



ACT Government Gazette

Gazetted Notices for the week beginning 27 October 2016

VACANCIES

Calvary Health Care ACT (Public)

Ambulatory Care Outpatient Clinic

Administration Officer

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

Gazetted: 01 November 2016

Closing Date: 9 November 2016

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

Reference Number 13900

Contact Officer: Therese Howe therese.howe@calvary-act.com.au

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

Medical Imaging

Sonographer

Health Professional Level 4 \$106,542 - \$108,650, Canberra (PN: TBA)

Gazetted: 01 November 2016

Closing Date: 7 November 2016

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

<https://calvary.mercury.com.au> Reference Number 11918

Contact Officer: Maisie Graham maisie.graham@calvary-act.com.au

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

Social Work and Psychology

Psychologist

Health Professional Level 3 \$85,967 - \$90,583, Canberra (PN: TBA)

Gazetted: 01 November 2016

Closing Date: 6 November 2016

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

<https://calvary.mercury.com.au> Reference Number 13945

Contact Officer: Michelle Greene michelle.greene@calvary-act.com.au

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

Physiotherapy Dept

Senior Physiotherapist

Health Professional Level 3 \$85,967 - \$95,076, Canberra (PN: TBA)

Gazetted: 01 November 2016

Closing Date: 13 November 2016

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

Reference Number 13602

Contact Officer: Jason Whittingham jason.whittingham@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 Health, Community and Science

Community Work

Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51188, several)

Gazetted: 28 October 2016

Closing Date: 16 November 2016

Details: CIT Community Work Department is seeking experienced people with professional knowledge and practical experience in the development and delivery appropriate to teaching a range of Community Work training programs with an emphasis on Mental Health/Alcohol and Other Drugs/Youth Work/Community Services/Community Development competencies to the level of the Diploma qualification or above to adult learners.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first 12 months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Tertiary qualifications relevant to the community services sector including competencies equivalent to those delivered in the relevant VET qualifications from Certificate III to Diploma. At least five years relevant vocational/industrial professional experience in two of the following fields: alcohol and other drug work, community development, community services, mental health and/or youth work. 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

Note: These positions are temporary for a period of three years with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Veronique Gouneau (02) 6205 4724 veronique.gouneau@cit.edu.au

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

Corporate Services

Corporate Finance

Records Management

TRIM Help Desk/Training Offer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 54134, expected vacancy)

Gazetted: 02 November 2016

Closing Date: 9 November 2016

Details: This vacancy is for a TRIM Help Desk/Training Officer. You will have to have a minimum of one years experience in a Records Management environment support role, ideally supporting internal user base. You will be responsible for providing technical support in a quick, efficient manner. You must have experience in Records Management and training areas. CIT is 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.

Contact Officer: Cheryl Griffiths (02) 6207 3142 cheryl.griffiths@cit.edu.au

**CIT Corporate Services
CIT Corporate Finance
CIT Records Management
TRIM Administrator**

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 32943)

Gazetted: 01 November 2016

Closing Date: 8 November 2016

Details: This vacancy is for a TRIM Administrator. You will have to have a minimum two years' experience in a Records Management environment support role, ideally supporting internal user base. You will be responsible for providing technical support in a quick efficient manner. You must have experience in the administration of a database preferably TRIM. Canberra Institute of Technology (CIT) is 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.

Contact Officer: Cheryl Griffiths (02) 6207 3142 cheryl.griffiths@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

Economic Development

Land Development

Strategy and Program Design

Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 18596, expected vacancy)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

Details: The position of Manager, Strategy and Program Design is part of a small team that provides policy and legislative development and strategic advice to support responsibilities across Economic Development, including racing and gaming, sport and recreation and land activities. The position involves communication and liaison with external and internal stakeholders, including the Parliamentary Counsel's Office. High level written communication skills are essential, as a key part of the role is preparing documents for the Government and the ACT Legislative Assembly. The successful applicant will have a proven ability to deliver quality policy and legislative outcomes within set timeframes, and to manage competing priorities. This position is an opportunity for a motivated officer with good policy development skills to make a significant contribution to economic development initiatives.

Eligibility/Other Requirements: Legal qualifications and/or experience, as well as experience in Legislative Assembly and Cabinet processes, would be highly desirable.

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

Selection may be based on application and referee reports only.

Contact Officer: Pamela Avell (02) 6205 0072 pamela.avell@act.gov.au

Partnership Services

Service Centre

Service Desk

Technical Team Manager

Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 14254)

Gazetted: 01 November 2016

Closing Date: 8 November 2016

Details: This role presents an opportunity to join a dynamic, customer focused Service Desk team, providing technical support to ACT employees on network access permission matters via our Service Management portal and/or over the telephone and via email. Applicants should have previous experience of working in a customer

service environment (eg a contact centre/service desk) and be able to evidence excellent oral and written communication skills. This is a permanent position based in Gungahlin.

Contact Officer: George Abyad (02) 6207 7075 george.abiyad@act.gov.au

Eligibility/Other Requirements: Previous HR experience is not essential but it is desirable.

Contact Officer: George Abyad (02) 6207 7075 george.abiyad@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Team Leader

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 00420)

Gazetted: 02 November 2016

Closing Date: 16 November 2016

Details: The Injury Management and Safety team is seeking an enthusiastic and motivated individual to fill the position as Team Leader within a busy and challenging environment. Primarily, the focus of the role is on leading a small team of Case Managers, with the mutual aim of assisting Directorates to achieve successful return to work outcomes for injured ACTPS personnel, and minimising ACT Government workers' compensation liability. The successful applicant will have the ability to establish and maintain strong, professional relationships with internal and external stakeholders. They will also have strong interpersonal skills with an adaptive leadership style to support and lead the development of individuals and overall team performance.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Qualifications in Work Health and Safety, Human Resources, Allied Health or other related disciplines will be well regarded.

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

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

Shared Services

Shared Services, Information and Communication Technology Team

Business Application Management

BreastScreening Information System and Clinical Portal Technical Support Officer

Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 17667)

Gazetted: 31 October 2016

Closing Date: 7 November 2016

Details: This role provides technical support for the BreastScreening Information System and Clinical Portal application. Applicants will work in a highly motivated team of support officers working to provide technical support for ACT Health clinical applications accessed through the Clinical Portal. This support includes application configuration work as well as basic server and SQL database maintenance tasks.

Eligibility/Other Requirements: This position will be required to participate in an out-of-hours on-call roster.

Possession of, or the ability to rapidly attain, a baseline security clearance, is mandatory. Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of the ACT Health Clinical Portal and BIS functions and applications would be an advantage. Demonstrated knowledge of and/or high level experience with the Information Technology Infrastructure Library (ITIL) framework. Knowledge of the ACT Government infrastructure. 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

Note: This is a temporary position available until 31 May 2017. Selection may be based on application and referee reports only.

Contact Officer: Kate Barber (02) 6207 7666 kate.barber@act.gov.au

Finance and Budget Division

Budget Coordination Branch

Financial Reporting

Business Application Support Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 42773)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: The Chief Minister, Treasury and Economic Development is seeking a Business Applications Support Officer to join the whole of government financial reporting team in the Finance and Budget Division. The position supports a range of financial business applications that are critical to meeting statutory reporting obligations including TM1, Cognos Disclosure Management (CDM) and Oracle E-Business Suite. The successful applicant will have experience as a proficient user of these applications with experience or strong abilities as a TM1 systems administrator. Advances Excel skills (including macro development) are also required.

Eligibility/Other Requirements: A sound knowledge of accounting principles is highly desired.

Contact Officer: Natasha Bourke (02) 6207 0133 natasha.bourke@act.gov.au

Enterprise Canberra

Active Canberra

ACT Academy of Sport

Psychologist

Professional Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 32271)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: Expressions of interest are sought from enthusiastic and dynamic candidates who are interested in joining our ACT Academy of Sport (ACTAS) team as a part-time Psychologist. The Psychologist will report to the ACTAS Psychologist and work alongside other performance service providers to deliver services which enhance the performance and well being of athletes and coaches. The position will provide psychological services in the daily training environment (DTE) for ACT based athletes and coaches.

Eligibility/Other Requirements: Current Psychologist registration with the Australian Health Practitioners Regulation Agency (AHPRA); Member of the Australian Psychological Society; Minimum five years of working experience as a Sport Psychologist with high performance athletes (development and elite) including those with disability, and their coaches; Strong background in the application of progressive, evidence-based sport psychology services to individual athletes, teams and coaches, in a high-performance sporting environment.

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

Note: This is a part-time temporary position at 7.21 hours (one day a week) available until December 2017. The salary noted above will be paid pro rata. Selection may be based on written application and referee reports only.

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

Shared Services

Shared Services, Information and Communication Technology Team

Business Application Management

Project Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 19772)

Gazetted: 28 October 2016

Closing Date: 4 November 2016

Details: This role will assist the Health ICT and ACT Health project teams deliver the ICT components of Health projects within the Clinical Systems, Support Services and Digital Health Infrastructure streams. Development and maintenance of appropriate project documentation will be required.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of/or experience working in a Health environment would be advantageous but is not essential. A working knowledge of the project tools used by Shared Services ICT (EPMO, Service Now and MS Projects 2010) is essential. Knowledge of and practice using PRINCE2, and Information Technology Infrastructure Library (ITIL) framework would be advantageous but not essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 31 March 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

Access Canberra

Customer Coordination

Events and Business Coordination

Events Coordination Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 35589)

Gazetted: 02 November 2016

Closing Date: 9 November 2016

Details: Provide coordination support with approvals for events and maintaining strong working relationships to ensure streamlined approval processes for event organisers. Respond to customer enquiries and provide information on event approval processes and procedures and refer/coordinate as appropriate. Contribute to the development and implementation of policies, procedures and protocols for the Events Approval Team. Provide administrative operational support including secretariat support to event committees and working groups as required. Analyse and interpret legislation as required. Provide input into community engagement activities. Undertake other duties as directed. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Highly desirable to have an understanding of current regulatory requirements for event approvals or ability to quickly acquire such knowledge. Applications should be a maximum of two pages only. Selection may be based on application and referee reports only.

Note: This temporary position is available as soon as possible for up to six months with the possibility of extension.

Contact Officer: Vicky Gioffre (02) 6205 5079 vicky.gioffre@act.gov.au

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Field Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 35745)

Gazetted: 31 October 2016

Closing Date: 16 November 2016

Details: Skills Canberra is seeking a Field Officer to work within the Engagement and Client Services team. The successful applicant will have a detailed understanding of VET systems, current reforms, relevant legislation and current issues. The successful applicant will liaise directly with employers, industry representatives, community organisations, employment service providers, schools and other vocational education and training (VET) related bodies to support and strengthen understanding of the ACT VET system. The Field Officer will represent the Directorate at local industry and stakeholder events as required including the coordination of promotional, professional development and networking activities.

Eligibility/Other Requirements: Current driver's licence is essential. Mandatory General Construction Induction White Card Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. For further information refer to:

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. For further information refer to: https://www.worksafe.act.gov.au/health_safety. 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.

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

Contact Officer: Peter Teo (02) 6205 7231 peter.teo@act.gov.au

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Administrative Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 31560)

Gazetted: 27 October 2016

Closing Date: 10 November 2016

Details: The Professional Standards Unit (PSU) is seeking applications from enthusiastic, innovative and committed individuals to fill the role of Administrative Officer. The successful applicant will work collaboratively in a team

environment providing administrative support to the PSU to enable the functions of the unit to be fulfilled. Principle responsibilities include general administrative support and office management; preparation of recruitment documents and routine correspondence; and providing assistance to the Analytical Manager as required. The position requires a well organised, efficient person who can communicate well. The successful applicant will need to understand the importance of the work undertaken by the PSU; the confidential nature of that work; and be able to demonstrate an ability to provide a high level of customer service.

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

Economic Development Directorate

Venues Canberra

Exhibition Park in Canberra

Accounts Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 30704)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

Details: Exhibition Park in Canberra is seeking a person with strong financial and administrative skills for the position of Accounts Assistant. The successful candidate will work closely with the Business Manager to perform a wide range of Finance and Human Resources functions, such as bank and account reconciliations and overseeing the payroll function.

Contact Officer: Melissa Orr (02) 6256 6704 melissa.orr@act.gov.au

Asbestos Response Taskforce

Acquisition, Demolition and Sales

Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 35063)

Gazetted: 28 October 2016

Closing Date: 4 November 2016

Details: Expressions of interest are invited to temporarily fill the position of Administration Officer supporting the Acquisition, Demolition and Sales Team in the Asbestos Response Taskforce. The successful applicant will be an enthusiastic and experienced administration officer, with high attention to detail, delivering a range of administrative services to the Taskforce.

Note: This temporary position is available as soon as possible to 30 June 2017 with the possibility of extension.

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

Contact Officer: Sarah Radford (02) 6205 0761 sarah.radford@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Front of House

Deputy Front of House Manager

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 3563B)

Gazetted: 1 November 2016

Closing Date: 8 November 2016

Details: We are looking for an experienced Manager who is passionate about customer service and sales in a performing arts environment. You will have experience and knowledge of the food and beverage industry, inventory control management, and venue booking systems along with staff management and rostering of a casual workforce. To be successful in this role you will be proactive and resourceful, and be able to supervise, manage and mentor a large pool of casual employees and delegate tasks as appropriate. You will need to be available to work evening and weekend hours and be on call if necessary. This role has a demanding nature and as such you will need to be a skilled multi-tasker and expert in managing people in a changing environment.

Eligibility/Other Requirements: Minimum two years experience at management level in a Performing Arts Venue.

Note: One year contract with the possibility of a further two year contract. Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Mike Domigan 02 6243 5754 mike.domigan@act.gov.au
Applications can be forwarded to: Mike Domigan, Finance & Business Development Manager PO Box 939 Civic Square, ACT 2608 or email mike.domigan@act.gov.au

Education

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

Office for Schools

Belconnen Network

Macgregor Primary School

Principal

School Leader A \$143,712 - \$172,560, Canberra (PN: 02761)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

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

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

Note: This position will commence at the beginning of the 2017 school year.

Contact Officer: Stephen Gwilliam (02) 6205 3313 stephen.gwilliam@act.gov.au

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

Office for Schools

North/Gungahlin Network

Cranleigh School

Executive Teacher

School Leader C \$112,381, Canberra (PN: 33590)

Gazetted: 02 November 2016

Closing Date: 16 November 2016

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

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

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

Contact Officer: Sue Roche (02) 6142 0444 sue.roche@ed.act.edu.au

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

Organisation Integrity

Planning and Analytics

Performance and Systems

Data Analyst

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 15957, several)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: An opportunity exists for enthusiastic people to join ACT Education's Planning and Analytics Branch. The branch is seeking applicants for Data Analyst positions to work in a small motivated team that manages administrative and assessment datasets, including the participation of ACT schools in local, national and international assessments. The officers will be responsible for the management, collection, interpretation, analysis and reporting of data from system assessments and the provision of policy advice concerning the National Assessment Program and other assessments. The successful applicants will demonstrate the ability to use a range of statistical and information management software to develop, implement and document effective and efficient processes to analyse and interpret education participation and performance data, and disseminate information to a range of stakeholders. The successful applicants will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Contact Officer: Simon Tiller (02) 6205 9317 simon.tiller@act.gov.au

Education Strategy

Student Engagement

Network Student Engagement Teams

Social Workers

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 37344, several)

Gazetted: 02 November 2016

Closing Date: 16 November 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health professionals. Applications for Social Workers are now being sought. These positions will provide allied health support to ACT Public Schools; and ACT Specialist Schools. They will participate in multi-disciplinary teams to deliver quality services to families of children and young people who are experiencing difficulty in engaging with educational programs. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. There are numerous positions available.

Eligibility/Other Requirements: Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Current driver's licence essential.

Note: Positions will be offered on a temporary basis for 12 months, with the possibility of extension and/or permanency from this process. Full-time and part-time hours will be considered.

Contact Officer: Gabrielle Webb (02) 6207 2232 gabrielle.webb@act.gov.au

Organisational Integrity

Infrastructure and Capital Works

Asset Strategies

Project Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 17907)

Gazetted: 27 October 2016

Closing Date: 10 November 2016

Details: The ACT Education Directorate is seeking a Project Officer to coordinate the implementation of strategic sustainability initiatives in Canberra public schools. The Directorate is leader in the delivery of environmental sustainability initiatives. The position works with schools and within a broader infrastructure management team to identify initiatives, deliver sustainability projects and monitor performance across the portfolio of assets. The successful applicant will display high level communication and stakeholder engagement skills; be experienced in project delivery, monitoring and reporting; and have a background or keen interest in sustainability.

Contact Officer: Beth Mitchell (02) 6207 8364 bethl.mitchell@act.gov.au

Office for Schools

North/Gungahlin Network

Gold Creek School

Classroom Teacher – Secondary English

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06730)

Gazetted: 28 October 2016

Closing Date: 14 November 2016

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for an English Teacher, preferably with experience of teaching SOSE/Humanities and/or Indonesian, to join our Senior Campus team, working closely with others to maximise student potential.

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

Note: This is a temporary position available 27 January 2017 until 26 January 2018.

Contact Officer: Priscilla Wray (02) 6205 1814 priscilla.wray@ed.act.edu.au

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

Office for Schools

Tuggeranong

Namadgi School

Classroom Teacher - Primary

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 20742)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

Details: Namadgi School is a P-10 school in Kambah. We are seeking a K-5 Classroom Teacher.

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

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

Contact Officer: Sheila Brice (02) 6142 0900 sheila.brice@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Classroom Teacher – Primary Japanese

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 16526)

Gazetted: 28 October 2016

Closing Date: 14 November 2016

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a Japanese Teacher to join our Primary campus team, working closely with others to maximise student potential.

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

Note: This is a temporary position available 27 January 2017 until 26 January 2018.

Contact Officer: Angela Spence (02) 6205 2955 angela.spence@ed.act.edu.au

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Classroom Teacher – Primary K-2

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 07558)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for a Primary (K-2) trained teacher to join our Primary Campus team, working closely with others to maximise student potential.

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

Note: This is a temporary position available 27 January 2017 until 26 January 2018.

Contact Officer: Angela Spence (02) 6205 2955 angela.spence@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Calwell Primary School

Classroom Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 05954)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

Details: Calwell Primary is seeking an enthusiastic Classroom Teacher whose is keen to work collaboratively. The school has a strong focus on creating a positive learning environment where individual student needs are met through effective planning and pedagogy, differentiation and social emotional learning. Calwell is committed to building staff capacity through providing a range of professional learning opportunities. The successful applicant will be placed depending on their skills and preference.

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

Note: This is a temporary position available from 27 January 2017 to 26 January 2018 with the possibility of extension.

Contact Officer: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Calwell Primary School

Classroom Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06826)

Gazetted: 28 October 2016

Closing Date: 11 November 2016

Details: Calwell Primary is seeking an enthusiastic Classroom Teacher who is keen to work collaboratively. The school has a strong focus on creating a positive learning environment where individual student needs are met through effective planning and pedagogy, differentiation and social emotional learning. Calwell is committed to building staff capacity through providing a range of professional learning opportunities.

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

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

Contact Officer: Linda Neeson (02) 6205 6911 linda.neeson@ed.act.edu.au

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

Office for Schools

North Gungahlin Network

Amaroo School

Student Services and Records Management Officer

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 37619)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: As a member of a busy Administrative team, contribute to the day to day requirements. You will need to possess high level communication and organisational skills and have an understanding of MAZE as well as a high level of customer service.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. 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 - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

Contact Officer: Sue Aveyard (02) 6142 1254 susan.aveyard@ed.act.edu.au

Office for Schools

North and Gungahlin Network

Lyneham Primary School

Finance and Administrative Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 37028)

Gazetted: 01 November 2016

Closing Date: 8 November 2016

Details: Lyneham Primary School is seeking a highly experienced officer for the position of Finance and Administrative Officer. Under the direction of the Business Manager the successful applicant will be responsible for a large range of financial support and administrative duties, including, acting as receiver of official monies and preparation of banking and providing support and assistance in the preparation of estimates, financial returns,

budgets and directorate compliance reports. As well the successful applicant will have responsibility for ensuring administrative requirements for student enrolment are met and possess the ability to train and support staff in the Front Office reception, while providing excellence in customer service. The occupant will be proactive, exercise good judgement and work with limited supervision.

Eligibility/Other Requirements: Working knowledge of the MAZE management systems. Be proficient in the use of a variety of computer applications, word processing, databases and spreadsheets. A Current First Aid certificate or willingness to undertake appropriate training. Applicants are strongly encouraged to contact the Business Manager for further information regarding this position. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Successful applicant may be selected from application and referee reports only.

Contact Officer: Keren Williams (02) 6205 6509 keren.williams@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

ACT Parks and Conservation Service

Healthy Country

Manager - Healthy Country

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37824)

Gazetted: 01 November 2016

Closing Date: 17 November 2016

Details: The Healthy Country Manager is an exciting new position in the ACT Parks and Conservation Service, with responsibility to further develop a range of programs across ACT parks and reserves, rural lands and waterways, in conjunction with Traditional Custodians and the local Aboriginal and Torres Strait Islander community. The position is a critical leadership, liaison and coordination role, representing the Directorate on a variety of regional stakeholder groups. The Healthy Country Manager will drive the establishment and ongoing coordination of the ACT Parks Aboriginal Advisory Group, and play a pivotal role in delivering key outcomes in the National Water Initiative and the Murray Darling Basin Plan.

Eligibility/Other Requirements: This is an Identified position only open to Aboriginal and Torres Strait Islander people, and applicants will be requested to provide supporting evidence as part of their application.

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

Contact Officer: Jasmine Foxlee (02) 6205 9534 jasmine.foxlee@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.

Sustainability and Climate Change

Sustainability Programs

Business Unit

Program Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 21011)

Gazetted: 28 October 2016

Closing Date: 4 November 2016

Details: The Sustainability Programs section supports the Directorate by managing the development and delivery of a range of sustainability programs for ACT households, businesses and schools. An exciting opportunity is available to support the Manager in the delivery of Sustainability Programs. The successful applicant will support

the delivery of sustainability programs to business and event sectors, including reporting, managing budgets and staff associated with the section.

Eligibility/Other Requirements: Current driver's licence is essential. Weekend and after hours work may be required.

Note: This is temporary position available until 30 June 2017 with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only.

Contact Officer: Carly Scott (02) 6207 5118 carlym.scott@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

Critical Care

Medical Imaging

Ultrasound Modality Manager

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 37679)

Gazetted: 03 November 2016

Closing Date: 17 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. 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: Provide leadership, management, supervision, and clinical services within the Ultrasound Modality in the Medical Imaging Department at The Canberra Hospital; This role is 50/50 clinical and administration; Responsible for the effective utilisation of available resources to enable service provision within identified accountability frameworks; Perform routine Ultrasound studies as well as undertake more complex procedures and organise the workload of the area under the direction of the Ultrasound Staff Specialists for the day; Provide high quality clinical services in the Medical Imaging multidisciplinary team; Establish and operate within departmental budget on an annual basis; Facilitate modality and staff meeting on a monthly basis; If qualifications permit performs the role of tutor Sonographer to clinically develop the skills of staff (if deemed suitable).

Eligibility/Other Requirements: A Degree or Diploma in Medical Ultrasound or equivalent qualifications, and must hold a current ACT drivers licence is mandatory. Minimum of five years Ultrasound experience is highly desirable. Please note 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: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Nuclear Medicine and PET Modality Manager

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 37677)

Gazetted: 03 November 2016

Closing Date: 17 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. 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: Provide leadership, management, supervision, and clinical services within the Nuclear Medicine and PET Modalities in the Medical Imaging Department at The Canberra Hospital; This role is 50/50 clinical and administration; Responsible for the effective utilisation of available resources and productivity to enable service provision within identified accountability frameworks; Manage the NM/PET service, including equipment issues, major and minor capital purchases, the isotope consumables, radiopharmaceuticals and any tendering process as required in Nuclear Medicine and PET; Provide high quality clinical services in the NM and PET Medical Imaging multidisciplinary team; Establish and operate within departmental budget on an annual basis; Facilitate modality and staff meeting on a monthly basis; If qualifications permit performs the role of tutor Radiographers and Technicians to clinically develop the skills of staff (if deemed suitable).

Eligibility/Other Requirements: Registration with the ACT Medical Radiation Scientists Board. Bachelor of Applied Science Medical Radiation (Nuclear Medicine) or equivalent technologist qualification and eligibility for the accreditation program with the ANZSNM, and must hold a current driver's licence. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum of five years NM and/or PET experience is highly 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: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

Canberra Hospital and Health Services

Critical Care

Medical Imaging

CT/Angiography Modality Manager

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 37676)

Gazetted: 03 November 2016

Closing Date: 17 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. 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: Provide leadership, management, supervision, and clinical services within the CT/Angiography/General X-Ray Modality in the Medical Imaging Department at The Canberra Hospital. This role is 50/50 clinical and administration. Responsible for the effective utilisation of available resources and productivity to enable service provision within identified accountability frameworks. Provide high quality clinical

services in the Medical Imaging multidisciplinary team. Establish and operate within departmental budget on an annual basis. Facilitate modality and staff meeting on a monthly basis.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum five years CT experience. 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: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

Canberra Hospital and Health Services

Critical Care

Medical Imaging

MRI Modality Manager

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 37675)

Gazetted: 03 November 2016

Closing Date: 17 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. 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: Provide leadership, management, supervision, and clinical services within the MRI Modality in the Medical Imaging Department at The Canberra Hospital. This role is 50/50 clinical and administration. Responsible for the effective utilisation of available resources and productivity to enable service provision within identified accountability frameworks. Provide high quality clinical services in the Medical Imaging multidisciplinary team. Establish and operate within departmental budget on an annual basis. Facilitate MRI modality and staff meeting on a monthly basis.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum of five years MRI experience 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: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women and Babies

Purple Crying Program

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 37600)

Gazetted: 03 November 2016

Closing Date: 17 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. 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. Overview of the work area and position: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies. CCHWC is committed to ongoing research and quality improvement. We are looking for a dynamic registered midwife/nurse to work one day a week to

undertake research as part of the ACT Health Purple Crying program. The successful applicant will be working alongside the midwifery research team, at the Centenary Hospital for Women and Children.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Holds or working towards a relevant Post Graduate qualification in Clinical Nursing Research is highly desirable. 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: This is a temporary part-time position at 8 hours per week available for a period of six months. The salary noted above will be paid pro rata.

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

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Health Professional**

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 21560)

Gazetted: 03 November 2016

Closing Date: 10 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. The Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients.

Overview of the work area and position: The 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 clients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries and the elderly. There are a wide variety of working environments across this service including the hospital setting, community health centres, and transitional therapy and rehabilitation units.

Successful applicants will be required to work at any of these locations. Under supervision, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist under professional supervision include: Delivering positive patient outcomes through the provision of high quality patient centred care; Delivering individual and group treatment sessions; Applying knowledge, skills, professional judgement, and initiative in the delivery of routine services.

Eligibility/Other Requirements: Be registered with the Physiotherapy Board of Australia. Degree in Physiotherapy, or equivalent qualification. A current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available 30 January 2017 to 5 May 2017.

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

**Canberra Hospital and Health Services
Medicine
Medicine Units**

Senior Clinical Neurophysiology Scientist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 12895)

Gazetted: 03 November 2016

Closing Date: 10 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 Neurology Department provides Clinical Neurophysiological testing to ACT Health inpatients, outpatients and external hospital inpatients. The successful applicant will be expected to perform routine clinical neurophysiology tests (EEG, VEP, BSEP, NCS and SSEP); perform more specialised tests (such as Video-EEG telemetry, paediatric EEGs, EEGs in the Adult and Neonatal Intensive Care Units); compile technical reports and undertake additional tasks

such as assisting with the education of the New Graduate Clinical Neurophysiology Scientists and arranging service and repair of technical equipment.

Eligibility/Other Requirements: Bachelor Medical Science or equivalent - with Clinical Neurophysiology Component. Eligibility for Accredited Membership of Association of Neurophysiological Technologists of Australia Inc. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination process. Certificate IV Workplace Trainer and Assessor is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Angela Borbelj (02) 6244 4577 angela.borbelj@act.gov.au

Population Health

Health Protection Service

Food Safety and Quality Assurance

Policy Officer

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 29627)

Gazetted: 03 November 2016

Closing Date: 10 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. Overview of the work area and position: The Environmental Health Policy and Projects team develops and implements public health policy, legislation and programs at the Territory and national levels in relation to food regulation and general environmental health issues including tobacco control and smoke-free policy. Under broad direction, you will play a key role in a small team developing and implementing public health policy. The successful applicant will be proactive, flexible, adaptive and comfortable with a dynamic and changing work environment.

Eligibility/Other Requirements: Tertiary qualification - science based degree in a health related field. Is mandatory. Desirable: Previous experience in developing and implementing public health policy. Demonstrated experience in drafting Government correspondence such as briefings, reports and submissions. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Chris Kelly (02) 6205 1701 chris.kelly@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

ACT Wide Mental Health Services

Health Professional

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 17590)

Gazetted: 03 November 2016

Closing Date: 10 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: This senior allied health position is based in the Older Persons Mental Health Community Team and works within a case/clinical management model. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT.

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

Note: This is a temporary position available for a period of 12 months from February 2017.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Office of the Director-General

Business Support Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 10944)

Gazetted: 03 November 2016

Closing Date: 10 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. Overview of the work area and position: The ACT Health Director-General's Office is seeking a Business Support Officer who will play a key role in providing day to day administrative support to the office. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment. The Office of the Director-General is located on Level 3 of 11 Moore Street, Canberra City. The Unit is responsible for providing high level business support to the Director-General. The Office of the Director-General provides strategic support to the Director-General and is undertaking high level coordination, liaison, research and reporting, and provides advice on specific issues relating to the ACT Health Directorate. The Business Support position reports to the Director-General's Executive Officer, and works closely with the Director-General's Executive Assistant.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Skilled Neonatal Intensive Care Trained Nurses

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 26630, several)

Gazetted: 03 November 2016

Closing Date: 17 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community. We are looking for experienced and skilled Neonatal Intensive Care Unit (NICU) Trained Registered Nurses to work within the Department of Neonatology. The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centered care in a developmentally appropriate and technologically state-of-the-art environment.

Eligibility/Other Requirements: Registered or 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, 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: Chanel Connor (02) 6174 7578 chanel.l.connor@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Neonatal Nursing in Special Care Nursery Program 2016

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 31269, several)

Gazetted: 03 November 2016

Closing Date: 17 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: Are you looking for a change and would like to work in Special Care Nursery at the new Centenary Hospital for Women and Children? Special Care Nursery (SCN) is located in the Centenary Hospital for Women and Children, Garran ACT. It is a dynamic fourteen bed unit which provides neonatal care from birth to discharge. SCN is a family integrated and developmentally care focused unit with staff who work closely to achieve excellent outcomes for the neonates and families in our care. You will be well supported by a twelve month structured transition program including support by Clinical Development Nurses. The Neonatal Department, as part of ACT Health also works in conjunction with the Australian Catholic University to provide an opportunity to undertake post graduate Neonatal qualifications.

Eligibility/Other Requirements: Registered or 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 and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Chanel Connor (02) 6174 7578 chanel.l.connor@act.gov.au

Canberra Hospital and Health Services

Critical Care

Critical Care Administration

Emergency Department - Administration Support Officer

Administrative Services Officer Class 2/3 \$52,208 - \$63,661, Canberra (PN: 20961)

Gazetted: 03 November 2016

Closing Date: 10 November 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. Overview of the work area and position: Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW with 75,000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. Under broad direction, you will play a key role in provided administrative day-to-day support such as patient registration, bed management, discharge patients and the coordination of medical records with discretion to achieve the provision of high quality customer service 24 hours a day, 7 days a week. The successful application must be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Ability to work on a rotating 24/7 week roster. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

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

Contact Officer: Lindsay Ottaway (02) 6244 4115 lindsay.ottaway@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Client Support Services

Equipment Services Health Service Officer

Health Service Officer Level 3 \$47,670 - \$49,220, Canberra (PN: 16628)

Gazetted: 03 November 2016

Closing Date: 10 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. 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. Overview of the work area and position: The Equipment Loan Service is looking for an enthusiastic Health Service Officer Level 3 who is highly motivated to provide weekend support in relation to cleaning and maintenance of equipment and a delivery/collection service for clients in the community.

Eligibility/Other Requirements: Current driver's licence with unblemished driving record. A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time position at 8 hours per week, every Saturday and Sunday morning from 8:00am – 12:00pm at the Village Creek Centre, Kambah. The salary noted above will be paid pro rata. This position will also be required to work on public holidays.

Contact Officer: Cheryl Spence (02) 6205 2603 cheryl.spence@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**

Victim Support ACT

Case Manager

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 10199)

Gazetted: 02 November 2016

Closing Date: 23 November 2016

Details: An exciting opportunity exists for a Registered Psychologist/Social Worker/Counsellor/Occupational Therapist to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a health professional who has an understanding and practical experience in working with people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with service providers and other government and community sector agencies to be able to provide Psychological First Aid, Psycho-education and support services to people using the legislative framework of the Victims of Crime Regulation, Victims of Crime Act and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system.

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. For Occupational Therapy: A degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia Highly desirable to have a minimum of five years experience working within a mental health clinical setting For Counselling: Eligible qualification pathways: Pathway 1: Minimum five-year full-time (or part-time equivalent) sequence of study made up of: (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant) AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited

course OR (ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

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: John Hinchey (02) 6205 0399 John.Hinchey@act.gov.au

**ACT Law Courts and Tribunal
Corporate and Strategic Services
Corporate Information and Systems
In Court ICT Officer**

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 12976)

Gazetted: 01 November 2016

Closing Date: 8 November 2016

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of In Court ICT Officer. The successful applicant will be responsible for assisting in the development and improvement of in Court Technology within the ACT Law Court's new building project. They will be responsible for managing the ICT needs for other proceedings requiring etrial, video conferencing or teleconferencing facilities, in accordance with legislative requirements. They will also be editing Court recordings as per Court Orders. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes.

Eligibility/Other Requirements: Previous experience working in a court environment and familiarity with court technology is highly desirable.

Note: Applicants are required to submit a current CV and a covering letter (maximum two pages) outlining relevant skills and experience in relation to the selection criteria.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

**ACT Emergency Services Agency
Emergency Media and Broadcasting Services
Emergency Media Officer**

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 10714)

Gazetted: 27 October 2016

Closing Date: 3 November 2016

Details: The ACT Emergency Services Agency (ESA) is seeking applications for the role of Emergency Services Media Officer, in the fast paced Emergency Media and Broadcasting Services area. The successful applicant will be required to effectively undertake the following tasks: Deliver timely, concise and accurate public information services in a professional manner within Standard Operating Procedures to internal and external stakeholders; Operate technical equipment including apps, audio and video recording devices and a live broadcasting facility; Produce high quality oral and written communications products to continual tight deadlines; Organise media events; Represent the ACT Emergency Services Agency to external stakeholders in a range of forums; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Experience working in the media, especially in the ACT Government, would be highly desirable.

Note: This is a temporary position available until 9 March 2017 with the possibility of extension and/or permanency. The successful applicant will be required to perform regular on-call/after hours work, including overnight and weekends as directed.

Contact Officer: Darren Cutrupi (02) 6207 8667 darren.cutrupi@act.gov.au

**ACT Corrective Services
Custodial Operations
Facilities and Industries
Laundry Supervisor**

General Service Officer Level 9 \$68,126 - \$76,990, Canberra (PN: 34501)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and suitably qualified person to fill the position of Laundry Supervisor in the Facilities and Industries Unit at the Alexander Maconochie Centre (AMC) in Hume. This position requires the successful applicant to supervise, train, instruct and work with detainees employed within the laundry facility to develop work skills, in order to enhance their post release employment opportunities. Under the limited direction of the Senior Manager, Industries/Facilities, the successful applicant will manage the day to day operations of a prison laundry, including scheduling, washing, textile repairs and distribution of laundry in a complex environment. Further to this, you will also maintain equipment by undertaking user serviceable repairs and maintenance or via an effective working relationship with the facilities maintenance team, as well as managing service agreements with external providers. The successful applicant will also provide input to case management through liaising, reporting and data collection, implement processes to monitor and provide feedback to staff and detainees on unit performance and contribute to the business unit operations through the delivery of work related training, including the implementation of commercial industries. The successful applicant will have sound communication skills, be a positive role model and demonstrate personal values such as honesty, ethics and integrity.

Eligibility/Other Requirements: Eligible applicants will be required to: hold a current Trade Certificate (Certificate III or IV) in Laundry Operations or an equivalent qualification in a relevant field; hold a current unrestricted Australian driver's licence; undergo a criminal record check; undertake and complete ACT Corrective Services induction and/or custodial training; and hold a current registration issued under the *Working with Vulnerable People (Background Check) Act 2011*. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Eligible applicants may be required to undergo psychological aptitude testing as part of the recruitment process.

Note: The occupant of this position may be required to undertake parts of the duties outside of normal business hours (including weekends and public holidays). To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) a copy of your driver's licence; and (5) the names and contact details of two referees. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Craig Batten (02) 6207 6770 craig.batten@act.gov.au

Community Safety

Security and Emergency Management

Branch Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 07944)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: The Security and Emergency Management Branch (SEMB) is seeking a highly organised and motivated individual with proven office administrative skills to fill the role of Branch Support Officer. The Branch Support Officer undertakes a wide range of administrative duties to support to all functions of branch. The Branch Officer also provides executive assistance to the Senior Director SEMB including diary management and the preparation of daily briefing folders. The successful applicant will need effective oral and written communication skills, the ability to perform a wide range of administrative support duties across the SEMB team and be highly organised and forward thinking.

Eligibility/Other Requirements: The possession of or the ability to acquire a Negative Vetting 1 (NV1) national security clearance is desirable.

Contact Officer: Bren Burkevics (02) 6207 8628 bren.burkevics@act.gov.au

Public Trustee and Guardian

Financial Management Services Unit

Trust Officer

Trust Officer Level 1 \$65,049 - \$74,483, Canberra (PN: 43742)

Gazetted: 02 November 2016

Closing Date: 16 November 2016

Details: We are an ACT Government Territory Authority providing independent, professional guardianship, financial management and trustee related services. We have a vacancy for a Trust Officer in the Financial

Management Services Unit for a motivated and well organised person possessing good written and communication skills. We require demonstrated experience in financial/accounts management as this role assumes responsibility for the administration of matters arising from financial orders of the ACT Civil and Administrative Tribunal (ACAT) and appointments as attorney under an Enduring Power of Attorney. Eligibility/Other Requirements: ACT drivers licence and computer literacy are considered essential. Relevant studies, accounting, or other similar trustee qualification/s is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: Selection may be based on application and referee reports only. Please include two referee reports with your application.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Public Trustee and Guardian

Wills Estates and Trusts

Trust Officer

Trust Officer Level 1 \$65,049 - \$74,483, Canberra (PN: 37819, several)

Gazetted: 02 November 2016

Closing Date: 16 November 2016

Details: We are an ACT Government Territory Authority providing independent, professional guardianship, financial management and trustee related services. We have one vacancy and one expected vacancy for two Trust Officer's in the Wills Estates and Trusts Unit for motivated and well organised people possessing good written and communication skills. Experience in the administration of deceased estates and the management of trusts or related legal or financial services would be beneficial. One position is currently vacant and one is an expected vacancy.

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

Note: Selection may be based on application and referee reports only. Please include two referee reports with your application.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

Victim Support ACT

Case Manager

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 24404, several)

Gazetted: 01 November 2016

Closing Date: 17 November 2016

Details: An exciting opportunity exists for full-time permanent Health Professional Level 2 (HPO2), Registered Psychologist/Social Worker/Counsellor/Occupational Therapist to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a Health Professional who has an understanding and practical experience in working with people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with service providers and other government and community sector agencies to be able to provide Psychological First Aid, Psycho-education and support services to people using the legislative framework of the Victims of Crime Regulation, Victims of Crime Act and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system.

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Highly desirable to have a minimum of three years experience working within a mental health clinical setting. For Counselling: Eligible qualification pathways: Pathway 1: Minimum five-year full-time (or part-time equivalent) sequence of study made up of: (I) Minimum three-year

undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant) AND (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course OR (ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Notes: 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.

Contact Officer: John Hinchey (02) 6205 0399 john.hinchey@act.gov.au

ACT Corrective Services

Custodial Operations

Facilities and Industries

Stores Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 13754)

Gazetted: 02 November 2016

Closing Date: 9 November 2016

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Stores Officer in the Facilities and Industries Unit at the Alexander Maconochie Centre in Hume. The successful applicant will work under the limited direction of the Stores Supervisor and will be required to perform storekeeping tasks in accordance with agreed timeframes and procedures. They will contribute to the revision and development of administrative procedures, guidelines and draft basic correspondence and will use computer applications to access, process and provide information, administrative support and courier services as required. Further to this, the successful applicant will instruct, train and supervise detainees on employment programs in warehouse and logistics functions. The successful applicant will also assist senior members with other work in the Unit to ensure the objectives of Facilities and Industries are achieved. The successful applicant will have sound communication skills, be a positive role model and demonstrate personal values such as honesty, ethics and integrity.

Eligibility/Other Requirements: The occupant of this position may be required to perform shift and weekend work and assist with other duties within the facilities and industries work area. A current unrestricted drivers licence and forklift licence are essential. Storepersons may be required to lift or carry packages. Work with and provide basic supervision to detainees including those with a history of serious crime Move heavy packages using trolleys, forklift or pallet jack. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for six months with the possibility of extension and/or permanency from this process. To apply, applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) a copy of your driver's licence; (5) a copy of your current Working with Vulnerable People clearance and (6) the names and contact details of two referees. Please ensure you submit all six items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Craig Batten (02) 6207 6770 craig.batten@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

City Services

City Presentation

Strategic Planning and Development

Strategic Planning Project Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36781)

Gazetted: 01 November 2016

Closing Date: 15 November 2016

Details: Transport Canberra and City Services (TCCS) is seeking applications to fill a vacancy as the Strategic Planning Project Officer. Key responsibilities include: Policy and program development, asset and data management, preparing budget proposals and providing strategic management advice.

Eligibility/Other Requirements: Relevant tertiary qualifications (Degree or Equivalent) in an appropriate field (e.g. land use planning, engineering, environmental science).

Notes: TCCS is seeking to employ the successful candidate to a permanent position. The order of merit established from this recruitment process may be used to fill further identical temporary positions. Selection may be based on application and referee reports only.

Contact Officer: Owen Earl (02) 6207 1229 owen.earl@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

Yarralumla Nursery

Sales and Production

Horticulturist

General Service Officer Level 5/6 \$51,427 - \$56,596, Canberra (PN: 17127, several)

Gazetted: 31 October 2016

Closing Date: 16 November 2016

Details: Yarralumla Nursery is the largest production nursery in the Southern Tablelands. We are currently seeking innovative, motivated and suitably experience people to fill two positions for Horticulturists in our Sales and Production teams. The successful applicants must display a sound knowledge of horticultural practices and procedures and display high quality customer service practices. The successful applicant must be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required.

Eligibility/Other Requirements: A current driver's licence is desirable.

Note: These are temporary positions available until 30 June 2017 with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only. Interviews may not be held.

Contact Officer: Farley Hayward (02) 6205 6102 farley.hayward@act.gov.au

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

APPOINTMENTS

Canberra Institute of Technology

Public Affairs Officer 2 \$81,824 - \$92,675

Monica Fettell 835-97841, Section 68(1), 3 November 2016

Note: This appointment to a non-advertised vacancy has been made under Section 14, Direct Appointment of Employee – General, Public Sector Management Standards 2016. This appointment is non appealable.

Chief Minister, Treasury and Economic Development

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

Matthew Ballantyne 848-76287, Section 68(1), 31 October 2016

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

Andrew Benson 836-13426, Section 68(1), 3 November 2016

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

Shafali Jain 846-94985, Section 68(1), 31 October 2016

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

Yvonne Lawson 853-42308, Section 68(1), 31 October 2016

Education

General Service Officer Level 6 \$54,137 - \$56,596

Christopher Gerard Cowie 843-47430, Section 68(1), 3 November 2016

Environment and Planning

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

Kirilly Dickson 848-65502, Section 68(1), 7 November 2016

Health

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

Florence Banda 850-41687, Section 68(1), 1 November 2016

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

Mincy Bhasi 834-45987, Section 68(1), 3 November 2016

Registered Nurse Level 4.3 \$128,655

Jennifer Hancock 853-42201, Section 68(1), 31 October 2016

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

Jin Kim 850-41206, Section 68(1), 2 November 2016

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

Barry Laphorne 847-03554, Section 68(1), 31 October 2016

Assistant in Nursing \$48,165 - \$49,796

Jayasankar Madurakkad Perikamana 850-42743, Section 68(1), 2 November 2016

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

Susan Mitchell 842-88952, Section 68(1), 31 October 2016

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

Wai-Kwan Mooi 715-59899, Section 68(1), 3 November 2016

Cadet Professional Officer – Practical Training \$46,392 - \$51,034

Sarah-Jane Parkinson 853-29250, Section 68(1), 31 October 2016

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Shallwin Thazheleth Varghese 853-42228, Section 68(1), 2 November 2016

Registered Nurse Level 2 \$86,944 - \$92,151
Kelly Thomas 848-19709, Section 68(1), 3 November 2016

Registered Nurse Level 1 \$62,609 - \$83,634
Toshma Varghese 843-90893, Section 68(1), 3 November 2016

Justice and Community Safety

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Camille Falkiner 848-79090, Section 68(1), 27 October 2016

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Lia McInnis 847-00767, Section 68(1), 27 October 2016

Transport Canberra and City Services

Bus Operator - Training \$65,233
John Aislabie 853-30382, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Harmandeep Singh Bedi 853-41508, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
James De Gruchy 853-30374, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Zdravka Dmitrovic 853-41479, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Brian Petts 853-41444, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Sukhwinder Singh 853-30390, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Vishavjit Thakur 853-41719, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Josef Thaller 853-41532, Section 68(1), 28 October 2016

Bus Operator - Training \$65,233
Barclay Don 853-41436, Section 68(1), 28 October 2016

TRANSFERS

Health

Kirsty Cummin: 735-34935
From: Registered Nurse Level 3.1 \$99,680 - \$103,782

Health

To: Registered Nurse Level 3.1 \$99,680 - \$103,782
Health, Canberra (PN. 04598) (Gazetted 8 September 2016)

Simi Mary Das: 850-41222

From: Registered Nurse Level 1 \$62,609 - \$83,634
Health
To: Registered Nurse Level 1 \$62,609 - \$83,634
Health, Canberra (PN. 37734) (Gazetted 8 September 2016)

Bronwyn Roberson: 260-16721

From: \$112,687
Health
To: Registered Nurse Level 3.1 \$99,680 - \$103,782
Health, Canberra (PN. 22592) (Gazetted 25 August 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Procurement and Capital Works

Goods and Services

Rita Brokans: 705-32774

From: Senior Officer Grade B \$116,570 - \$131,229
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$135,384
Chief Minister, Treasury and Economic Development, Canberra (PN. 37713) (Gazetted 30 June 2016)

Treasury

Finance and Budget Division

Various

Graham James Chadwick: 835-90199

From: Administrative Services Officer Class 5 72,986 - \$77,256
Education
To: Administrative Services Officer Class 6 \$78,644 - \$90,006
Chief Minister, Treasury and Economic Development, Canberra (PN. 34508) (Gazetted 19 July 2016)

Land Development and Corporate

ACT Property Group

Brianna Crowe: 820-99488

From: Administrative Services Officer Class 6 \$78,644 - \$90,006
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$98,977 - \$106,542
Chief Minister, Treasury and Economic Development, Canberra (PN. 37565) (Gazetted 2 September 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.

Venues Canberra

Jared Rando: 827-62761

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 29588) (Gazetted 27 October 2016)

Workplace Safety and Industrial Relations

Injury Management and Safety Team

Penny Shields: 846-96294

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$135,384

Chief Minister, Treasury and Economic Development, Canberra (PN. 24513) (Gazetted 30 August 2016)

Community Services

Child and Youth Protection Services

Child and Youth Protection Services Practice and Performance

Child and Youth Protection Services Practice

Alison Trewhella: 836-08010

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

Community Services

To: †Health Professional Level 4 \$98,977 - \$106,542

Community Services, Canberra (PN. 37431) (Gazetted 24 August 2016)

Health

Canberra Hospital and Health Services

Women Youth and Children

Women's and Babies

Ashleigh Grimes: 843-91634

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

Health

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

Health, Canberra (PN. 22423) (Gazetted 11 August 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Sandra Williams: 795-53213

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

Health

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

Health, Canberra (PN. 26395) (Gazetted 11 August 2016)

Justice and Community Safety

Legislation, Policy and Programs

Civil Law

Sean Costello: 782-71345

From: Legal 1 \$60,872 - \$122,597

Justice and Community Safety

To: †Senior Officer Grade A \$135,384

Justice and Community Safety, Canberra (PN. 46234) (Gazetted 17 May 2016)