 8002 sam.morgan@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Medical Physics and Radiation

Medical Physics Specialist (Diagnostic Imaging)

Medical Physics Specialist \$95,523 - \$132,671, Canberra (PN: 21212)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: Applications are invited from Qualified Medical Physicists eligible for registration in Nuclear Medicine or Radiology. To be considered for this position, applicants are required to demonstrate eligibility for registration on

the ACPSEM Register of Qualified Medical Physics Specialists. Qualifications of overseas applicants will be assessed on their equivalence to the Australian system for which the applicant may be required to supply the evidence of equivalency. The successful applicants will be part of the Medical Physics and Radiation Engineering department of ACT Health based at The Canberra Hospital. The department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and support services to ACT Health including to the Capital Region Cancer Service (CRCS) and the Medical Imaging Department (MID). The department is accredited as a clinical site for Medical Physics Registrar training in Radiation Oncology and Diagnostic Imaging. The department has strong collaborative opportunities with professionals working in Clinical Engineering, CRCS, MID and all other users of radiation in ACT Health. ACT Health actively supports ongoing education through a study bank and the Allied Health Scholarship program. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over 500,000. It is an expanding modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The department has strong links with both the University of Sydney and Wollongong University. The CRCS has four modern Varian linear accelerators, two large bore CT simulators, HDR, SXRT and several treatment planning systems including Pinnacle, Oncentra and iPlan. Modern techniques are offered to patients attending the service including IGRT, respiratory gating, IMRT, SRS/SRT, PET/CT and MRI provided by the MID. The department fosters a multidisciplinary environment of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes the Medical Physics and Radiation Engineering department an attractive place to work with staff making major contributions to the implementation of safe and high quality medical radiation for the benefit of public patients.

Eligibility/Other Requirements: Medical Physics Specialist means a person who is eligible for registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physicists (the Register) in a designated specialty of Medical Physics. Eligibility for registration on the Register is required under the Enterprise Agreement and can be demonstrated by an individual by them being listed on the Register. A degree in science or higher degree majoring in physics recognised by the Australian Institute of Physics. Eligible for registration on the ACPSEM Register of Qualified Medical Physicists in the designated specialty of Medical Physics. The position holder is required to hold a degree in science or higher degree majoring in Physics recognised by the Australian Institute of Physics (AIP). The position holder is required to demonstrate eligibility for registration on the ACPSEM Register of Qualified Medical Physicists in at least one Diagnostic Imaging Medical Physics specialty (Nuclear Medicine or Radiology).

Notes: This position is part-time. The working day and times of work are flexible and will be negotiated with the position holder working an average of 36 hours 45 minutes per fortnight. Core working hours are 7am and 7pm weekdays (Monday to Friday) with flexible hours of work meaning that most staff usually work from around 9am to around 5pm, Monday to Friday. Weekend, evening or on-call work may be required from time to time. Commencement salary within the salary range will be dependent on experience and qualifications of the successful applicant. The employer contribution to superannuation is in addition to salary. Salary sacrifice under the Public Benevolent Institutions provision is available. The successful applicant may be required to be registered under the *Working With Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. 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: Dr Sean Geoghegan (02) 6244 2256 sean.geoghegan@act.gov.au

Canberra Hospital and Health Services
Medicine
Chronic Disease
Heart Failure Nurse

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 22436)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: An exciting opportunity has arisen for a dynamic Registered Nurse to join the Multidisciplinary Chronic Heart Failure Service within the Chronic Care Program. The successful applicant will ideally demonstrate knowledge and experience in the care and management of people living with heart failure have excellent communication skills both written and verbal, and an ability to work flexibly within a multidisciplinary team. You will lead and coordinate the Heart Failure Rehabilitation Course and participate in clinics for heart failure patients. Apply for this non-shiftwork position in the expanding field of chronic disease management now!

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioners Regulation Agency (AHPRA). A current driver's licence. Cardiology/heart failure experience is desirable.

Notes: This is a temporary part-time position at 32 hours per week available for a period of 12 months.

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: Helen McFarlane (02) 6174 5289 helen.mcfarlane@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Program

Audiometry Nurse

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 17721)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: Are you a qualified Audiometry Registered Nurse? Would you like to work primarily with children? If so you may be interested in this four day a week position with the Community Health Programs. You will be working with an experienced and friendly team of audiometry nurses at the new Belconnen Health Centre. If you would like to discuss this opportunity please call the contact officer who will be happy to provide you with more information.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency (APRAH). Post graduate Audiometry Nursing qualification.

Notes: This is a part-time position working 32 hours per week between 8:30am to 5:00pm. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

Health Infrastructure Program

Health Infrastructure Program Support

Strategic Accommodation

Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 22641)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: The Health Infrastructure Group has responsibility for the project direction and management of Health Infrastructure projects, the capital upgrade program and strategic accommodation for ACT Health. This position will undertake activities to support strategic accommodation requirements of the organisation as they relate to leasing and accommodation. The leasing and accommodation officer will be responsible for all relevant Government, commercial and community leases including ongoing tenancy management. The role will coordinate the management of the FFE store requirements including the audit process, asset management and documentation. The role will also assist the Accommodation Coordinator with all stages of project management including audits and accommodation issues pre and post occupancy. The successful applicant will have the ability to manage a number of projects concurrently, and sound knowledge of relevant legislation and policies, and the ability to work effectively with internal and external stakeholders.

Eligibility/Other Requirements: Current driver's licence is essential. Experience with leasing and project management is desirable. Knowledge and experience with Microsoft Project 2010 Professional, is not essential but would be advantageous. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

Notes: This is a temporary position is available until December 2016, with the possibility of extension. Please provide a written response outlining your experience against the selection criteria. Selection may be based on application and referee reports only.

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Contact Officer: Sam Morgan (02) 6174 8002 sam.morgan@act.gov.au

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Administration, Procurement and Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36378)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: ACT Health's Business and Infrastructure Branch is seeking a motivated individual to fill the role of Administration, Procurement and Projects Officer. The successful applicant will be responsible for meeting operational, procurement and project requirements within the Domestic and Environmental Services (D&ES) Unit. The D&ES team manages contracted services including cleaning, waste, pest control, hygiene, grounds and linen.

Eligibility/Other Requirements: Recognised qualifications in Procurement and Project Management and/or relevant experience in a large and complex corporate environment, preferably Health related, are desirable.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health 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, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions.

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Contact Officer: Melissa Dengate (02) 6174 7994 melissa.dengate@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Assistant Administration Manager

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 19309)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: A temporary vacancy exists for an Assistant Administration Manager with Division of Critical Care. This is a great opportunity to develop your management skills in a busy clinical office environment. We are seeking a dynamic and enthusiastic individual to manage the day-to-day operational activities of the Division of Critical Care Administrative team: Emergency Department; Intensive Care Unit; Demand Management Unit; and Capital Region Retrieval Service. The successful applicant must be able to: Effectively prioritise work and meet deadlines; Be a proactive, enthusiastic and strong communicator; Work independently and as member of the Administrative team; Demonstrated experience in leading change within a clinical environment; Build and maintain professional relationships in this pioneering and collaborative team; Be adaptable and responsive; and be able to quickly acquire knowledge and understanding of situations and subject matter.

Eligibility/Other Requirements: Working towards or holds a certificate in Management, Customer Service or other relevant field is desirable.

Notes: This is a temporary full-time position available for a period of nine months with the possibility of extension for an additional three months and/or permanency from this process.

The successful applicant may be based on application and referee reports only. To complete your application 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 Curriculum Vitae and one written referee report and upload this as part of your application.

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Contact Officer: Daniel Ingram (02) 6244 4500 daniel.ingram@act.gov.au

Health Infrastructure Program

Finance Assurance and Reporting

Strategic Operations, Finance

Finance / Administration Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 29803)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: The Health Infrastructure (HI), Strategic Operations – Finance team focus on financial reconciliation, reporting, compliance and support for ACT Health and dedicated officers including officers from Procurement and Capital Works and Financial Management Unit working on HI projects. This position is to assist in the provision of a range of support services, such as invoice management, general project reconciliations, financial and administrative duties. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, polices and technical finance advice and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Experience in Capital Finance would be desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: This is a temporary full-time position available until December 2016, with the possibility of extension. Please provide a written response outlining your experience against the selection criteria. Selection may be based on application and referee reports only.

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Contact Officer: Karen Stanford-Smith (02) 6174 5581 karen.stanford-smith@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Client Support Services

Team Leader - Village Creek

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 23836)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: Applications are sought from enthusiastic and professional individuals to temporarily fill an Administrative Services Officer Class 4 (ASO4) Team Leader position in Rehabilitation, Aged and Community Care (RACC). Working across various sites, this position has supervisory responsibilities for administration staff within RACC, in particular at the Village Creek Centre. In addition, this position provides administrative support to the Director of Client Support Services including calendar management and secretariat support. The successful applicant will have sound communication skills and the ability to work within a diverse team. Exceptionally good organisational skills are also a requirement in order to efficiently manage the demands of the role.

Qualifications/Other Requirements: Previous experience in a team leader position would be preferred.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Belinda Carrington (02) 6244 2767 belinda.carrington@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Unit

Office Manager - Rheumatology

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 30946)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: Applications are sought from enthusiastic and professional individuals to fill the Office Manager position in the Department of Rheumatology. This is a great opportunity to develop your skills in a busy clinical office environment. This position will provide support to the Director of Rheumatology and the Department's medical and nursing staff.

The Department has a strong focus on clinical service delivery, supporting Rheumatology patients within the ACT and surrounding regional areas, undergraduate and postgraduate teaching and research activities with links to the John Curtin School of Medical Research and the ANU Medical School.

The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

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

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Contact Officer: Aimee Divority (02) 6244 3659 aimee.divority@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Occupational Therapist/Social Worker/Psychologist

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 23283)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services

Eligibility/Other Requirements: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. OR Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. OR

Psychology: General Psychology registration with AHPRA. The successful applicant is required to undergo a pre-employment Police Check. Current driver's licence.

Notes: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. 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: Sonney Morrison (02) 6205 1110 sonney.morrison@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Biomedical Engineering

Biomedical Engineering Technician

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 28582)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: Applications are invited from experienced candidates to join the Canberra Hospital Biomedical Engineering Department in the role of Biomedical Engineering Technician. To be considered for this role you will need to demonstrate you have the ability and experience to repair and maintain a wide range of medical devices. You will also have experience, knowledge and understanding of Biomedical Engineering practices and Australian standards which are relevant to our field, in particular AS3551 and AS3200.

Eligibility/Other Requirements: Associate Diploma or equivalent in a relevant Mechanical/Electronic/Biomedical Engineering discipline and/training/ experience which in the opinion of the Director enables you to perform the duties of the office.

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

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

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

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Contact Officer: Alan Ringland (02) 6244 3816 alan.ringland@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Services

Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: 29725, several)

Gazetted: 05 May 2016

Closing Date: 19 May 2016

Details: Acute Support Physiotherapy is seeking qualified enthusiastic new graduate Physiotherapists to join our dynamic team, providing services at Canberra Hospital. Several temporary HP1 positions are available for current and expected vacancies in early September. Acute Support Physiotherapy provides new graduates with broad range of clinical experience across inpatient and outpatient settings.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are temporary positions available for a period of six months with the possibility of extension. HP1 positions are rotational positions. You will be required to participate in an overtime roster.

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

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

Health Planning and Infrastructure

Health Infrastructure Program Support

Commissioning Support

Commissioning Officer

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 27040, several)

Gazetted: 05 May 2016

Closing Date: 12 May 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Health Infrastructure (HI) has responsibility for the project direction and management of health infrastructure projects, the capital upgrade program and strategic accommodation for ACT Health. In relation to health infrastructure projects, the Project Delivery Division provides project direction inclusive of design, construction and commissioning. The position of Commissioning Officer (CO), HI will be responsible for the operational commissioning consisting of operational commissioning officers, Furniture, Fittings and Equipment Officers. The CO will be responsible in the delivery of operational commissioning activities for each project as detailed in the operational commissioning program. The successful applicant must have experience in high level program management.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline; and experience in a health related or project management field are desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

Notes: This is a temporary position is available until December 2016, with the possibility of extension. Selection may be based on application and referee reports only. To be considered for this role, please provide a written response outlining your experience against the selection criteria.

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

ACT Health 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, or People with Disability, to apply for all positions.

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

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

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

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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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 three hours away by road. For more information on our great city and your future, visit:

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Contact Officer: Carolyn Bartholomew (02) 6174 8034 carolyn.bartholomew@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 Law Courts and Tribunal Administration

Magistrates Court

Conferencing Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: C09666, several)

Gazetted: 03 May 2016

Closing Date: 18 May 2016

Details: The Magistrates Court is seeking people interested in obtaining casual employment as a Conferencing Officer at the Senior Officer Grade C level. As Conferencing Officer, you have the opportunity to contribute to the ACT Magistrates Court dispute resolution services in a range of matters including domestic violence and protection orders, care and protection applications, civil disputes and taxation of costs. You will be responsible for undertaking conferences and a range of case management activities, along with providing advice to clients, legal practitioners and staff on matters of jurisdiction, practices and procedure relevant to the operation of the Conferencing Unit. Casual Conferencing Officers must be prepared to work on a roster system, sometimes at short notice and work a minimum of three (3) hours.

Eligibility/Other Requirements: Eligibility to hold restricted practising certificate as a solicitor, experience in litigation and alternative dispute resolution would be highly desirable.

If you are interested in being considered to work as a casual Conferencing Officer, please email a cover letter detailing relevant experience and attributes, and your resume to: amanda.nuttall@act.gov.au

Contact Officer: Amanda Nuttall (02) 6207 1044 amanda.nuttall@act.gov.au

ACT Emergency Services Agency

Emergency Management, Risk, Spatial and Digital Services

Spatial Services Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 07949)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: ACT Emergency Services Agency (ACTESA) is seeking a highly motivated Spatial Services Officer to join its Spatial Services team. This is a rare opportunity for professional development working as part of a multi-disciplinary GIS team, providing centralised spatial expertise to ACT's front line services.

Eligibility/Other Requirements: The occupant of this position may be required to undertake duties outside normal business hours; Current ESRI Desktop and Server experience; Working knowledge of publishing apps and services using ArcGIS On-line; Experience using FME desktop and/or server; Diploma or Advanced Diploma in GIS/Spatial Information Services, or equivalent is desirable; Experience in Emergency Operations.

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

Contact Officer: Stephen Forbes (02) 6205 5235 steve.forbes@act.gov.au

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

K9 Supervisor

Correctional Officer Class 2 \$73,662 - \$78,906, Canberra (PN: 17617)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: ACT Corrective Services is looking for a highly motivated and passionate individual interested in becoming a K9 Supervisor (Correctional Officer Class 2) at the Alexander Maconochie Centre (AMC). Under the direction of the Deputy General Manager, the successful applicant will assist with the day to day operation of the K9 Unit. This includes the supervision and management of staff, the ongoing facilitation of training and development including performance management, assessment and feedback, as well as allocating resources, preparing rosters and monitoring the workflow of CO1 K9 dog handlers. In conjunction with the Deputy General Manager/CO2 Intelligence Officer, the successful applicant will also coordinate and organise searches and facilitate interviews in contraband related incidents, assist with and develop inter agency detection training and operational support and develop detection strategy to support the AMC's overarching drug strategy. In addition to this, you will also be responsible for deploying detector dogs and collecting, collating and exchanging information relating to searches, managing and maintaining the health, welfare and fitness of dogs in all operational and environmental conditions, assisting/coordinating and facilitating detection search procedures within all correctional facility units/worksites and ensuring effective K9 availability to provide K9 detector dogs at visit screening as agreed by the Deputy General Manager/General Manager and. To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

Eligibility/Other Requirements: Certificate III in Correctional Practice (Custodial) or relevant experience as a Correctional Officer mandatory. Previous experience as a dog handler mandatory. Ability to meet physical/endurance requirements (successful applicants will be required to undergo a physical fitness assessment) of the position, as required. A Doctor's certificate will be required to complete physical requirements. Completion of mandatory 16 week Dog Handler Training Course, or equivalent, and refresher/ongoing training as required. Current unrestricted driver's licence and Senior First Aid Certificate. Applicants will be required to house an ACTCS vehicle and an ACTCS K9 in a secure yard. Eligible applicants will be required to undergo a pre employment Police Record check, a pre employment medical and pre employment psychological testing. Current registration issued under the *Working with Vulnerable People Act 2011* is essential. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Paul Rushton (02) 6207 9413 paul.rushton@act.gov.au

ACT Corrective Services

Sentence Administration Board Secretariat

Sentence Administration Section

Administrative Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 11268)

Gazetted: 02 May 2016

Closing Date: 9 May 2016

Details: ACT Corrective Services is seeking a motivated and highly organised person to fill the role of Administrative Officer, to cover a period of extended leave, within the Sentence Administration Board Secretariat. The successful applicant will work under the general direction of the Secretary, Sentence Administration Board, and will provide administrative support to the Sentence Administration Section. The successful applicant will prepare and collate reports and correspondence for board meetings in relation to parolees, prisoners and periodic detention, assist

with the collation of reports and correspondence for the transfer of parole and community based orders and monitor the administration of relevant sentences. In addition to this, the successful applicant will maintain databases, manage files and prepare and maintain board and section statistics and, in the absence of the assistant secretary, perform the role and functions of the assistant secretary to the Sentence Administration Board as required under the *Crimes (Sentence Administration) Act 2005*. The position also requires attendance at Sentence Administration Board meetings on a regular basis, taking minutes and preparing written reports as required. This position will commence in May (date to be advised) and will be for a period of up to six months initially. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; and (4) the names and contact details of two referees. Please ensure you submit all four items.

Eligibility/Other Requirements: An unencumbered driver's licence is essential. Eligible persons will be required to undergo a Police Check.

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

Contact Officer: Darah Bartlett (02) 6205 3421 darah.bartlett@act.gov.au

ACT Law Courts and Tribunal Administration

Magistrates Court

MC Register

Legal Officer

Legal 1 \$59,972 - \$120,785, Canberra (PN: 42388)

Gazetted: 02 May 2016

Closing Date: 17 May 2016

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced lawyer to undertake the role of Legal Officer within the Legal Support and Conferencing Unit of the Magistrates Court. The successful application will have effective legal management and analytical skills to undertake the judicial functions and the provision of alternate dispute resolution services with an emphasis on the Domestic Violence and Protection Orders jurisdiction of the Magistrates Court. The successful applicant will also provide legal and policy advice as required and is expected to be able to build sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings, with a particular focus on the Family Violence Intervention Program.

Eligibility/Other Requirements: Admission to practise as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience.

Note: This is a temporary position available until 9 June 2017.

Contact Officer: Michael Edwards (02) 6207 1060 michael.edwards@act.gov.au

ACT Corrective Services

Custodial Operations

Corrections Psychological and Support Services

Clinician

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 36906)

Gazetted: 03 May 2016

Closing Date: 18 May 2016

Details: ACT Corrective Services is looking for a highly motivated, passionate and suitably qualified person with demonstrated clinical experience and exceptional communication skills to become a clinician within a small but challenging unit. An interest in rehabilitation, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, in a correctional environment is essential. This position is based at the Alexander Maconochie Centre in Hume. The successful applicant will be employed as Health Professional Officer 2, to provide a range of assessment and interventions using established principles, techniques and methods, including completing clinical and administrative data collection and evaluation to standard. The successful applicant will be expected to promote positive client outcomes through the provision of high quality therapeutic, psychosocial services and rehabilitation promotion activities, provide individual or group service delivery and apply knowledge, skills, and professional judgement in the delivery of routine services. The successful applicant will also undertake other duties appropriate, within the approved scope of clinical practice, which contribute to the operations of the section. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4

page per criteria); (3) a current resume; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy. Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation, is required. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and will be required to undergo Pre-employment Medical Assessment and a Police Record Check. A Health Professional at this level will have successfully completed a minimum of 12 months paid professionally relevant workplace experience and all relevant professional requirements for progression from Level 1.

Contact Officer: Ahu Kocak (02) 6207 7776 ahu.kocak@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

Corporate and Business Enterprises

Governance

Governance Assurance

Business Support Officer VSB

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35636)

Gazetted: 04 May 2016

Closing Date: 18 May 2016

Details: The Territory and Municipal Services Directorate (TAMS) plans, develops and delivers a range of government services and commercial enterprises to the people of the ACT. The Governance Branch within Corporate and Business Enterprises brings together core internal services such as Assembly and Government Services, Security and Emergency Management, Governance Assurance comprising Audit and Compliance, along with Communications and Community Engagement. These services ensure the effective and efficient operation of the Directorate, and provide the Director-General with assurance that the Directorate is being governed according to the legislation, charters and policies that underpin it. The Governance Branch delivers services to a range of stakeholders. This includes the Minister's Office, the TAMS executive, Directorate staff and business units, other Directorates and Agencies, a number of statutory authorities and the community. The branch has a strong commitment to business assurance activities, compliance, facilitation, communication and customer service. The Business Support Officer of the ACT Veterinary Surgeons Board primary role is to provide administrative support to the Board. Located within the Governance Assurance section of the Governance Branch of TAMS, the Business Support Officer will liaise across the Directorate and other Territory government entities on Board matters. The Business Support Officer has an important role in fielding inquiries on veterinary board matters from interested parties. The Business Support Officer fulfils their duties under the general direction of the Deputy Registrar of the ACT Veterinary Surgeons Board. 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.

Notes: Successful candidate may be selected by application and referee reports only.

Contact Officer: Phil Andrews (02) 6205 2055 phil.andrews@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$71,907 - \$76,114

Jason Gunning 827-30882, Section 68(1), 3 May 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Dylan McGee 835-86173, Section 68(1), 5 May 2016

Administrative Services Officer Class 6 \$77,482 - \$88,676

Dougal Reed 848-68009, Section 68(1), 26 April 2016

Senior Officer Grade C \$97,514 - \$104,967

Helen Taylor 848-68121, Section 68(1), 3 May 2016

Senior Officer Grade B \$114,847 - \$129,290

Denis Wilson 835-84442, Section 68(1), 1 May 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Yewei Yang 835-68135, Section 68(1), 3 May 2016

Community Services

Health Professional Level 2 \$59,971 - \$82,328

Tiffany Homeshaw, Section 68(1), 29 April 2016

Health

Administrative Services Officer Class 4 \$64,700 - \$70,057

Ziad Ajaj 848-75209, Section 68(1), 9 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Mary Dowdall 843-88857, Section 68(1), 28 April 2016

Health Service Officer Level 4 \$48,493 - \$50,347

Gerrit Jan Gouw 845-20555, Section 68(1), 2 May 2016

Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Kayla Hayne 838-53016, Section 68(1), 28 April 2016

Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Sophie Kontowicz 848-19426, Section 68(1), 5 May 2016

Radiation Therapist Grade 2 \$62,501 - \$86,387

Wutyi Myat 847-26908, Section 68(1), 27 April 2016

Health Professional Level 4 \$97,514 - \$104,967

Kate O'Hara 848-65705, Section 68(1), 4 July 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Michelle Pan 847-27214, Section 68(1), 28 April 2016

Health Service Officer Level 4 \$48,493 - \$50,347

Jittu Thomas 846-99735, Section 68(1), 22 April 2016

Senior Officer Grade C \$97,514 - \$104,967

Angela Vearing 848-68076, Section 68(1), 2 May 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Angela Watson 840-51234, Section 68(1), 21 April 2016

Staff Specialist 1-5 \$159,644 - \$197,006

Dharshanie Gunaratne, 82293651, Section 68(1), 2 May 2016

Staff Specialist 1-5 \$159,644 - \$197,006

Muayad Alasady, 84711087, Section 68(1), 2 May 2016

Justice and Community Safety

Administrative Services Officer Class 3 \$58,278 - \$62,720

Yvette Garcia 846-94010, Section 68(1), 28 April 2016

Territory and Municipal Services

Infrastructure Officer 3 \$97,740 - \$107,293

Christopher Pincombe 848-75217, Section 68(1), 2 May 2016

Bus Operator \$71,294

William Willox 844-01775, Section 68(1), 14 April 2016

TRANSFERS

Chief Minister, Treasury and Economic Development

Elita Barrett: 786-92545

From: Senior Officer Grade B \$114,847

Community Services

To: Senior Officer Grade B \$114,847 - \$129,290

Chief Minister, Treasury and Economic Development, Canberra (PN. 31559) (Gazetted 21 January 2016)

Community Services

Louise Basyoni: 833-83181

From: Health Professional Level 3 \$89,244

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Community Services, Canberra (PN. 25191) (Gazetted 20 November 2015)

Deirdre Schaeffer: 827-26269

From: Health Professional Level 3 \$89,244

Community Services

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Community Services, Canberra (PN. 15637) (Gazetted 19 February 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Clare Brookes: 835-93816

From: Workcover Manager C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$114,847 - \$129,290
Chief Minister, Treasury and Economic Development, Canberra (PN. 08511) (Gazetted 10 March 2016)

Shared Services

Human Resources

Recruitment

Katherine Cooper: 827-35667

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Chief Minister, Treasury and Economic Development, Canberra (PN. 08071) (Gazetted 24 March 2016)

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Moira Therese Johnson: 835-81137

From: Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$114,847 - \$129,290
Chief Minister, Treasury and Economic Development, Canberra (PN. 31315) (Gazetted 10 March 2016)

Land Development Agency

Sales, Marketing and Land Management

Stephen Terracini: 799-82130

From: Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$114,847 - \$129,290
Chief Minister, Treasury and Economic Development, Canberra (PN. 33701) (Gazetted 8 March 2016)

Shared Services

Human Resource Services

Recruitment Services

Alexandra Jones: 821-25949

From: Administrative Services Officer Class 4 \$64,700 - \$70,057
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Chief Minister, Treasury and Economic Development, Canberra (PN. 23213) (Gazetted 1 September 2015)

Economic Development Directorate

Procurement Capital Works

Goods and Services Procurement

Philip Slater: 781-42332

From: Senior Officer Grade C \$97,514 - \$104,967
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$114,847 - \$129,290
Chief Minister, Treasury and Economic Development, Canberra (PN. 27554) (Gazetted 26 March 2015)

Corporate

Corporate Management

Information Management and Business Systems

Corinne Thompson: 843-90930

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Chief Minister, Treasury and Economic Development, Canberra (PN. 42085) (Gazetted 19 February 2016)

Shared Services

Partnership Services

Business Application Management

Catriona Towner: 813-01314

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 14358) (Gazetted 1 March 2016)

Community Services

Office for Children, Youth and Family Support

Child and Youth Protection Services

Practice

Ashlee Brewer: 799-98634

From: Health Professional Level 2 \$59,971 - \$82,328

Community Services

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Community Services, Canberra (PN. 10151) (Gazetted 19 February 2016)

Environment and Planning

Sustainability and Climate Change

Energy and Waste Policy

Megan Sian Ward: 827-38606

From: Senior Officer Grade C \$97,514 - \$104,967

Environment and Planning

To: †Senior Officer Grade B \$114,847 - \$129,290

Environment and Planning, Canberra (PN. 36237) (Gazetted 11 March 2016)

Education

Education Strategy

Student Engagement

Transitions and Careers

Alison Di Berardino: 033-44837

From: Classroom Teacher \$59,790 - \$94,517

Education

To: †School Leader C \$109,084

Education, Canberra (PN. 20910) (Gazetted 4 March 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Jonathan Amirthanathan: 836-07114

From: Health Professional Level 2 \$59,971 - \$82,328

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 27902) (Gazetted 12 November 2015)

Strategy and Corporate

Performance Information

Territory Wide Surgical Services

Leanne Bates: 827-22313

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 36799) (Gazetted 7 April 2016)

Canberra Hospital and Health Services

HealthCARE Improvement

Patient Safety Unit

Shayne Brown: 260-85874

From: Registered Nurse Level 4.3 \$126,755

Health

To: †Registered Nurse Level 5.3 \$126,755

Health, Canberra (PN. 19564) (Gazetted 17 March 2016)

Director General Reports

Financial Management

Revenue and Financial Support

Leo De Boer: 843-97964

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Health

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Health, Canberra (PN. 27345) (Gazetted 7 April 2016)

Canberra Hospital and Health Services

Medicine

Acute Support Services

Sabrina Douglas: 836-56717

From: Health Professional Level 2 \$59,971 - \$82,328

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 31520) (Gazetted 28 January 2016)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Allied Health

Juliana Symonds: 839-25550

From: Health Professional Level 2 \$59,971 - \$82,328

Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 29722) (Gazetted 05 January 2016)

Strategy and Corporate

Performance Information

Territory Wide Surgical Services

Carol Freeman: 847-05314

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 36797) (Gazetted 7 April 2016)

Strategy and Corporate

Performance Information

Territory Wide Surgical Services

Karen Regala: 836-01935

From: Registered Nurse Level 1 \$61,683 - \$82,398
Health
To: Registered Nurse Level 2 \$85,659 - \$90,789
Health, Canberra (PN. 36798) (Gazetted 7 April 2016)

Canberra Hospital and Health Services

Medicine

Medical

Melissa Warylo: 789-40799

From: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health
To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Health, Canberra (PN. 36718) (Gazetted 10 March 2016)

Canberra Hospital and Health Services

Medicine

Medical

Jade Wheadon: 833-47738

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health
To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Health, Canberra (PN. 18274) (Gazetted 10 March 2016)

Justice and Community Safety

ACT Law Courts and Tribunal Administration

Registry Operations

Yvette Garcia: 846-94010

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Justice and Community Safety
To: Administrative Services Officer Class 5 \$71,907 - \$76,114
Justice and Community Safety, Canberra (PN. 02135) (Gazetted 22 January 2016)

ACT Law Courts and Tribunal Administration

Corporate and Strategic Services

Corporate Information and Systems

Samantha Jansen: 827-59562

From: Administrative Services Officer Class 4 \$64,700 - \$70,057
Justice and Community Safety
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Justice and Community Safety, Canberra (PN. 35352) (Gazetted 25 February 2016)

ACT Law Courts and Tribunal Administration

Corporate and Strategic Services

Corporate Information and Systems

Andrew Perryman: 799-83002

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Justice and Community Safety
To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Justice and Community Safety, Canberra (PN. 32096) (Gazetted 25 February 2016)

Territory and Municipal Services

Parks and Territory Services

City Services

Place Management

Terrence McLeary: 844-01900

From: General Service Officer Level 9 \$67,119 - \$75,852

Territory and Municipal Services

To: †Technical Officer Level 4 \$77,482 - \$88,676

Territory and Municipal Services, Canberra (PN. 25098) (Gazetted 12 January 2016)

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.

Infrastructure Roads and Public Transport

Asset Information and Management Services

Asset Information Group

Nathan Lee Urban: 813-03264

From: Technical Officer Level 4 \$77,482 - \$88,676

Territory and Municipal Services

To: †Senior Officer Grade C \$97,514 - \$104,967

Territory and Municipal Services, Canberra (PN. 11892) (Gazetted 9 March 2016)

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.

TERMINATIONS

Justice and Community Safety

Susan Penn-Turrall: 846-85907

Date of Effect: 2 May 2016

Section of Public Sector Management Act: S70 (4)