



ACT Government Gazette

Gazetted Notices for the week beginning 06 October 2016

VACANCIES

ACT Audit Office

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

Performance Audit

Senior Auditor (Performance Audit)

Audit Band 1 \$79,423 - \$96,720, Canberra (PN: 11185, several)

Gazetted: 12 October 2016

Closing Date: 19 October 2016

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. As a Senior Auditor you will receive a salary between \$79,423 to \$96,720 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Please note the Office anticipates conducting the interviews for this position in November 2016.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated.

Note: This is a temporary position available for a period of up to 12 months with the possibility of permanency from this process.

Contact Officer: Brett Stanton (02) 6207 9534 brett.stanton@act.gov.au

Performance Audit

Principal

Audit Band 2 - Principal \$141,147, Canberra (PN: 16026)

Gazetted: 12 October 2016

Closing Date: 26 October 2016

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. As a Principal you will receive a salary of \$141,147 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. Please note the Office anticipates conducting the interviews for this position in November 2016.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process,

managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated.

Contact Officer: Brett Stanton (02) 6207 9534 brett.stanton@act.gov.au

Performance Audit

Senior Audit Manager (Performance Audit)

Audit Band 2 - Audit Manager \$116,716 - \$135,384, Canberra (PN: 25226)

Gazetted: 12 October 2016

Closing Date: 19 October 2016

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills. As a Senior Audit Manager you will receive a salary between \$116,716 to \$135,384 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career. The Office anticipates conducting the interviews for this position in November 2016.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a Baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated.

Note: This is a temporary position available for a period of up to 12 months with the possibility of permanency from this process.

Contact Officer: Brett Stanton (02) 6207 9534 brett.stanton@act.gov.au

Calvary Health Care ACT (Public)

Nursing - Midwifery

Delivery Suite

Clinical Midwife Consultant

Registered Nurse Level 3 Grade 2 \$111,021, Canberra (PN: TBA)

Gazetted: 07 October 2016

Closing Date: 3 November 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>

Reference Number: 13843

Contact Officer: Christine Falez 0422 817 104 christine.falez@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Patient Flow Unit

Discharge Liaison

Registered Nurse Level 2 Year 3 \$90,416, Canberra (PN: TBA)

Gazetted: 07 October 2016

Closing Date: 20 October 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number: 13730

Contact Officer: Elaine Bell (02) 6264 7080 elaine.bell@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

CIT Student and Academic Services

CIT Education Services

Student Records and Graduation

Student Records Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 54024, several)

Gazetted: 10 October 2016

Closing Date: 24 October 2016

Details: The Canberra Institute of Technology (CIT) Student Records and Graduation team is seeking an enthusiastic and motivated person to work as part of the team. The successful applicant will be able to confidently liaise and negotiate with both internal and external clients and stakeholders on complex matters related to student record management, have high quality customer service skills and the ability to produce accurate work and pay close attention to detail. This position works within the established CIT policy framework to support students and teaching areas to issue completion paperwork and certification within regulatory guidelines. In addition this role works collaboratively across other CIT support areas and contributes to CIT Graduation events. 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: Positions are for temporary filling commencing as soon as possible until 30 June 2017 with the possibility of extension for up to two years. Selection may be made based on application and two referee reports only.

Contact Officer: Judy Neal (02) 6207 3250 judy.neal@cit.edu.au

Pathways College

Year 12 Program

Year 12 Program Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 54640)

Gazetted: 11 October 2016

Closing Date: 25 October 2016

Details: CIT is seeking an Administration Officer who has the ability to interpret and implement the administrative requirements of CIT's and external policies, systems and procedures such as Board of Senior Secondary Studies (BSSS) Standards, relevant legislation and external contract requirements. Analyse requirements, develop effective processes and coordinate and quality assure complex data entry into information systems including Banner (Student Information Management System) and ACT Certification System and produce reports. 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: Post-Year 12 studies in business administration and/or related work experience, knowledge of BSSS processes and the Mind Matters Framework are highly desirable.

Contact Officer: Gillian Sinclair (02) 6207 4025 gillian.sinclair@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Enterprise Canberra

Skills Canberra

Governance and Strategic Services

Quality and Compliance Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 31375)

Gazetted: 07 October 2016

Closing Date: 21 October 2016

Details: Skills Canberra is seeking a Quality and Compliance Officer to work in the Governance and Strategic Services unit as a member of a small team undertaking the governance activities of the branch. The successful applicant will ideally have experience in vocational educational training and performance as well as good oral and written communication skills to support liaison with internal and external stakeholders.

Eligibility/Other Requirements: Experience and/or formal training in quality and compliance auditing is highly desirable.

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

Contact Officer: Jodie Kafer (02) 6205 8421 jodie.kafer@act.gov.au

Land Development Agency

Greenfields

Development Ready Estates

Project Officer - Geographic Information System (GIS)

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 18915)

Gazetted: 10 October 2016

Closing Date: 17 October 2016

Details: The role of the Geographic Information System Project Officer in the Development Ready (Estates) Unit of the Greenfields Division (LDA) is to provide a range of computer aided design (CAD) and geographic information system (GIS) support to the Unit and to the Division more broadly. Key duties include the preparation of CAD and GIS illustrations associated with land development projects as well as managing smaller projects under direction in relation to the planning and development of new estates.

Eligibility/Other Requirements: Tertiary/TAFE qualifications are desirable and/or experience in GIS/CAD and/or MAPInfo is essential.

Contact Officer: Daniel Santosuosso (02) 6207 7212 daniel.santosuosso@act.gov.au

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Team Leader

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 02392, several)

Gazetted: 12 October 2016

Closing Date: 26 October 2016

Details: The Engagement and Client Services section of Skills Canberra is seeking Team Leaders to manage and supervise staff responsible for approving and varying Australian Apprenticeships Training Contracts, processing payments for multiple training initiatives and investigating and resolving issues in relation to training contracts and payments. The successful candidate requires team management experience, research and analytical skills, proven oral and written communications skills and the ability to deal with sensitive matters with a range of stakeholders.

Note: There is one permanent and one temporary position available until 30 June 2017 with the possibility of extension. A merit list will be established which may be used to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Alice Clements (02) 6205 2578 alice.clements@act.gov.au

Expenditure Review

Policy Analyst

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 33097)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking to fill the position of Policy Analyst within the Expenditure Review Division (ERD). ERD is responsible for expenditure and operational review activities on specific services and functions as determined by the government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role of the position includes a number of functions, including: undertaking complex research and analysis and providing accurate, robust advice and options; identifying service delivery issues in the context of legislative, policy, community and operational drivers; undertaking significant liaison with staff of CMTEDD, other agencies and consultants supporting the reviews; and preparing reports, meeting papers, submissions, and other documentation as necessary.

Eligibility/Other Requirements: ACT Government work experience and tertiary or post graduate qualifications in Government, Public Sector, Business, Law, Economics, Finance, or other relevant fields are highly desirable.

Contact Officer: Stuart Friend (02) 6207 0213 stuart.friend@act.gov.au

Enterprise Canberra

Executive

Executive Assistant

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 24866)

Gazetted: 07 October 2016

Closing Date: 14 October 2016

Details: Enterprise Canberra is seeking a highly motivated and organised individual to undertake the permanent role of Executive Assistant to the Deputy Director-General. The successful candidate will be required to manage the office of the Deputy Director-General by providing high level and efficient executive support, including management of the appointment diary, coordinating complex and detailed travel arrangements, manage workflows and be comfortable acting as the first point of contact for enquiries for both the Deputy Director-General and the Division. The role requires the ability to exercise good judgment in a variety of situations, possess exceptional written and verbal communication, administrative, and organisational skills, with the ability to work under pressure and discreetly handle a wide range of confidential matters. The position is also required to provide high level liaison with the Ministers' offices', senior government and public officials, and stakeholders. This opportunity would suit a self motivated candidate with an eye for detail, great communications skills and a team player.

Eligibility/Other Requirements: Previous Executive Assistant experience is desirable.

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

Contact Officer: Karen Kennedy (02) 6205 8332 karen.kennedy@act.gov.au

Land Development Agency

Greenfield

WHS Coordinator

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 08023)

Gazetted: 07 October 2016

Closing Date: 14 October 2016

Details: The Land Development Agency (LDA) is currently seeking a dynamic and action focused individual to join our Greenfield team. The Work Health and Safety (WHS) Coordinator will report directly to the Executive Director, and will be responsible for promoting safety awareness and fostering a culture of proactive injury and hazard prevention for all employees, contractors and the public through compliance with the relevant Workplace Health and Safety Acts and Regulations. The WHS Coordinator will utilise their substantial expertise in analysis, development, implementation, tracking, validation and continuous improvement of innovative safety initiatives to continuously improve WHS practices both internally and externally. This is a great opportunity for a WHS minded individual to join the Land Development Agency team to assist with WHS compliance, reporting and improvements. If you have demonstrated experience in WHS systems and compliance the Land Development Agency would like to hear from you.

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

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 02380)

Gazetted: 12 October 2016

Closing Date: 19 October 2016

Details: The Engagement and Client Services section of Skills Canberra is seeking an Administration Officer responsible for the daily management of vocational education and training programs in the ACT. The successful candidate will have strong oral and written communications skills, demonstrated research and analytical skills and the ability to work under pressure, meet deadlines and consistently provide excellent customer service, both individually and as part of a team.

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

Contact Officer: Alice Clements (02) 6205 2578 alice.clements@act.gov.au

Access Canberra

Customer Coordination Services

Shopfront Services

Concierge

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 20002, several)

Gazetted: 07 October 2016

Closing Date: 14 October 2016

Details: The occupant of this position may be requested to assist in any of the Shopfront Services locations undertaking the following duties: Support the manager in managing customer queues and assisting with customer inquiries including; being the first point of contact with the general public at front of house; acting as the customer advocate as required; delivering quality customer service and provision of information to customers; and educating customers on other options for service delivery such as the over the phone or online channels. Supporting and disseminating customer service principles and make recommendations to ensure the quality and effectiveness of customer service. Assisting the Shopfront Manager in the day to day operations of the Shopfront including; accounting for the collection of public monies; checking, balancing and banking and authorisation of transactions as required; other duties in accordance with cash handling procedures; and supervising staff including assistance with knowledge of operating and regulatory procedures and requirements. In consultation with Access Canberra Shopfront Managers, and training officer, identifying and undertaking ad hoc on-the-job training activities. Implementing workplace respect, equity, diversity, occupational health and safety and participative work practices and principles. Assist in any of the Shopfront locations.

Eligibility/Other Requirements: Previous supervisory experience in a customer service area is desirable. Thorough knowledge of rego.act and Smartrac and Shopfront procedures is required.

Note: A merit list will be formed and may be used to fill both permanent and temporary positions at level, which may arise over the next 12 months. Access Canberra operates between 8am and 6pm. All candidates will be required to work across these hours.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@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.

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Administration Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 02408, several)

Gazetted: 10 October 2016

Closing Date: 17 October 2016

Details: The Engagement and Client Services section of Skills Canberra is seeking Administration Officers responsible for approving and varying Australian Apprenticeships Training Contracts and processing payments for multiple stakeholders. The successful candidates will require good oral and written communications skills,

customer service experience and the ability to compile, collate and analyse data relating to vocational education and training in the ACT.

Note: These are temporary positions available from 1 December 2016 until 30 June 2017 with the possibility of extension. A merit list will be established from this process that may be used to fill positions at level over the next 12 months.

Contact Officer: Alice Clements (02) 6205 2578 alice.clements@act.gov.au

Access Canberra

Registration and Fair Trading

Land Titles

Administration Service Officer

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 37341)

Gazetted: 11 October 2016

Closing Date: 18 October 2016

Details: As a point of contact for clients, answer, screen and transfer telephone calls and provide high level client service. Undertake cashier duties in accordance with the *Financial Management Act 1996*, including managing cash and daily balancing. Undertake responsibilities of, data entry, scanning, indexing, and searching databases to provide for client services. Provide administrative support to the team. Contribute to the updating of forms and instructions for new and existing computer data bases. Understand and comply with processes and procedures. Contribute to Access Canberra operations, and perform other duties as directed. Maintain and compile records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel. This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check.

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

Contact Officer: Timothy Pearse 0455 998 066 timothy.pearse@act.gov.au

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Infrastructure Analyst

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37026)

Gazetted: 07 October 2016

Closing Date: 26 October 2016

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly skilled technical specialist to fill the role of Infrastructure Analyst. This role has responsibility for supporting the Territory's Guidelines for Unsolicited Proposals, and providing advice and evaluation on unsolicited proposals. The role also supports the Division's activities on advising Government on PPP and other major infrastructure projects. Additionally, the occupant will have an understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be well regarded.

Notes: This is a temporary position available for up to six months. Selection may be based on application and referee reports only.

Contact Officer: Maddison Loft (02) 6207 2371 maddison.loft@act.gov.au

Corporate

Corporate People and Capability Branch

Manager – Employee Relations

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 55528)

Gazetted: 07 October 2016

Closing Date: 14 October 2016

Details: Chief Minister, Treasury and Economic Development (CMTEDD), Corporate People and Capability is looking for a manager with strong industrial/employee relations experience to fill the role of Manager – Employee Relations. The position will operate as part of a small outcome focussed team that performs a broad range of strategic Human Resource functions for the Directorate. Specifically the position will oversee employee relations

matters for the Directorate, including the support to managers in dealing with complaints, misconduct and disciplinary processes. The successful applicant will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately. They will have a resilient nature, with previous supervisory experience and knowledge of investigations being well regarded.

Note: Selection may be based on written application and references only.

Contact Officer: Leanne Martens (02) 6205 0290 leanne.martens@act.gov.au

Enterprise Canberra

Innovate Canberra

Study Canberra

Student Ambassador

Administrative Services Officer Class 2 An hourly rate of pay will apply to this position., Canberra (PN: C09848, several)

Gazetted: 10 October 2016

Closing Date: 18 October 2016

Details: Study Canberra is looking to engage a number of students who are currently enrolled at an ACT school or tertiary institution to undertake an exciting role as Student Ambassadors.

As a Study Canberra Student Ambassador, you will be required to promote Canberra as a place to study by sharing your own experiences with prospective students and participating in other promotional opportunities. This will include attending local events on behalf of Study Canberra such as Canberra Tertiary Open Day, student welcome events, Orientation Week, careers exhibitions and other duties as required.

Study Canberra Student Ambassadors will be passionate about Canberra, be well presented, exhibit strong customer service skills and be comfortable speaking with people at public events. This casual role will require work outside of regular hours including evenings and weekends.

The ACT Public Service is committed to building a culturally diverse and inclusive workplace. As part of this commitment we encourage applications from people with an Aboriginal or Torres Strait Islander background, people with disabilities, and students from international or culturally diverse backgrounds.

One Student Ambassador position will be designated to be filled with people from an Aboriginal or Torres Strait Islander background and/or People with Disability. Please note applicants may be required to provide proof of Aboriginal and Torres Strait Islander status and/or Disability as part of the recruitment process.

Eligibility/Other Requirements: Students who have previously been employed as Study Canberra Student Ambassadors are ineligible to apply. Students must: be over 18 years of age; be enrolled at an ACT school or institution undertaking either year 12; an advanced diploma; undergraduate (Bachelor) degree; or a Graduate (Grad Dip/Masters/MPhil/PhD) program for both Semester one and two of 2017; and have been enrolled at an ACT school or institution for the duration of 2016. Desirable: a current Grade Point Average (GPA) of 5 (or equivalent) across all courses completed in 2016; Experience in cross cultural communication and/or with people from diverse backgrounds Public speaking and second language skills will be highly regarded.

Note: These vacancies are for the period commencing 28 January 2017 to 30 June 2017, with a possibility of extension to January 2018.

Contact Officer: Justin Keevers (02) 6205 0174 studycbr@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

Strategy, Participation and Early Intervention

Quality, Complaints and Regulation

Quality Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37691, several)

Gazetted: 11 October 2016

Closing Date: 25 October 2016

Details: The position will support the development and implementation of a risk responsive model for the regulation and oversight of human service providers in the ACT. You may also provide secretariat services to a

range of committees including the Child and Youth Protection Quality Assurance and Improvement Committee. You will be expected to prepare submissions, reports, policy papers, correspondence and other complex written communication for senior management audiences while working in accordance with, and uphold the ACT Government Respect, Equity and Diversity Framework and the Directorate's Work Health and Safety system.

Notes: This is a temporary position available until 30 June 2018 with the possibility of permanency. 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: Sally Gibson (02) 6205 5202 sally.gibson@act.gov.au

Corporate Services

Media and Communications

Senior Manager

Senior Officer Grade A \$135,384, Canberra (PN: 23279)

Gazetted: 10 October 2016

Closing Date: 26 October 2016

Details: This position manages the internal and external media and communications activities across the Directorate, including the provision of high level support and advice to the Executive, and oversight of communications strategies. The position is responsible for managing a range of significant internal and external communications projects, as well as providing guidance on media and communications issues to officers across the Directorate. The position is responsible for the production of media releases, speeches and other communications materials, as well as major media projects and presentations, and liaison with the Directorate's information technology area. An understanding of the media and communications environment in the ACT is essential. The position reports to the Senior Director, Corporate Services and leads a team of five officers. It has significant contact with Senior Executive officers within the Directorate and across the ACT Government as well as ministerial offices, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This position is also the on-call media officer for the Directorate.

Eligibility/Other Requirements: Demonstrated experience in managing issues and experience in managing teams.

Qualifications in Media, Communications or Public Relations are highly desirable but not essential.

Note: This position is being readvertised. Previous applicants will be considered and need not reapply. Selection may be based on written application and referee reports only.

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

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Human Services Policy

Senior Manager

Senior Officer Grade A \$135,384, Canberra (PN: 11937)

Gazetted: 10 October 2016

Closing Date: 24 October 2016

Details: The Strategy, Participation and Early Intervention division is responsible for the provision of human service policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister.

Human Services Policy is responsible for developing strategic and specialist policy on human services issues for CSD; leading ACT Government initiatives that are focused on social inclusion and participation; providing support and advice on cabinet submissions, legislative reform and contributing to whole of government and national reform initiatives; and leading ACT's participation in national forums regarding children, young people, their families, and on disability. The Directorate is seeking an experienced Senior Manager to lead and manage Human Services Policy, providing high level policy advice in relation to the priorities of government; and lead and manage related projects. The Senior Manager will work across the Directorate and government to improve outcomes for Canberrans.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency from this process.

Contact Officer: Kate Starick (02) 6205 9828 kate.starick@act.gov.au

Director of Public Prosecutions

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

Para Legal Grade 3

Paralegal Grade 3 \$67,684 - \$71,108, Canberra (PN: 23886)

Gazetted: 12 October 2016

Closing Date: 28 October 2016

Details: The successful applicant will be required to provide assistance in the preparation of matters for prosecution in the Magistrates and Supreme Courts. Attend court to assist legal staff and undertake research and analysis.

Eligibility/Other Requirements: Minimum mandatory qualification Certificate IV in Legal Services or be currently undertaking study for a Law degree. An understanding of the legal process would be an advantage. Willingness to participate in staff rotation. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Jo Smith (02) 6207 5399 joanne.smith@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

Organisational Integrity

People and Performance

Director's Office

Executive Assistant/Finance Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 33470)

Gazetted: 10 October 2016

Closing Date: 24 October 2016

Details: The People and Performance branch is a fast paced, complex environment, which offers critical support and advice to schools. We are looking for a Executive Assistant to be responsible for a variety of administrative tasks that support the efficient, flexible and responsive management of the Director's Office. You will be involved with everything from directing enquiries to the correct place, constructing and proof reading material, providing updates as well as learning more about branch financial management. This role is often the first point of contact for stakeholders and requires excellent relationship management skills as well first rate written and verbal communications skills.

Eligibility/Other Requirements: Desirable: Knowledge of the government and finance functions of the ACT Education Directorate. The successful applicant may be determined by application and referee only.

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

Contact Officer: Coralie McAlister (02) 6205 9202 coralie.mcalister@act.gov.au

Office for Schools

Tuggeranong Network

Gordon Primary School

Building Service Officer 2

General Service Officer Level 6 \$54,137 - \$56,596, Canberra (PN: 37621)

Gazetted: 10 October 2016

Closing Date: 31 October 2016

Details: Gordon Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard

when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety. 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* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. An industry recognised trade qualification or equivalent work experience and a current First Aid Certificate are desirable.

Note: The successful applicant may be selected from written application and referee reports only.

Contact Officer: Despina Kazias (02) 6205 5765 despina.kazias@ed.act.edu.au

Environment and Planning

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

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

Environment

Parks and Conservation Service

Urban Reserves

Sanctuary Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37640)

Gazetted: 12 October 2016

Closing Date: 28 October 2016

Details: This new and exciting Sanctuary Manager position has been established under an innovative partnership arrangement between the Woodlands and Wetlands Trust and the ACT Parks and Conservation Service. It will be responsible for the day to day management of the Mulligans Flat Woodland Sanctuary and surrounding nature reserves. The Sanctuary Manager will be employed through the Parks and Conservation Service of the Environment and Planning Directorate in the ACT and is jointly funded by the Trust.

Notes: This position is temporary for five years. Applicants are to submit a statement addressing the selection criteria along with an up to date Resume. An information pack on the position can be seen at:

www.mulligansflat.org.au. 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: Stuart Jeffress (02) 6205 2881 stuart.jeffress@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

Division of Operations

Medical Imaging

Radiologist

Specialist/Senior Specialist \$162,039 - \$199,961

Senior Specialist \$218,921, Canberra (PN: 32620)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Overview of the work area and position: The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and Interventional Radiology with a complex and interesting workload. The Department has nineteen salaried staff specialists, 16 accredited Registrar training positions including one interventional fellow. The Interventional Radiology section has two state of the art interventional suites.

Salary, Remuneration and Conditions: An attractive remuneration package will be offered. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Radiologists. Desirable: Recognised as a specialist by Medicare with full unrestricted provider numbers to allow billings. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Contact Officer: A/Prof Murali Guduguntla, Clinical Director Medical Imaging (02) 6244 2528
murali.guduguntla@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

Health Planning and Infrastructure

Health Planning and Infrastructure Support

Health Facility and Infrastructure Executive

Facilities Director

Infrastructure Manager/Specialist 3 \$172,366, Canberra (PN: 33247)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Facilities Director reports to the Executive Director, Health Infrastructure Services and is responsible for facility and strategic asset management across the portfolio of ACT Health Directorate's properties. The role will ensure that maintenance and strategic asset management of ACT Health's facilities are aligned to ACT Health's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement within the Health Infrastructure Services facilities section. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. The Health Infrastructure Group of ACT Health is looking for a suitably experience and qualified Facilities Project Director. The scope of the Facilities Project Director is to provide senior level management and leadership of assigned projects from inception through to completion of operational commissioning and defects period of facilities. The position will report to the Executive Director, Health Infrastructure and will, in turn have a number of direct reports. The successful applicant will have the ability to work autonomously within a broader team environment, and with support from the Executive Director. In addition to bringing professional expertise, experience and knowledge to the role, it will also involve a high level of collaboration, liaison and negotiation with other project team members and key stakeholders including senior executive and government officials within the Directorate and across government.

Eligibility/Other Requirements: A Degree or Diploma in a relevant technical field and demonstrated relevant experience, and/or trade certification with significant building and infrastructure and/or project management experience. Desirable: Experience in the delivery of infrastructure projects within an operating health

environment. Experience working within a public sector and /or demanding client project environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Colm Mooney (02) 6174 8183 colm.mooney@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Child, Youth and Women Health

Programs Clinical Nurse Manager

Registered Nurse Level 3.2 \$112,687, Canberra (PN: 33498)

Gazette Date: 13 October 2016

Closing Date: 7 November 2016

Details: About us: 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. Overview of the work area and position: Maternal and Child Health (MACH) Services deliver a range of universal and targeted services for newborns, young children and their parents/carers. These services aim to support early identification and intervention for child development concerns; and information and support for parenting. This is the only child and family health service across the ACT. Under broad direction, this position will provide professional leadership, through clinical expertise, and operational management for a Maternal and Child Health (MACH) team. The successful candidate will draw on knowledge and experience working as a Child and Family Health or MACH Nurse, as well as experience as an operational manager.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds post graduate qualifications in Child and Family Health Nursing. Holds a current driver's licence. Desirable: Relevant tertiary qualifications are highly desirable, including midwifery, paediatrics. Master in Clinical Leadership (Nursing) and/or management. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police Check.

Contact Officer: cathy.oneill@act.gov.au (02) 6205 2141 cathy.o'neill@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Leader

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 33369)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will promote positive client outcomes through the provision of clinical leadership and high quality clinical services and health promotion activities. This position reports to the Senior Manager Forensic Mental Health Services and will work in direct collaboration with the Senior Manager. The Forensic Mental Health Service consists of four sub teams providing mental health services to adults and young persons in custody, in the community, and in the ACT courts. When accepting a position with the Forensic Mental Health Service you may be required to work at any of the four sub-teams and may be based at the Alexander Maconochie Centre, Bimberi Youth Justice Centre, or the ACT Health Building at 1 Moore St. Duties: perform novel, complex, critical work at a high level of expertise; perform a consultative role within the field of clinical mental health services; contribute to the professional field of expertise; and facilitate positive outcomes on specialist and multidisciplinary service delivery through professional knowledge and skills and leadership.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate

professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Office of the Director General

Communications

Stakeholder Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36804)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. Overview Of The Work Area And Position: The Government and Communications Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. Due to the branch re-structure we are looking for a talented and experienced Stakeholder Manager to join our Government and Communications team. If you possess effective stakeholder management skills, with the ability to engage confidently at all levels then this is a great opportunity for you to showcase your knowledge in the area. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Stakeholder Manager reports to the Senior Manager Stakeholder Engagement and manages the internal and external engagement activities with staff and key identified stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable. Corporate experience in stakeholder engagement and/or management is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Elizabeth Tobler (02) 6207 5853 elizabeth.tobler@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Registered Nurse - Mental Health, Justice Health, Alcohol and Drug Services

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 19156)

Gazetted: 13 October 2016

Closing Date: 20 October 2016

Details: About us: 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. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and 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: Rehabilitation and Speciality Services; Adult Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services.

Overview of the work area and position: The Alcohol and Drug Services (ADS) incorporates 6 areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue. The Consultation nurse works closely with ADS specialists to provide seven day comprehensive client care.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. 12 months recent nursing experience in a Alcohol and Drug facility, and a sound understanding of Alcohol and Other Drugs. It is desirable that the applicant holds or is working towards qualifications either at a certificate or postgraduate level. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position available at 24 hours per week - salary is pro rata for part-time.
Contact Officer: Joan MacGregor (02) 6244 2591 joan.macgregor@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Medical Emergency Team

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 21160)

Gazetted: 13 October 2016

Closing Date: 20 October 2016

Details: About us: 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. Canberra Hospital and Health Services provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). The Division of Critical Care also has a dynamic Research and Service Development Units that supports research and project initiatives. Overview of the work area and position: The Medical Emergency Team (MET) as part of the Acute Clinical Care Services works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Desirable: Experience in a critical care area and or resuscitation. Relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jo Lindbeck 0466 507 934 jo.lindbeck@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Eating Disorders Program

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 25264)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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 and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and 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 (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi disciplinary mental health professionals who provide assessment and treatment within a recovery framework. This role will be to conduct assessment, provide evidence based psychological therapies to children, adolescents and adults with an eating disorder facilitate group day program and provide support and supervision to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Be a member or eligible for membership of the Australian Association of Social Workers. Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Experience in working with children and young people is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent full-time position. An order of merit may be established to fill future identical permanent and temporary vacancies at level over the next 12 months.

Contact Officer: Therese Foster (02) 6205 1756 therese.foster@act.gov.au

Strategy and Corporate

Performance Information

Performance Information Executive

Personal Assistant

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 13798)

Gazetted: 13 October 2016

Closing Date: 20 October 2016

Details: About ACT Health: 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. At ACT Health we are 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 is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: If you have good organisation and communication skills, enjoy working in a dynamic environment and have a good understanding of how strategic areas work this role would be an exciting opportunity for you. The Personal Assistant is responsible for providing high level administrative support and diary management to the Executive Director for Business, Performance Information and Decision Support. The position supports the Executive Director on day-to-day matters and is part of the executive support team with the Executive Officer. The Personal Assistant will be responsible for managing the daily activities of the office of the

Executive Director of Business, Performance Information and Decision Support. The Business, Performance Information and Decision Support Branch sits within Corporate Division and aims to be a centre of excellence for collating and organising data, transforming data into information and communicating the information throughout ACT Health. The Performance Information Portal is a key part of our vision to provide a self-service information portal to assist ACT Health Executive and Staff in accessing information and for ACT Health to provide a transparent platform to understand and measure our performance. Our Vision is to maximise patient outcomes and the efficiency and transparency of our services by providing the right information to the right people at the right time. Under limited direction the position will be required to manage the daily activities of the office including the management and maintenance of: the Executive Director's appointment diary; incoming and outgoing papers prior to their clearance; correspondence and other written material; meetings, including organisation and taking minutes; the areas budget allocation; travel and other administrative arrangements; branch action log; staff orientation records; and administration processes. Applications are sought from suitable candidates who have experience in providing high level Personal/Executive assistant support to the Executive Director level or equivalent. Applicants should be receptive and adaptive to change within a busy office environment, have excellent judgement, organisational and communication skills and will be expected to work to strict deadlines.

Eligibility/Other Requirements: Recent experience providing support to an Executive Director. Knowledge of government practices and TRIM is highly desirable. Prior to commencement the successful applicant will be required to undergo a criminal history check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Notes: This position is temporary full-time available until 13 September 2017. Selection may be based on application and referee reports only.

Contact Officer: Sonia Hogan (02) 6244 3187 sonia.hogan@act.gov.au

Transformation Reform Program

Transformation Reform Group

IPMO Project Support Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 36771)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. At ACT Health we are 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 is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: An exciting opportunity has been created for an energetic and detail focused person to support ACT Health achieve its strategic objectives through working closely with the Integrated Program Management Program (IPMO). The successful applicant will be embedded with the IPMO team from PwC, who are providing high level oversight and reporting for a range of ACT Health improvement projects. Working to the IPMO Project Director, this role will coordinate and organise meetings with senior internal and external stakeholders, manage meeting documentation and record meeting outcomes. Importantly, the person will be confident in working with Executives and their support teams to ensure follow up actions are fulfilled and information is ready for consideration at key meetings. The role will be fast paced, and will be attractive to candidates willing to bring their 'A-game'. The successful applicant will possess excellent communication skills and an ability to work closely with a professional team, whilst being able to prioritise competing workloads and work through challenges independently.

Eligibility/Other Requirements: Demonstrated experience in the use of Microsoft Office Suite. Demonstrated experience in the use of records management software including TRIM or similar. Qualifications (or progress towards), in Project Management is desirable but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kelly Arundel (02) 6174 8323 kelly.arundel@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Post Anaesthetic Care Unit

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 21826, several)

Gazetted: 13 October 2016

Closing Date: 20 October 2016

Details: About us: 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Overview of the work area and position: The Post Anaesthetic Care Unit (PACU) at Canberra Hospital provides post anaesthetic and recovery care for 13 operating theatres plus several out of areas procedural/invasive specialty areas. PACU nursing staff provide holistic patient care for post-operative patients recovering from anaesthesia, including general, regional, and local anaesthetic techniques. The PACU RN assesses and initiates management plans for patients according to their needs, by monitoring their vital signs to determine necessary care.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Barbara O'Brien (02) 6244 3201 barbara.o'brien@act.gov.au

Population Health

Health Protection Service

Scientific Services Management

Forensic Chemist

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 26168)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. The Population Health Division (PHD) has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is comprised of two branches and two offices - the Health Protection Service (HPS), Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. The HPS is headed by an Executive Director reporting to the CHO with responsibilities ranging from tobacco policy, environmental health issues, communicable disease control and analytical testing capability through the ACT Government Analytical Laboratory (ACTGAL). Overview of the work area and position: ACTGAL, a section within the HPS provides high level scientific analysis capability for the ACT government. Fields of analysis include Microbiological Testing, Environmental Chemistry Testing and Forensic and Toxicological Testing. This position principally involves analytical investigations

of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give expert evidence.

Eligibility/Other Requirements: Mandatory: Bachelor degree in Science (major in Chemistry is highly desirable).

Prior to commencement successful candidates will be required to: undergo a pre-employment police check.

Note: This is a temporary position available for two years with the possibility of extension and/or permanency.

Contact Officer: Daniel Andres (02) 6205 8733 daniel.andres@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Director of Clinical Services

Administrative Assistant

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 36468)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and 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); Justice Health Services. Eligibility/Other Requirements: Must hold a current driver's licence. High level of keyboard, dictaphone and document production skills are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a permanent part-time position at 22.03 hours per week. The salary noted above will be paid pro rata.

Contact Officer: Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation Allied Health

New Graduate Rotational Physiotherapist, Rehabilitation, Aged and Community Care (RACC)

Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 29691)

Gazetted: 13 October 2016

Closing Date: 3 November 2016

Details: About us: 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. Overview of the work area and position: The Rehabilitation, Aged Care and Community Care (RACC) Physiotherapy service is a dynamic team of Physiotherapists and Allied Health Assistants. We work to enhance function, activity, and independence for

patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based physiotherapy services. Successful applicants will be required to work at any of these locations. Successful applicants will be offered three month rotations through many (but not all) of these services and locations. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful. Professional support is also available from the two full-time clinical educators within RACC Physiotherapy. Limited supervisory experience may also be included dependent upon student and allied health assistant needs.

Eligibility/Other Requirements: Newly graduated with a Degree in Physiotherapy, or equivalent within the six months prior to February 2017. Must be registered with the Physiotherapy Board of Australia. Applicants must have a current Australian driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are several temporary positions available commencing from 6 February 2017, available until 5 February 2018. Selection may be made on written applications alone. All applicants must provide contact details for two referees, a written response addressing the five selection criteria and a current CV as part of their written application. An order of merit will be established from this process that may be used to fill other temporary vacancies at the same level.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program
New Graduate Podiatrist**

Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 15494)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. At ACT Health we are 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 is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. The Rehabilitation, Aged and Community Care (RACC) is a vibrant Division within ACT Health, providing multidisciplinary rehabilitation, aged care and community based across a broad range of settings throughout the ACT, including hospitals, community health centres and the homes of clients. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellent, collaboration and integrity. Overview of the work area and position: Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Degree in Podiatry, or recognized equivalent. Registration with the Podiatry Board of Australia. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kerry Mahler (02) 6205 1496 kerry.maher@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

New Graduate Speech Pathologist

Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 01123)

Gazetted: 13 October 2016

Closing Date: 3 November 2016

Details: About us: 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. At ACT Health we are 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 is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of Canberra Hospital and the surrounding region. The positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: A Degree or Diploma in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia. Must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: These are temporary positions available for a period of 12 months.

Contact Officer: Rachel Heatley or Liz Pratten (02) 6244 2230

Canberra Hospital and Health Services

Women, Youth and Children

Womens and Babies

Assistant in Midwifery

Assistant in Nursing \$48,165 - \$49,796, Canberra (PN: 37630, several)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. At ACT Health we are 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 is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Division of Women Youth and Children includes the Centenary Hospital for Women and Children (CHWC) and the Women, Youth and Children Community Health Programs. The CHWC includes the Maternity Unit, the Paediatric Department and Neonatal Services.

This position will be located in the Maternity Unit which provides care for approximately 3700 women and their babies annually. The CHWC is a tertiary referral centre, has a low risk Birth Centre and provides care for women of all risk from the ACT and the surrounding regions. The CHWC is a Baby Friendly Accredited Hospital. The role of the Assistant in Midwifery is to assist the midwives caring for women/babies.

Eligibility/Other Requirements: Currently enrolled in an AHPRA recognised undergraduate Bachelor of Midwifery course and has successfully completed the academic and clinical requirements of the 1st year; OR Completed a Certificate III in Health Services Assistance, or a recognised equivalent. Prior to commencement successful candidates will be required to: undergo a pre-employment Australian Federal Police check and Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Contact Officer: Penny Maher (02) 6174 7392 penny.maher@act.gov.au

**Office of the Director-General
Communications**

Media Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 36831)

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: About us: 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. 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. An opening has become available for an experienced, hands-on Media Manager in ACT Health's Government and Communications Branch. If you are an innovative and focused person with extensive experience in media management, highly developed communication, influencing and interpersonal skills then this is a great opportunity for you to showcase your knowledge. Overview of the work area and position: The Government and Communications Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Media Manager reports to the Senior Manager, Strategic Communications and Media and manages the busy media hub through reactive and proactive strategies and liaison across the directorate.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable. Graded journalist and/or experience in a ministerial or parliamentary office are highly desirable. Corporate, not for profit and/or government experience is highly desired. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Tracey Pulli (02) 6205 3708 tracey.pulli@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 Emergency Services Agency

Governance and Logistics

Finance and Business Services

Finance Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 01757)

Gazetted: 10 October 2016

Closing Date: 24 October 2016

Details: The Finance Manager is responsible for the overall Budgeting and Financial Management of the ACT Emergency Services Agency (ESA) under direction from the Manager Finance and Business Services. The Finance Manager provides support as Executive Officer for the ACT and South East NSW Aero-medical Service Ltd, the public operating company for the Snowy Hydro Southcare Helicopter. Specific functions include budget development, financial reporting, financial processing and financial management and governance.

Eligibility/Other Requirements: Experience in administration of a Ltd Public Company and/or experience working with Board governance structures is desirable. Accounting qualifications and/or relevant experience will be highly regarded.

Contact Officer: John Avery (02) 6207 9982 john.avery@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.

Legislation, Policy and Programs

Governance and Business Solutions

Administrative Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 42681)

Gazetted: 12 October 2016

Closing Date: 26 October 2016

Details: Legislation, Policy and Programs is seeking a motivated, well organised person who possesses good communication skills to provide administrative assistance to the Branch. The successful applicant will be required to perform a wide variety of administrative tasks including processing mail, flex sheets, accounts payable, filing and much more. This position is required to provide lunch time relief for Executive Assistance to the Executive Director and Deputy Executive Director.

Note: This is a temporary part-time position at 20 hours per week. The position is required for 5 hours a day, 4 days a week. The salary noted above will be paid pro rata. The position is available 3 January 2017 until 30 June 2017 with the possibility of extension.

Contact Officer: Cathy Millett (02) 6205 3743 cathy.millett@act.gov.au

Emergency Services Agency

ACT Ambulance Service

Operations

Communications Centre Emergency Dispatcher

Ambulance Support Officer 2 \$58,354 - \$61,625, Canberra (PN: 26124, several)

Gazetted: 12 October 2016

Closing Date: 26 October 2016

Details: The ACT Ambulance Communications Centre; Emergency Dispatcher manages all ACT Ambulance Service (ACTAS) resource deployment and works with the ACTAS ComCen Coordinator to maintain effective ambulance service delivery. The Emergency Dispatcher is responsible to assign and co-ordinate, ACT Ambulance resources and patient movements in accordance with ACTAS policies, procedures, instructions and guidelines. The position requires the successful candidate/s to work a rotating shift pattern of 12 hour shift (day; day; night; night) roster as per the ACT Ambulance Service Enterprise Agreement 2013-2017. Applicants should note that future reforms to current working practices within the ESA ComCen may lead to expansion of the Emergency Dispatch function.

Eligibility/Other Requirements: Mandatory Qualifications Certificate III Ambulance Communication or equivalent with minimum 1 year experience as Emergency Call Taker Completion of ACTAS Secondary call Taker/NEPT Dispatch or equivalent. Computer literacy with demonstrated experience in the use of Windows based computer applications and the ability to transfer voice activated information into computerised data entry systems. Touch typing skills of thirty (40) words per minute with an accuracy of ninety-five percent (95%).

Note: Applications should contain each of the following items: a completed Application Package Cover Sheet; your claims/submissions against the selection criteria; a curriculum vitae; a completed Statutory Declaration and a completed consent to release of personal and medical information.

Contact Officer: Jon Wood (02) 6205 4822 jon.wood@act.gov.au

ACT Corrective Services

Custodial Operations

Throughcare

Throughcare Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 30868)

Gazetted: 10 October 2016

Closing Date: 17 October 2016

Details: The Offender Services and Corrections Programs Unit is seeking expressions of interest from highly motivated and suitably qualified personnel who are interested in undertaking the role of Throughcare Manager. This will be a challenging and rewarding position that includes extensive stakeholder engagement and community involvement. The successful applicant will play a key organisational role while gaining experience with offender management and community integration for both the Alexander Maconochie Centre and Community Corrections client group.

Eligibility/Other Requirements: Experience in liaison and negotiation with the public and private sector is essential; demonstrated experience and/or willingness to work with offenders and detainees is essential; relevant tertiary qualifications and/ or equivalent correctional experience are desirable and a current driver's licence is required.

Notes: This is a temporary position available for a period of 10 months, with the possibility of extension. Applicants must submit their application in no more than two pages addressing the selection criteria, including details of relevant experience and skills to undertake the duties and responsibilities of the role and a current Curriculum Vitae. 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: Megan Valler (02) 6205 8032 (02) 6205 8032 megan.valler@act.gov.au

Transport Canberra and City 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

Transport Canberra

Public Transport Operations

ACTION

Communications Centre Officer

Transport Officer Grade 3 - ACTION \$93,794, Canberra (PN: A20118)

Gazetted: 11 October 2016

Closing Date: 25 October 2016

Details: Transport Canberra is seeking an experienced person to work as part of a small team within the Communications Centre. Reporting to the Field Operations and Capability Manager, the successful applicant will provide advice, instructions, or directions to ACTION bus drivers on operational matters, apply procedures to manage situations and incidents that involve or affect ACTION's operational network, services, people, or assets. Coordinate and transfer information about incidents, situations, or events to a wide range of stakeholders both internal and external to ACTION, using a wide range of information communications technology including but not limited to databases, two-way radios, and closed circuit television to deliver the responsibilities of the position. Provide support to staff of other agencies that have responsibility for public safety, law and order, contributing to the enhancement of ACTION's operational capability and continuous improvement programs. Maintain knowledge, skills, and qualifications within a continually changing environment, undertaking operational responsibilities as a Transport Officer in the field to support operational events or situations. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Knowledge of the public transport industry, specifically bus operations.

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: Wayne Goodrem (02) 6207 1589 wayne.goodrem@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.

City Services

Libraries ACT

Public Libraries

Branch Coordinator

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 37648, several)

Gazetted: 07 October 2016

Closing Date: 21 October 2016

Details: Libraries ACT are looking for highly competent Branch Coordinators to lead the public library branch teams to make a difference in the lives of Canberrans. Branch coordinators in Libraries ACT must love a high energy, complex, customer service environment. They must be readers, change managers, highly organised and able to create and lead high performing teams. Able to successfully straddle between day-to-day operations and strategy, the Branch Coordinators must make sure that the resources, facilities and services meet the needs and exacting expectations of the Canberra community. They must manage their individual teams towards a seamless consistent and single library service. Library qualifications are a bonus, but are not essential. In return Libraries ACT offers roles that really make a difference in the community, and which are full of variety and opportunities to learn new skills. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: This position is mobile and position holders will routinely move between branches after set periods, i.e. on an annual or bi-annual basis, as determined by the Libraries ACT Staff Rotation Policy. In addition to the above, willingness to work at any Libraries ACT location, and on occasion at short notice.

Willingness to wear a uniform and abide by the dress code. Ability to meet the physical requirements of this role (see below for more detail). Familiarity with standard Information and Communication Technology (ICT) and social media. The following work safety capacity requirements apply to this role: Good physical fitness and stamina, and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending, and being on your feet for long periods. Libraries ACT operate seven days a week and so this position requires working weekday and weekend shifts at any Libraries ACT location. Applicants for this position will undertake a process assessing their resilience and judgement.

Contact Officer: Vanessa Little (02) 6207 5002 vanessa.little@act.gov.au

Roads and Infrastructure

City Services

City Presentation/Place Management

Depot Support Officer

General Service Officer Level 5/6 \$51,427 - \$56,596, Canberra (PN: 33864)

Gazetted: 12 October 2016

Closing Date: 26 October 2016

Details: Place Management is seeking a highly motivated and experienced person to provide administrative support to an operational field depot, including collation of data and reporting on services delivered by the field staff. The Depot Support Officer is required to undertake administrative tasks, including but not limited to the maintenance of records and filing, ordering of stationary, uniforms and materials, minute taking and the processing of invoices. This position may also be required to undertake field work in the form of horticultural and/or cleaning services on an as needs basis. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability to apply.

Eligibility/Other Requirements: Certificate or demonstrated experience in Horticulture and/or Business Administration or similar is highly desirable. Citizen or permanent resident of Australia. Current driver's licence is essential (medium rigid licence desirable). Preparedness to wear a uniform and to work anywhere in the ACT. Willingness to work on the weekend overtime roster to deliver mowing and cleaning programs. Ability to undertake the physical requirements of the tasks listed in the Position Description. OHS Construction Industry Induction 'white card' and 'Asbestos Awareness' is highly desirable. Implement traffic control plans 'yellow card' or a willingness to learn.

Notes: An order of merit will be established from this process that may be used for filling of temporary or permanent positions over the next 12 months. 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: Malcolm Gale (02) 6207 5974 malcolm.gale@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.

Strategy Innovation and Customer Experience

Innovation and Technology

Spatial Systems

Spatial Systems Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 07941)

Gazetted: 10 October 2016

Closing Date: 24 October 2016

Details: The Innovation and Technology Branch are seeking candidates that are passionate about customer services and how we can better deliver services with enhanced technology as one of the links. The position is responsible for the management of the development and maintenance of spatially enabled business systems and processes which involve information flows to/from TCCS. Major clients include ACT NOWaste; City Presentation; Finance, Public Transport; and RoadsACT.

Contact Officer: Richard Matto (02) 6205 4821 richard.matto@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$78,644 - \$90,006

Kieran Smit 853-30083, Section 68(1), 12 October 2016

Community Services

Administrative Services Officer Class 6 \$78,644 - \$90,006

Nadia McGuire 853-30155, Section 68(1), 7 October 2016

Administrative Services Officer Class 3 \$59,152 - \$63,661

Breanna Tindale 848-66118, Section 68(1), 12 October 2016

Senior Officer Grade C \$98,977 - \$106,542

Stacey Wrench 853-29293, Section 68(1), 10 October 2016

Health

Health Professional Level 2 \$59,971 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Kate Louise Barker 848-81502, Section 68(1), 10 October 2016

Assistant in Nursing \$47,454 - \$49,060 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Danielle Kimberly Brown 848-83006, Section 68(1), 10 October 2016

Allied Health Assistant 1 \$37,505

Rebecca Byrne 848-82951, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Liam Caswell 853-29226, Section 68(1), 10 October 2016

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Simone Conchin 848-82863, Section 68(1), 10 October 2016

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

Shawana Natasha Dalton 845-01629, Section 68(1), 10 October 2016

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Rebecca Ebbott 848-81377, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Rebekah Fulop 848-83241, Section 68(1), 4 October 2016

Health Professional Level 2 \$60,871 - \$83,563

Salima Haidary 838-53462, Section 68(1), 28 September 2016

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Lynette Hill 848-20830, Section 68(1), 10 October 2016

Senior Professional Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Penelope Hill 848-82900, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Gibi Jacob 834-45944, Section 68(1), 29 September 2016

Health Professional Level 2 \$60,871 - \$83,563

Ashlea Jamieson 846-99962, Section 68(1), 5 October 2016

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

Ginju Josey 834-45186, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Serge Kabamba Kabongo 848-83233, Section 68(1), 10 October 2016

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

Miyoung Kim 848-83065, Section 68(1), 10 October 2016

Health Professional Level 2 \$60,871 - \$83,563

David Lord 847-01014, Section 68(1), 6 October 2016

Medical Physics Specialist \$96,956 - \$134,661

Talat Mahmood 833-45775, Section 68(1), 12 October 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Simi Mary Das 850-41222, Section 68(1), 6 October 2016

Assistant in Nursing \$47,454 - \$49,060 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Sabita Baby Mathew 848-81481, Section 68(1), 10 October 2016

Assistant in Nursing \$47,454 - \$49,060

Lillian Ruth Miles 846-99655, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Twaambo Mwauluka 848-81027, Section 68(1), 10 October 2016

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

Jennifer Peterson 848-82978, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Richard Quinn 848-81019, Section 68(1), 10 October 2016

Assistant in Nursing \$47,454 - \$49,060

Krishnadev Rajiah 831-24403, Section 68(1), 10 October 2016

Assistant in Nursing \$47,454 - \$49,060

Poormanee Rajiah 831-24382, Section 68(1), 10 October 2016

Registered Nurse Level 3.2 \$111,021

Bradley Roser 848-81174, Section 68(1), 27 September 2016

Enrolled Nurse Level 1 \$55,944 - \$59,772

Carol Sandland 847-03191, Section 68(1), 10 October 2016

Registered Nurse Level 3.1 \$98,207 - \$102,249

Darren Taggart 848-81473, Section 68(1), 10 October 2016

Registered Nurse Level 3.1 \$98,207 - \$102,249

Kirsty Ann Taggart 848-81465, Section 68(1), 10 October 2016

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

Lu Yi Tan 739-66287, Section 68(1), 10 October 2016

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

Anna Delmy Trejo 847-01196, Section 68(1), 10 October 2016

Health Professional Level 2 \$60,871 - \$83,563

Lawrence Valic 853-30059, Section 68(1), 10 October 2016

Enrolled Nurse Level 1 \$56,784 - \$60,668

Mark Xin Ding Wang 848-20785, Section 68(1), 12 October 2016

Assistant in Nursing \$47,454 - \$49,060

Jennifer Whitehouse 848-82994, Section 68(1), 10 October 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Priya Zachariah 853-30251, Section 68(1), 31 October 2016

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

Andrew Lee, 82177183, Section 68(1), 1 October 2016

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

David Sai Cho Cheng, 84711175, Section 68(1), 4 October 2016

Justice and Community Safety

Administrative Services Officer Class 6 \$78,644 - \$90,006

Andrew Horne 848-79314, Section 68(1), 17 October 2016

Senior Officer Grade C \$98,977 - \$106,542

Ingrid Osmond 846-94395, Section 68(1), 19 September 2016

Transport Canberra and City Services

Administrative Services Officer Class 6 \$78,644 - \$90,006

Sarah Pau 844-75491, Section 68(1), 6 October 2016

TRANSFERS

Education

Lana Read: 766-13380

From: \$143,712 - \$172,560

Education

To: School Leader A \$143,712 - \$172,560

Education, Canberra (PN. 01665) (Gazetted 4 August 2016)

Justice and Community Safety

Sally Jaggard: 795-66823

From: Ambulance Support Officer 4 \$68,125 - \$76,990

Justice and Community Safety

To: Ambulance Support Officer 4 \$68,125 - \$76,990

Justice and Community Safety, Canberra (PN. 31490) (Gazetted 17 August 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance

Public Sector Workplace Relations

Joyce Ellinas: 838-43416

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 31000) (Gazetted 20 July 2016)

Enterprise Canberra

Executive

Karen Kennedy: 780-67280

From: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 35656) (Gazetted 16 August 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Amanda Coslett: 772-02145

From: Registered Nurse Level 2 \$86,944 - \$92,151

Health

To: †Nurse Practitioner \$120,676

Health, Canberra (PN. 37080) (Gazetted 28 July 2016)

Canberra Hospital and Health Services

Medicine

Renal

Ainslie Fitzsimmons: 827-59458

From: Enrolled Nurse Level 1 \$56,784 - \$60,668

Health

To: Registered Nurse Level 1 \$62,609 - \$83,634

Health, Canberra (PN. 32869) (Gazetted 13 August 2015)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Susan Jacques: 834-52239

From: Registered Nurse Level 2 \$86,944 - \$92,151

Health

To: †Registered Nurse Level 3.2 \$112,687

Health, Canberra (PN. 36784)

Canberra Hospital and Health Services

Caroline McIntyre: 844-33136

From: Administrative Services Officer Class 6 \$78,644 - \$90,006

Health

To: †Senior Officer Grade C \$98,977 - \$106,542

Health, Canberra (PN. 27461) (Gazetted 1 September 2016)

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Surgical Administration

Kandas Miller: 848-20363

From: Registered Nurse Level 2 \$86,944 - \$92,151

Calvary Public Hospital Bruce

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782

Health, Canberra (PN. 26159) (Gazetted 16 June 2016)

Canberra Hospital and Health Services

Jane Sprague: 840-51525

From: Registered Nurse Level 2 \$86,994 - \$92,151

Health

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782

Health, Canberra (PN. 11687) (Gazetted 19 May 2016)

Strategy and Corporate

Clinton Schmidt: 756-34200

From: Health Service Officer Level 4 \$49,220 - \$51,102

Health

To: Health Service Officer Level 8 \$63,239 - \$66,823

Health, Canberra (PN. 22996) (Gazetted 28 July 2016)

Justice and Community Safety

ACT Law Courts and Tribunal

Registry Operation

ACT Civil and Administrative Tribunal

Anita Ivanovska: 817-39164

From: Administrative Services Officer Class 2 \$52,208 - \$57,648

Justice and Community Safety

To: Administrative Services Officer Class 3 \$59,152 - \$63,661

Justice and Community Safety, Canberra (PN. 44092) (Gazetted 25 July 2016)

Transport Canberra and City Services

City Services

City Presentation

Place Management

Jody Friend: 791-36532

From: General Service Officer Level 5/6 \$50,666 - \$55,760 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Transport Canberra and City Services

To: †General Service Officer Level 7 \$57,493 - \$60,714 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Transport Canberra and City Services, Canberra (PN. 17889) (Gazetted 18 August 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.

City Services

City Presentation

Place Management

Matthew Neil Wojcik: 844-7710

From: General Service Officer Level 5/6 \$50,666 - \$55,760 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Transport Canberra and City Services

To: †General Service Officer Level 7 \$57,493 - \$60,714 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Transport Canberra and City Services, Canberra (PN. 17891) (Gazetted 18 August 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.