



ACT Government Gazette

Gazetted Notices for the week beginning 24 August 2017

VACANCIES

ACT Teacher Quality Institute

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

Coordinator Finance and Digital Services

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36088)

Gazetted: 28 August 2017

Closing Date: 12 September 2017

Details: The ACT Teacher Quality Institute is seeking applications for the Coordinator Finance and Digital Services position. The successful candidate will have financial management and administration experience, advanced computing skills and well developed interpersonal and communication skills.

Contact Officer: Carol Tibbetts (02) 6205 9283 carol.tibbetts@act.gov.au

Coordinator Professional Registration Services

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30718)

Gazetted: 28 August 2017

Closing Date: 11 September 2017

Details: The ACT Teacher Quality Institute is seeking applications for the Coordinator Professional Registration Services position. The successful candidate will have well developed interpersonal and communication skills, capacity to assess and analyse applications and submissions and sound research and analysis abilities.

Contact Officer: Areti Metuamate (02) 6205 6366 areti.metuamate@act.gov.au

Calvary Health Care ACT (Public)

Medical Administration

Research Governance Officer

Admin Service Officer 6 \$79,824 - \$91,356, Canberra (PN: TBA)

Gazetted: 30 August 2017

Closing Date: 8 September 2017

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

Reference Number 15322

Contact Officer: Gaylene Findlay (02) 6264 7129 gaylene.findlay@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Finance

Payroll

Payroll Officer

Admin Service Officer 5 \$74,081 - \$78,415, Canberra (PN: TBA)

Gazetted: 30 August 2017

Closing Date: 7 September 2017

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

Reference Number 15728

Contact Officer: Donna Johnston (02) 6201 6048 donna.johnston@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Finance

Payroll

Payroll Officer

Admin Service Officer 4 \$66,656 - \$72,175, Canberra (PN: TBA)

Gazetted: 30 August 2017

Closing Date: 7 September 2017

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

<https://calvary.mercury.com.au> Reference Number 15723

Contact Officer: Donna Johnston (02) 6201 6048 donna.johnston@calvary-act.com.au

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

Occupational Therapist

Occupational Therapy

Occupational Therapist

Health Professional 2 \$65,757 - \$84,816, Canberra (PN: TBA)

Gazetted: 30 August 2017

Closing Date: 28 September 2017

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

Reference Number 15657

Contact Officer: Michael Malcomess 6201 6087 micheal.malcomess@calvary-act.com.au Applications can be

forwarded to: <https://calvary.mercury.com.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

Infrastructure Finance and Advisory

Infrastructure Finance

Senior Manager, Infrastructure Finance

Infrastructure Manager/Specialist 3 \$174,951 plus superannuation, Canberra (PN: 33948)

Gazetted: 30 August 2017

Closing Date: 15 September 2017

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly skilled technical specialist to fill the role of Senior Manager, Infrastructure Finance. This role has responsibility for supporting the commercial and financial guidance of the Territories largest capital works projects. The occupant of this position will need to have demonstrated experience with Public Private Partnerships (PPPs), in policy and commercial analysis including a well rounded knowledge of infrastructure project transactions and procurements within Government. Additionally, the occupant will have an understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects.

Eligibility/Other Requirements: A relevant professional qualification or accreditation with a professional body recognised within Australia or significant building or Infrastructure knowledge and/or project management experience is required. Tertiary qualifications in a relevant field will be well regarded.

Applications are to be sent directly to the Contact Officer.

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

Policy and Cabinet

Cabinet Office

Manager, Cabinet Office

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39143)

Gazetted: 28 August 2017

Closing Date: 5 September 2017

Details: Cabinet Office has a challenging opportunity that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure the smooth operation of Cabinet and its Subcommittees. This vacancy

provides an opportunity to lead and manage a small and energetic team of staff. If you have a highly developed understanding of cabinet and assembly processes, attention to detail and understand the expectations of Ministers this may be the position for you. The successful officer will manage a number of cabinet office functions including: providing procedural and policy advice on issues coming before Cabinet; forecasting Cabinet business to ensure critical timelines and milestone dates are met; overseeing the handling and distribution of Cabinet and other government documents; and ensuring we meet cabinet requirements with a particular focus on quality, accuracy and timeliness.

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

How to Apply: Please submit an application of no more than two pages addressing the Selection Criteria, a current Curriculum Vitae and contact details for at least two referees to www.jobs@act.gov.au

Contact Officer: Dorena Morris (02) 6207 5989 dorena.morris@act.gov.au

Shared Services

Finance and Payroll

Finance Reporting

Manager, Reporting Team

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11120)

Gazetted: 29 August 2017

Closing Date: 5 September 2017

Details: The role assists with the management and leadership of a Finance Team responsible for the delivery of financial services to multiple agencies. The role also involves development and implementation of business practices that improve performance. This position reports directly to the Financial Controller, Finance and Payroll.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Note: Shared Services Finance seeks applications for a temporary vacancy available for up to six months in a Senior Officer Grade B (SOGB) role.

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@act.gov.au

Enterprise Canberra

Skills Canberra

Analytics and Policy Services

Analytics and Policy Services Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30943)

Gazetted: 28 August 2017

Closing Date: 5 September 2017

Details: Skills Canberra is seeking a Manager to lead a unit responsible for business forecasting, policy analysis, policy projects, budget monitoring and the policy and subsidy setting for ACT government funded training initiatives. The successful applicant will have excellent analytical skills and a proved ability to implement innovative solutions to achieve required outcomes in a complex national and local environment. They will have a demonstrated ability to undertake research and analysis for policy development, and ability to acquire knowledge of current trends, practices, policies and legislation relevant to the Vocational Education Sector.

Eligibility/Other Requirements: Highly Desirable: Background in financial analysis and statistical modelling.

Qualification in Public Policy/Administration, Economics or a related field.

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

Contact Officer: David Miller (02) 6207 4791 davidj.miller@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Directorate Liaison Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37935)

Gazetted: 28 August 2017

Closing Date: 4 September 2017

Details: Have you always had a burning desire to find out what it's like to work in the Minister's office? Do you enjoy a fast pace and the opportunity to challenge yourself? Are you highly organised and able to juggle multiple tasks? Are you a wiz on the computer and a pro on the phone? As Access Canberra's Directorate Liaison Officer

(DLO), you would play a key role in facilitating collaborative working arrangements to support the provision of advice across broad areas. This would include communicating and supporting policy and communication priorities between Access Canberra and the Minister for Regulatory Services Office and across other ministers' offices and directorates as needed. The DLO provides specialist assistance in matters relating to the ACT Legislative Assembly, Cabinet, constituent meetings and functions. The DLO provides specialist assistance in matters relating to the ACT Legislative Assembly, Cabinet, constituent meetings and functions.

Note: This is a temporary position available for a period of 12 months. The successful applicant may be selected from written application and referee reports only. Please limit your response to two pages.

Contact Officer: Kate Stewart (02) 6205 5275 katee.stewart@act.gov.au

Partnership Services

Service Centre

Service Desk

Service Desk Team Leader

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25092)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: The Shared Services Service Centre is seeking expressions of interest from an experienced Service Desk Team Leader to lead the Information and Communication Technology (ICT) Service Desk team. The position requires demonstrated skills and experience in the following areas: Demonstrated ability to effectively lead a team of highly professional staff in a high intensity environment; demonstrated understanding of the ICT infrastructure environment and Information Technology Infrastructure Library (ITIL) framework and experience managing ICT resources responsible for delivering a range of ICT support services; demonstrated ability to achieve key performance indicators whilst providing high quality and proactive services to customers; demonstrated ability to think strategically and facilitate the development and implementation of continuous improvement; proven well-developed written and verbal communication and negotiation skills and the ability to influence a variety of stakeholders.

Note: This is a temporary position available for a period of six months with the possibility of extension. Interested candidates should submit an application of no more than three pages against the selection criterion (attached), details of two referees and a current resume.

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

Enterprise Canberra

Skills Canberra

Analytics and Policy Services

Statistical Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34940)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: Skills Canberra is seeking a Statistical Analysis to provide high level support, advice and analysis to senior staff on complex data issues, proposals and concepts. The successful applicant will prepare high level data, research and information management materials to support both directorate and wider government objectives. They will have a demonstrated expertise in financial analysis and statistical modelling and a comprehensive understanding of tertiary education and training systems, current vocational education and training (VET) reforms, relevant legislation and current issues.

Eligibility/Other Requirements: Relevant tertiary qualification in Economics, Actuary Studies, Statistics or related disciplines is desirable.

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

Contact Officer: Angela Lee (02) 6205 8449 angela.lee@act.gov.au

Shared Services

Finance and Payroll

Finance Reporting

Team Leader, Reporting Team

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11255 and 12775)

Gazetted: 29 August 2017

Closing Date: 5 September 2017

Details: The role is responsible for the delivery of high quality financial services and financial statements to several agencies. These positions will suit a technically skilled and experienced financial accountant who has demonstrated leadership, management and communication attributes. These positions report directly to a Manager, Finance and Payroll. Shared Services Finance seeks applications for two permanent vacancies in Senior Officer Grade C (SOGC) roles.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@act.gov.au

Shared Services

Technology Services

Technical Services Delivery

Team Leader Technical Support

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14410, several)

Gazetted: 25 August 2017

Closing Date: 1 September 2017

Details: Technical Services Delivery is looking for superstars, who like to push the status quo and get a great outcome for our customers. You will work with a team of technical specialists responsible for the operational maintenance and ongoing development of the ACT Governments cloud environment. As one of our Team Leaders you will drive adoption, innovation and improvement of our cloud services in one of the following key areas: Operations, Microsoft Azure, Amazon Web Services, or Microsoft Office 365.

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

Shared Services

Strategic Business

Program Management Hub

Communication Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39127)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: ACT Government is seeking a Communication Manager for their Human Resources Information Management System (HRIMS) Program.

Note: This is a temporary position available for a period of up to two years.

Contact Officer: Karen Giovinazzo (02) 6205 0980 karen.giovinazzo@act.gov.au

Policy and Cabinet

Directorate Liaison Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23994)

Gazetted: 29 August 2017

Closing Date: 5 September 2017

Details: A challenging opportunity exists as Directorate Liaison Officer at the Senior Officer Grade C (SOGC) level that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure a high standard of service and high level communication between Ministers' offices and Chief Minister, Treasury and Economic Development Directorate (CMTEDD). You will be required to work collaboratively with the Directorate Liaison Officers in the Chief Minister's office, supporting a number of CMTEDD portfolio ministers. If you have well developed communication skills, a capacity to provide quality strategic direction and a sound understanding of government policy and processes, this may be the position for you.

Note: This is a temporary position available from 1 October 2017 to 30 September 2018 with the possibility of extension.

Contact Officer: Dorena Morris (02) 6207 5989 dorena.morris@act.gov.au

Shared Services

Technology Services

Technical Services Delivery

Technical Support Administrator

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14285, several)

Gazetted: 28 August 2017

Closing Date: 4 September 2017

Details: Technical Services Delivery is looking for superstars, who like to push the status quo and get a great outcome for our customers. You will work with a team of technical specialists responsible for the operational maintenance, ongoing development and improvement of the ACT Governments cloud environment. Reporting to one of our Team Leaders, you will work under general direction in one of the following key areas: Cloud Operations, Microsoft Azure, Amazon Web Services, and Microsoft Office 365.

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

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

Shared Services

Finance and Payroll

Finance Reporting

Accountant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11430, several)

Gazetted: 25 August 2017

Closing Date: 1 September 2017

Details: These roles are responsible for the delivery of financial services, including taxation and financial analysis, to several agencies. These positions are an opportunity for a candidates with demonstrated experience and expertise in financial accounting to enhance and augment their skills. The positions report directly to a Team Leader, Financial Services.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Note: There is one permanent position and several temporary vacancies available for up to six months with the possibility of extension. A merit list may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Shakti Khem (02) 6207 6976 shakti.khem@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.

Procurement, Property and Venues

Venues Canberra

National Arboretum Canberra

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18233)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: The National Arboretum Canberra is looking for a motivated and skilled Project Officer to oversee the implementation of projects at the Arboretum. You will have strong project management, planning, liaison and organisational skills and exemplary communications skills. Your specialist skills and experience will allow you to contribute to future planning and project development that will allow the Arboretum to continue to flourish.

Eligibility/Other Requirements: Formal qualifications in project management, landscape design or other relevant fields will be an advantage.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@act.gov.au

Policy and Cabinet

Coordination and Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32282)

Gazetted: 28 August 2017

Closing Date: 5 September 2017

Details: Cabinet Office has a challenging opportunity that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure the smooth operation of Cabinet and its Subcommittees. This temporary vacancy is guaranteed to further your knowledge of the “cabinet world” and give you a great opportunity to understand the inner workings of a central agency. If you refer to cabinet submissions by their number alone or understand the difference between SEMC, HSSI and BCC – this may be the role for you! The successful applicant will support a number of cabinet office functions including: forecasting Cabinet business to ensure critical timelines and milestone dates are met; assisting with the handling and distribution of Cabinet and other government documents; and ensuring we meet cabinet requirements with a particular focus on quality, accuracy and timeliness.

Note: This is a temporary position available until 31 July 2018. Selection may be based on written application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include statements against the Selection Criteria of no more than two pages in total outlining experience, contact details of at least two referees and current Curriculum Vitae.

Contact Officer: Dorena Morris (02) 6207 5989 dorena.morris@act.gov.au

Shared Services

Finance and Payroll

Finance Reporting

Assistant Accountant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13244, several)

Gazetted: 25 August 2017

Closing Date: 1 September 2017

Details: These roles involve assisting in the preparation of financial statements and in the delivery of financial services, including taxation and financial analysis, to several agencies. These positions are a challenging opportunity for candidates, with a strong background in finance and accounting, to develop their financial reporting skills in a government Shared Services environment. These positions report directly to a Team Leader, Financial Services.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Note: There is one permanent position and several temporary vacancies of up to six months with the possibility of extension for filling. A merit list may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Min Hu (02) 6205 4533 min.hu@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.

Finance and Business Division

Policy Analyst

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 32490, several)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: Is the delivery of Government services important to you? Do you want to work in a fast moving dynamic team? Are you good with numbers? The Finance and Budget Division in the ACT Treasury is looking for people with the ability to analyse complex policy and financial information to help provide advice to the Government. The successful applicant will be able to show good initiative, judgement, numerical skills, policy experience and communications skills. If this sounds like the opportunity you are looking for and you would like to work closely with the ACT Government to develop and manage the Territory’s budget, we want to hear from you!

Eligibility/Other Requirements: Qualifications in Business, Accounting, Economics, Finance or similar field are highly desirable. An understanding of the financial framework in the ACT Government would be an advantage.

Note: This position will be filled at either the Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level dependant on the skills and experience of the successful applicant.

Contact Officer: Norman Fraser (02) 6205 3176 norman.fraser@act.gov.au

Finance and Business Division

Financial Analyst

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 55330, several)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: Is the delivery of Government services important to you? Do you want to work in a fast moving dynamic team? Are you good with numbers? The Finance and Budget Division in the ACT Treasury is looking for people with the ability to analyse complex policy and financial information to help provide advice to the Government. The successful applicant will be able to show good initiative, judgement, numerical skills, policy experience and communications skills. If this sounds like the opportunity you are looking for and you would like to work closely with the ACT Government to develop and manage the Territory's budget, we want to hear from you!

Eligibility/Other Requirements: Qualifications in Business, Accounting, Economics, Finance or similar field are highly desirable. An understanding of the financial framework in the ACT Government would be an advantage.

Note: This position will be filled at either Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level dependant on the skills and experience of the successful applicant.

Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming

Licensing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13860, several)

Gazetted: 29 August 2017

Closing Date: 5 September 2017

Details: Are you someone who really wants to get hands on and make a difference in shaping the way Access Canberra evolves to meet the needs of the community? Are you keen to contribute to transformational change in how we support customers and industry? Are you someone who can embrace change and adopt a risk based approach? A great opportunity is available for someone to contribute to making sure Canberra's party life is safe. We're after a suitably skilled and motivated individual to become a Licensing Officer in the Liquor and Gaming licensing team. You'll be responsible for the licensing and registration of liquor and gaming activities across the ACT and supporting the Gaming and Racing Board.

Eligibility/Other Requirements: Relevant experience in a complex regulatory assessment environment is highly desirable.

Note: There are several permanent positions available. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Dinesh Kumar (02) 6207 0236 dinesh.kumar@act.gov.au

Access Canberra

Projects, Governance and Support

Strategic ICT

Tarquin Project Lead

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37343)

Gazetted: 25 August 2017

Closing Date: 1 September 2017

Details: Do you have what it takes to provide guidance, support and leadership to deliver a highly complex project that meets the needs of a variety of very interested stakeholders? Access Canberra is working to update the key ICT system used in the administration of Land Titles functions and processes in order to provide streamlined services, better quality information and greater levels of support to the community and industry. The person who wins this opportunity will need to be a real go getter who will work closely with the project manager to meet the needs of interested segments of government, key industry groups and customers to transform the way property transactions are completed in the ACT.

Note: This is a temporary position available until 21 December 2018.

Contact Officer: Timothy Pearse (02) 6207 9907 timothy.pearse@act.gov.au

Treasury

Shared Services

Record Services

Business Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05755)

Gazetted: 30 August 2017

Closing Date: 6 September 2017

Details: Record Services has an Administrative Services Officer Class 4 (ASO4) opportunity for a person with a strong administrative background and skills to take on the role of Business Support Officer. This role undertakes a variety of functions including: Administer the day to day accounts payable and receivable functions of the business unit, including invoice requests/production, petty cash and monthly accruals; assist in the day to day administrative functions of the business unit, including human resources and accommodation related matters; assist in managing the business unit's governance program including monitoring of business continuity, security and risk plans; assist with the operation of the Commercial Services Service Desk; as required assist in the development and implementation of reporting strategies to monitor business operations.

Note: Please provide contact details of at least two referees. Selection may be based on application and referee reports only.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Enterprise Canberra

Skills Canberra

Engagement and Client Services

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00175)

Gazetted: 25 August 2017

Closing Date: 8 September 2017

Details: Skills Canberra is seeking an Administrative Officer to work as a member of a team responsible for the daily management of all Vocational Education and Training programs in the ACT. The successful applicant will have strong oral communication and interpersonal skills with the capacity to liaise and negotiate effectively to develop effective working relationships with stakeholders and staff at all levels and to represent the Directorate in a variety of forums. They will have a demonstrated ability to accurately and efficiently use a range of business technologies to support business processes and the ability to work under pressure.

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

Contact Officer: Elizabeth Haeusler (02) 6205 7033 elizabeth.haeusler@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Tenancy Operations

Assistant Manager Tenancy Operations

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 07443)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: The Assistant Manager, Tenancy Operations is a key position providing management support to the Senior Manager and leadership within Tenancy Operations and generally across Housing ACT. The position provides day to day high level technical advice, leadership and management across all teams within the Unit, including the provision of strategic advice to the Executive, identification and delivery of service improvements and business planning activities within Housing ACT. The Assistant Manager must have proven managerial experience at a senior level and a record of achievement in leadership, change management, program and people management within a human services environment.

Eligibility/Other Requirements: Experience in program management and in working in a complex human services environment is essential. Driver's licence is essential. 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. Tertiary qualifications in a relevant field are highly desirable.

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@act.gov.au

**Child and Youth Protection
Relationship Management**

Business Analyst, CYPS Practice and Performance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 22914)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: The Senior Officer Grade C Business Analytics Officer role is focussed on supporting the capability and capacity of Child, Youth and Protection Service (CYPS) to make evidence based decisions, policies and practices and improve organisational planning, performance and accountability. This is achieved by supporting CYPS to acquire, share, analyse, evaluate and use the best possible data and analytics, and supporting the design of innovative, outcomes oriented social investment approaches.

Eligibility/Other Requirements: Mandatory: Experience in data, analytics and information management practices. Experience in IT technologies and databases. Desirable: An understanding and knowledge of policy and program issues related to human services portfolio issues, including children, young people and their families. Tertiary qualifications in a related discipline. 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 a period of 12 months. An order of merit will be established for filling temporary positions at level within the next 12 months from this process. Previous applicants will still be considered and need not re-apply.

Contact Officer: Austin Kenney (02) 6207 5385 austin.kenney@act.gov.au

City Renewal Authority

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

Business Operations

Administration Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35904)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: Join one of the ACT Government's newest agencies and be part of something exciting. The City Renewal Authority is responsible for leading the transformation of the central parts of Canberra to make it a great place to live, explore and enjoy. Our immediate focus is on shaping Civic, West Basin, Haig Park, Northbourne Avenue and Dickson. We are a small and dynamic team, looking for an Administrative Support Officer to hit the ground running. If you are passionate about Canberra, love being a jack of all trades and thrive in a small team environment then we want to hear from you. You will be given the opportunity to take on a wide range of tasks and learn new skills in this temporary role. More information on the City Renewal Authority is available at

www.cityrenewalcanberra.com.au

Eligibility/Other Requirements: Prior experience in a similar role providing executive support is highly desirable.

Note: This is a temporary position available until 25 April 2018.

Contact Officer: Jan Horley (02) 6205 4258 jan.horley@act.gov.au

Environment, Planning and Sustainable 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

**Engagement and Executive Support
Communications**

Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39200)

Gazetted: 28 August 2017

Closing Date: 5 September 2017

Details: An opportunity exists for a highly motivated Communications Officer to be a part of the Communications team in Environment, Planning and Sustainable Development. The position is responsible for managing media relations, communication strategies, community engagement activities and social media including videography. The position is also responsible for working with the team to ensure high quality communications support for line areas and Minister's offices. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: Desirable: Degree or Diploma in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment. A current driver's licence is required.

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@act.gov.au

Environment

Parks and Conservation Service

Urban Reserves

Woodland Fauna Ecologist

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 39186)

Gazetted: 25 August 2017

Closing Date: 1 September 2017

Details: The Conservation Research unit and the Environmental Offsets team, within the Parks and Conservation Service are looking for an experienced ecologist with a high level of scientific expertise and knowledge of Superb Parrot (*Polytelis swainsonii*) and ACT Grassy Woodlands ecology. The position will be responsible for monitoring Superb Parrot nesting and foraging behaviour in the ACT and for drafting the Action Plans for this species and the endangered Yellow Box/Red Gum Grassy Woodland community. Experience in field based research of grassy woodland species and the preparation of scientific and government documents is essential.

Eligibility/Other Requirements: Tertiary qualification in ecology or similar field is essential and a post graduate qualification would be advantageous. Current manual driver's licence is essential.

Note: This is a temporary position available for a period of 12 months with the possibility of extension, dependant on future research requirements and available funding. Applicants should address each selection criteria with a limit of 350 words for each criteria.

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcinnis@act.gov.au

Environment

Parks and Conservation Service

National Parks and Catchment

Visitor Services Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 16065, several)

Gazetted: 30 August 2017

Closing Date: 15 September 2017

Details: We are seeking motivated and passionate people to provide frontline visitor service functions and administrative support to Namadgi National Park, Tidbinbilla Nature Reserve and Murrumbidgee River Corridor. Duties include staffing the Visitor Centres, providing information about recreation and tourism activities, retail sales, food safety, coffee barista, and administrative and basic finance tasks related to the operations of the region. Successful applicants will require excellent communication skills, a flexible approach and the ability to maintain a strong customer focus.

Eligibility/Other Requirements: Current manual driver's licence; preparedness to wear a uniform, preparedness to work weekends. Candidates that speak a second language, especially Asian languages is desirable.

Note: We are seeking applications from suitably qualified people who are interested in either casual positions, and/or full time temporary/permanent employment. A 12 month merit pool will be created for casual, short term temporary (up to 12 months with the possibility of extension), long term temporary (with the possibility of extension up to five years) and/or permanent vacancies at level.

Contact Officer: Heather Gow-Carey (02) 6205 9305 heather.gow-carey@act.gov.au

**Business Governance and Capability
Governance Compliance and Legal
Governance Capability**

Governance Implementation Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37848)

Gazetted: 25 August 2017

Closing Date: 25 August 2017

Details: Applications are sought from talented candidates for the role of Governance Implementation Manager. Working to the Senior Manager, this role will lead the Governance Capability Team as it engages with business units to embed strong governance practices across the Directorate and the portfolio.

Eligibility/Other Requirements: Experience working with diverse staffing groups to deliver operational policy and procedure that supports legislative compliance is essential. Knowledge of quality management in the public sector environment will also be an asset.

Note: This is a temporary position available until 14 September 2018 with the possibility of extension and/or permanency.

Contact Officer: Jacqui Bear (02) 6207 0697 jacqui.bear@act.gov.au

Urban Renewal

Public Housing Renewal Taskforce

Finance Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37024)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: Urban Renewal is seeking a highly developed individual to undertake the role of Finance Manager for the Public Housing Renewal Taskforce (Taskforce). This position requires proven and demonstrated financial management skills across key areas that include complex financial management reporting, input and assistance with preparation of business cases and monitoring the Taskforce's financial position which encompasses ongoing reconciliation, investigation and detailed analysis of Oracle financial reports. The occupant will be expected to utilise their high level financial management skills to undertake complex tasks that include monitoring the Taskforce's financial position and providing quality and timely financial management reporting to Strategic Finance. Demonstrate knowledge and understanding of ACT Government financial management policies, guidelines and legislation. Develop working relationships with senior financial personnel, and to plan and prioritise work to meet deadlines set by a range of agencies. Work in accordance with, and uphold, the ACTPS Values and Signature Behaviours. Possess highly developed accounting skills, including end of month reconciliation and adjustment.

Eligibility/Other Requirements: Qualifications in Finance and/or Accounting will be well regarded.

Note: This is a temporary position available until April 2018 with the possibility of extension.

Contact Officer: Joyce Chow (02) 6207 6498 joyce.chow@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>

Director, Activity Based Management

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1015)

Gazetted: 31 August 2017

Closing Date: 4 September 2017

Details: ACT Health has a rare opportunity for an experienced finance professional to join our leadership team as the Director of Activity Based Management.

Reporting through to the Chief Financial Officer, this role will provide outstanding leadership and financial services to ACT Health to ensure successful performance.

The Director of Activity Based Management will be responsible for the:

Supervision and oversight of the preparation and coordination of internal management reporting activities.

Collaboration with key internal stakeholders in the implementation of Activity Based Management (ABM) and Activity Based Costing (ABC) in ACT Health and develop a holistic internal reporting framework and system.

Provision of high level strategic and operational advice to the Chief Finance Officer and key stakeholders.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees.

Interested applicants can seek further information from Mr Trevor Vivian on telephone (02) 6207 8441. Please note that selection may be based on applications and referee reports.

Contact Officer: Trevor Vivian Trevor.Vivian@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Community Care Program

Nurse Manager - Community Nursing

Registered Nurse Level 4.1 \$114,377, Canberra (PN: 28538)

Gazetted: 31 August 2017

Closing Date: 14 September 2017

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, 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Applications are sought from Registered Nurses for a permanent full-time position as a Nurse Manager within the Community Care Program, RACC, managing one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community. Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and manage financial, physical and human resources. Previous community nursing experience would be advantageous.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Desirable: Tertiary or post

graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Elizabeth Crowhurst (02) 6207 1212 elizabeth.crowhurst@act.gov.au

Corporate

Business Support

Business Support Executive

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17666)

Gazetted: 31 August 2017

Closing Date: 7 September 2017

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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services and Information, Communications and Technology. Overview of the work area and position: Business Support Services (BSS) provides a wide range of essential non-clinical operational services including, security services, sterilising services, food services, fleet services and records management. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under broad direction from the Executive Director, provide high level strategic advice and executive support to the Executive Director, Business Support Services and other Directors of the Branch. The principal role of the officer is to plan, research, coordinate and prepare Government Business and Ministerial correspondence and briefing systems providing the quality assurance to the advice as required.

Eligibility/Other Requirements: Mandatory: High-level oral and written communication skills and good interpersonal skills. Strong organisational and prioritisation skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide responsive services to meet client needs. Desirable: HPRM (TRIM) is a critical part of the role. Experience in HPRM or similar systems is highly desirable. Relevant tertiary qualifications and experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Gary Wright (02) 6205 0606 gary.wright@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Operational Team Leader

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25282)

Gazetted: 31 August 2017

Closing Date: 7 September 2017

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, 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. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing early psychosis and those at ultra high risk of developing psychosis. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1, HP2 HP3, RN's and allied health assistants. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organization. Must hold a current drivers licence. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. 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*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: Experience in working with children and young people.

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

Contact Officer: Catherine Furner (02) 6205 1472 catherine.furner@act.gov.au

Office of Director General

Government Communications Unit

Media and Strategic Communications

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36837)

Gazetted: 31 August 2017

Closing Date: 14 September 2017

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 partners with the community and consumers for better health outcomes by: Delivering patient and family-centred care; Strengthening partnerships; Promoting good health and wellbeing, and Improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Communications and Engagement Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and

enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Senior Communications Officer reports to the Senior Manager, Strategic Communications and Media, and works to implement, through communication plans and content pieces, strategies and activities that deliver on organisational goals. They also play an integral part responding to media in the busy media hub, this involves research and internal and external liaison.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field are highly desirable. A minimum of two-three years relevant work experience in a related sector. 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 a period of 12 months with a possibility of extension.

Contact Officer: Tracey Pulli (02) 6205 3708 tracey.pulli@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community and Older Persons

Office Manager

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 19405)

Gazetted: 31 August 2017

Closing Date: 7 September 2017

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 Mental Health Short Stay Unit (MHSSU) based in the Emergency Department of The Canberra Hospital aims to provide collaborative care involving the consumer, their carers and other key services. The MHSSU is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. Expressions of interest are sought from suitable applicants for the position of Office Manager at the Mental Health Short Stay Unit. This position provides high level administrative support to the staff of the Mental Health Short Stay Unit and is responsible for administrative functions including facilities management, procurement, Fleet management, as well as providing support to the Assistant Director of Nursing. The applicant will need excellent organizational skills and an ability to prioritize workloads and meet deadlines with limited supervision.

Note: This is a temporary position available for the period 1 November 2017 until 10 January 2018.

Contact Officer: Philip Hoyle (02) 6205 2782 philip.a.hoyle@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Support Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 23699 (expected vacancy))

Gazetted: 31 August 2017

Closing Date: 7 September 2017

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, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic

University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Canberra Hospital and Health Services Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region. Overview of the Work Area and Position: Under general direction you will be responsible for the booking and scheduling of patient appointments as well providing general reception duties, receive and filter incoming calls and provide a high level of customer service to the Neurology Department.

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

Note: This is a temporary expected vacancy available for a period of six months with the possibility of extension and/or permanency.

Contact Officer: Andrew Barrow (02) 6244 2063 andrew.j.barrow@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

Strategic Finance

Finance Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 04754)

Gazetted: 29 August 2017

Closing Date: 5 September 2017

Details: The Strategic Finance Unit provides budgeting and financial reporting advice to internal and external clients and stakeholders including the Ministers and agencies within the Directorate's portfolio, senior management and Executives. The unit undertakes strategic financial management, budget preparation and performance, and financial accounting. We are seeking a highly motivated and financially skilled individual to fill a temporary position as the Finance Project Manager. The successful applicant will drive the first phase of TM1 implementation which includes information gathering, business case development and reporting tool design, with the aim of full implementation across the Directorate.

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

Contact Officer: Dragana Cvetkovski (02) 6205 4389 dragana.cvetkovski@act.gov.au

ACT Law Courts and Tribunal

Corporate and Strategic Services

Corporate Information Systems

ICT Operations Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38042)

Gazetted: 30 August 2017

Closing Date: 6 September 2017

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Operations Officer. With experience in business analysis and stakeholder relationships, the successful candidate will be required to provide technical support and guidance to both internal and external stakeholders on Court and Tribunal technological and business systems, whilst developing relevant documentation to support user and system needs and assist in the collection, analysis and provision of data to meet reporting requirements. 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: Business Analysis qualification and/or two years of relevant technical experience would be highly regarded.

Note: This is a temporary position available for an initial period of nine months with the possibility of extension.

How to Apply: Applicants are required to submit a current Curriculum Vitae and 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 Law Courts and Tribunal

Registry Operations

Protection Unit

Senior Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 49869)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: The ACT Law Courts is seeking a Senior Team Leader to manage, strategically lead and support a small team to provide administrative services within the Protection Unit. Duties will include providing advice and guidance on more complex matters relevant to the jurisdiction, interpreting, applying and providing advice on legislation, planning, managing and developing staff, liaising with members of the Judiciary, clients and stakeholder groups, reporting on case management workload and workflow, exercising the statutory appointment of Deputy Registrar and the development, review and implementation of new court policies, practices and procedures. The position will also support and advise a project to develop national arrangements for family violence matters.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the Law Courts in the ACT Community and its practices, procedures and related legislation would be an advantage.

Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

Governance and Business Services

Governance and Business Improvement Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 07917, several)

Gazetted: 28 August 2017

Closing Date: 11 September 2017

Details: The Governance and Business Improvement Officer, is responsible for: Contributing to the delivery of ACT Emergency Services Agency (ESA's) commitment, accountability, performance and annual reporting obligations; assisting with the identification, development and implementation of innovative business solutions and transformative governance for the ESA; undertaking effective liaison, communication and collaboration with other ESA business units associated with the team's reporting, business innovation and governance functions, including the provision of advice or information to business units on governance and business services issues. The successful applicants may be eligible for direct appointment if the position is extended and the successful applicant has remained in the position for a continuous period of 12 months or more.

Eligibility/Other Requirements: Highly desirable: Accredited training or other recognised training in Microsoft applications, particularly MS Excel, MS SharePoint and MS SQL. Experience in the fields of business, governance, data Analysis and writing for government. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required from November 2017. 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 are temporary positions available for a period of six months with the possibility of extension and/or permanency from this process.

Contact Officer: Rebecca Georges (02) 6207 4079 rebecca.georges@act.gov.au

ACT Emergency Service Agency

ACT State Emergency Service

Logistics and Resources Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 07761)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: The ACT State Emergency Service (ACTSES) is seeking a person who is knowledgeable in providing client services to volunteers in the provision of logistics and resources, is familiar with Information and Communication Technology (ICT) based solutions and data analysis. The main function of the ACTSES is to undertake planning and

response operations for storms and floods. The ACTSES also undertakes civil defence planning and civil defence operations; assists other agencies, such as the Police, Fire and Rescue, and Ambulance Service in emergencies. The ACTSES also assists the Police and Air Services Australia to undertake operations in relation to searches. The ACTSES provides support for community organisations where this assists the training of ACTSES staff and volunteers, and where there is a definite benefit to the community. The successful applicant will work under the direct supervision of the Senior Manager Operations and Governance. Duties include coordinating and administering the provision of logistics, resources and specialised ICT related solutions for the ACTSES; undertake research and liaise with internal and external organisations for new equipment, technologies and capabilities relating to ACTSES roles and functions; undertake projects related to the organisation's continuous improvement activities utilising data analysis; maintain accurate records and participate in auditing, reporting and the development of future asset replacement strategies; and work closely with volunteers.

Eligibility/ Other Requirements: The successful applicant will be required to perform some duties outside of normal business hours and will represent ACTSES at meetings and forums. 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.

Notes: Applications should address the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview.

Contact Officer: Tracey Allen 0478 407 407 tracey.allen@act.gov.au

Parliamentary Counsel's Office

Legislative Drafting

Assistant Parliamentary Counsel 1

Assistant Parliamentary Counsel 1 \$61,785 - \$124,436, Canberra (PN: 43781)

Gazetted: 28 August 2017

Closing Date: 12 September 2017

Details: The ACT Parliamentary Counsel's Office is seeking applications from qualified people for the above legislative drafting position. The primary role of an Assistant Parliamentary Counsel 1 is to draft bills and subordinate laws for the Government, draft bills for non-Executive members of the Legislative Assembly, and provide legislative advice, under supervision. Please see the Position Description for a full list of duties and responsibilities, and the Selection Criteria for the position. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background and/or People with Disability to apply.

Eligibility/Other Requirements: Admission to practise as a Legal Practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory is required. Experience with the legislative process and operations of government are desirable.

How to Apply: Applicants are required to submit a Curriculum Vitae, provide contact details of at least two referees and a written response to the Selection Criteria with details of their relevant experience and skills to undertake the duties and responsibilities.

Contact Officer: David Metcalf (02) 6205 3779 david.metcalf@act.gov.au

Human Rights Commission

President

Administrative Assistant to the President of the Human Rights Commission

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 34620)

Gazetted: 29 August 2017

Closing Date: 12 September 2017

Details: The Human Rights Commission (HRC) is seeking an experienced, motivated and passionate person to join our business unit as an Administrative Assistant to the President of the Human Rights Commission. Duties of the Administrative Assistant to the President of the Human Rights Commission primarily include; provide executive support to the President - Human Rights Commission include answering the telephone, managing diary and appointments, taking minutes, travel booking and other administrative duties. The successful individual will have excellent communication skills and an ability to liaise effectively with internal and external clients. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position

Eligibility/Other Requirements: 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

Notes: Selection may be based on application and referees report only.

Contact Officer: Kumudini Kulatunga (02) 6205 4300 kumudini.kulatunga@act.gov.au

Suburban Land Agency

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

Suburban Land Agency

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39064, several)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: The Suburban Land Agency is seeking a highly motivated Executive Assistant to work directly to the Chief Executive Officer (CEO). The position will provide high level administrative support to the CEO; coordinate and monitor work flow to ensure deadlines are met and matters are attended to in a timely manner; liaise effectively with key internal and external stakeholders; and contribute to agency administration; the ability to plan and prioritise work, including monitoring workflows, and preparing routine correspondence and proof reading documents. Sound communication skills and the ability to build productive relationships with a diverse range of stakeholders; demonstrated experience in providing confidential support to a Senior Executive or manager, including providing superior service, addressing issues promptly, and taking pride in the standard of output.

Eligibility/ Other Requirements: 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: An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Neil Bulless (02) 6205 7346 neil.bulless@act.gov.au

Urban Projects

Project Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 27321)

Gazetted: 29 August 2017

Closing Date: 5 September 2017

Details: The Suburban Land Agency is seeking an enthusiastic dynamic, dedicated, flexible team player to support the Project Manager in all activities and contribute to the ongoing development and land release projects. Provide administration support to all members of the Business Unit including assistance with completing forms, printing and organising documents and take meeting notes. Provide records management assistance to all members of the Business unit. Assist the business unit compile project documents and files and to update spreadsheets and reports. Project manage small developments identified on the Interim Land Release Program to be released to the market.

Eligibility/Other Requirements: Knowledge and understanding of the ACT land development and procurement processes and an understanding of sustainable development is highly desirable. Project Management experience would be valuable when applicants are considering applying for this position.

Note: Applications are sought from potential candidates and should include a statement outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

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

Transport Canberra and City Services

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

Transport Canberra

Transport Canberra Operations

Business Improvement

Business Improvement Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35984)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: Transport Canberra Operations (incorporating ACTION Buses) is seeking a highly enthusiastic officer to establish, implement and drive a programmatic approach to change management and governance across this newly formed entity. This new position offers an opportunity to positively shape conformance and performance outcomes through a strong emphasis on collaboration across the organisation.

Contact Officer: David Matthews (02) 6207 1523 david.matthews@act.gov.au

Chief Operating Officer Group

People and Capability

Organisational Development

Senior Training Advisor - Learning and Development

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39224)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Organisational Development team is seeking a highly skilled, motivated and focused individual with experience in the design and delivery of learning and development programs and initiatives aimed at building workforce capability to deliver on the strategic plan. The successful candidate will have extensive experience in the design and delivery of training and a well developed understanding of the importance of learning and development in building workforce capability now and into the future.

Eligibility/Other Requirements: Highly desirable: Certificate IV in Training and Assessment. Tertiary qualifications in Human Resources, Adult Education, Organisational Development or related discipline.

Contact Officer: Leanne Salmond (02) 6205 9977 leanne.salmond@act.gov.au

Chief Operating Officer Group

People and Capability

Organisational Development

Senior Advisor - Culture and Strategy

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39223)

Gazetted: 30 August 2017

Closing Date: 13 September 2017

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Organisational Development team is seeking a highly skilled, motivated and focused individual with experience in developing and implementing workforce planning and development strategies aimed at building workforce capability to deliver on the Transport Canberra and City Services (TCCS) Strategic Plan. The successful candidate

will have a well developed understanding of the importance of workplace culture, diversity and inclusion and employee engagement in building workforce capability and driving performance.

Eligibility/Other Requirements: Tertiary studies in Human Resources, Organisational Development or Adult Education highly desirable.

Contact Officer: Leanne Salmond (02) 6205 9977 leanne.salmond@act.gov.au

City Services

Canberra Cemeteries

Cemetery Horticulturist

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 34883)

Gazetted: 28 August 2017

Closing Date: 11 September 2017

Details: An energetic and self motivated Horticulturist is required to undertake a wide variety of horticultural activities applicable to the maintenance of cemeteries.

Eligibility/Other Requirements: Certificate III in Horticulture and/or equivalent demonstrated knowledge and experience. Current driver's licence. Experience in operating loader/backhoe/excavator would be desirable.

Chainsaw and chemical certification would be an advantage.

Note: This is a permanent part-time position at 42.25 hours per fortnight (nine days) and the full-time salary noted above will be paid pro rata. Conditions for this position include a Cemeteries Composite Allowance of \$235.07 per fortnight. The successful occupant may be required to work at alternative cemeteries at short notice. Duties may include after hours and weekend work.

Contact Officer: Peter Lees 0418 659 420 peter.lees@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

Calvary Health Care ACT (Public)

Registered Nurse Level 2 \$88,249 - \$93,533

Mathew, Julie 1613566, Section 68(1), 10 August 2017

Registered Nurse Level 3 \$101,175 - \$105,339

Fawole, Rowena 1613567 Section 68(1), 18 July 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Antonio, Rosalie 1613571 Section 68(1), 02 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Akbar, Ronya 1613574 Section 68(1), 31 July 2017

Registered Nurse 3 \$101,175 - \$105,339

Bell, Alison 1613579 Section 68(1), 68 07 August 2017

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Smith, Josie 1613585, Section 68(1), 21 August 2017

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Trinh, Cuong 1613589, Section 68(1) 28/07/2017

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 3 \$60,039 - \$64,616

Adam Armstrong 853-64523, Section 68(1), 22 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Kelsey Boege 853-64566, Section 68(1), 28 August 2017

Administrative Services Officer Class 6 \$79,824 - \$91,356

Kylie Amanda Cleary 853-69113, Section 68(1), 31 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Alexandra Kooyman 853-64531, Section 68(1), 28 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Natalie Lawton 853-64558, Section 68(1), 22 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Tomasi Wainiqolo 853-55192, Section 68(1), 22 August 2017

Administrative Services Officer Class 6 \$79,824 - \$91,356

Samantha Willumsen 853-47723, Section 68(1), 18 September 2017

Community Services

Senior Officer Grade A \$137,415

Amanda Charles 827-62243, Section 68(1), 24 August 2017

Education

Administrative Services Officer Class 6 \$79,824 - \$91,356

Nida Zahid 853-65577, Section 68(1), 18 September 2017

Health

Registered Nurse Level 1 \$63,548 - \$84,888

Sara Bicker 844-34091, Section 68(1), 31 August 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Cary Gloria 853-30016, Section 68(1), 25 August 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Arianne Lomadilla 845-01784, Section 68(1), 31 August 2017

Health Professional Level 2 \$61,784 - \$84,816

Emma Neale 853-70026, Section 68(1), 28 August 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Miriam O'Brien 853-51159, Section 68(1), 31 August 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Tracy Roles 842-90008, Section 68(1), 24 August 2017

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Gary Smith 853-69236, Section 68(1), 13 September 2017

Health Service Officer Level 4 \$49,958 - \$51,869

Daryl Yu-Jun Su 845-03878, Section 68(1), 28 August 2017

Health Professional Level 2 \$61,784 - \$84,816

Patrick Tito 853-69308, Section 68(1), 7 September 2017

Health Service Officer Level 4 \$49,958 - \$51,869

Carl Wenke 853-69287, Section 68(1), 28 August 2017

Staff Specialist 1- 5 \$164,470 - \$202,960

Salam Al-Khoury, 847-11482, Section 68(1), 4 September 2017

Justice and Community Safety

Administrative Services Officer Class 3 \$60,039 - \$64,616

Ebonnie Bowles 848-66302, Section 68(1), 24 August 2017

Administrative Services Officer Class 6 \$79,824 - \$91,356

Kelly brown 853-60311, Section 68(1), 28 August 2017

Senior Officer Grade C \$100,462 - \$108,140

Megan Chittick 791-19994, Section 68(1), 28 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Tiffany Furlan 836-15026, Section 68(1), 24 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Nikki Harding 853-54835, Section 68(1), 24 August 2017

Legal 1 \$61,785 - \$124,436

Matthew Kamarul 848-83225, Section 68(1), 28 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Melanie Macalister 846-91725, Section 68(1), 25 August 2017

Legal 1 \$61,785 - \$124,436

Joanna Marshall 848-79242, Section 68(1), 28 August 2017

TRANSFERS

Health

Lan Chen: 836-53823

From: Health Professional Level 2 \$61,784 - \$84,816
Health

To: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health, Canberra (PN. 36940) (Gazetted 13 July 2017)

Donna-Maree Jones: 840-27744

From: Enrolled Nurse Level 1 \$57,635 - \$61,578
Calvary Health Care ACT (Public)

To: Enrolled Nurse Level 1 \$57,635 - \$61,578
Health, Canberra (PN. 27109) (Gazetted 22 June 2017)

Cherie Smith: 827-25610

From: Registered Nurse Level 2 \$88,249
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 22660) (Gazetted 13 July 2017)

Bolan Song: 795-52878

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 29943) (Gazetted 29 June 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Strategic Business Branch

Project HUB – Business Analysis

Mitchell Hardiman: 836-08096

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 31914) (Gazetted 9 November 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.

Workplace Safety and Industrial Relations

Injury Management and Safety

Savanna Higman: 853-50391

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 13731) (Gazetted 23 June 2017)

Shared Services ICT

Strategic Business

Portfolio Hub

Shiv Nayyar: 827-4763

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 38304) (Gazetted 19 July 2017)

Community Services

Strategic Policy

Policy and Performance

Human Services Policy

Karen Baumgart: 772-38711

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Community Services
To: †Senior Officer Grade C \$100,462 - \$108,140
Community Services, Canberra (PN. 29739) (Gazetted 30 June 2017)

**Strategy, Participation and Early Intervention
Service Design, Policy and Accountability
Human Services Policy**

Stephanie Cairney: 846-8737

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Community Services Directorate

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services, Canberra (PN. 18370) (Gazetted 3 July 2017)

**Strategy Participation and Early Intervention
Community Participation Group**

Penelope Taylor: 781-68153

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services

To: †Senior Officer Grade C \$100,462 - \$108,140

Community Services, Canberra (PN. 39123) (Gazetted 31 August 2017)

Education

School Performance and Improvement

Learning and Teaching

Office of Director

Amanda Christou: 836-05063

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Health

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Education, Canberra (PN:35388) (Gazetted 7 June 2017)

School Performance and Improvement

South and Weston Network

Chapman Primary School

Natalie Alston: 787-48991

From: School Assistant 2 \$45,058 - \$49,757

Education

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 39137) (Gazetted 31 August 2017)

Office for School

Belconnen Network

Hawker College

Michelle Louise Jozing: 787-41167

From: School Assistant 2 \$45,058 - \$49,757

Education

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 38782) (Gazetted 14 July 2017)

School Performance and Support

Student Engagement

Student Wellbeing

Tejwinder Kaur: 741-15425

From: Health Professional Level 4 \$100,462 - \$108,140

Community Services

To: †Health Professional Level 6 \$137,415

Education, Canberra (PN. 38907) (Gazetted 30 June 2017)

Office for Schools

North and Gungahlin Network

Amaroo School

Natalie Roberts: 821-19215

From: School Assistant 2/3 \$45,058 - \$54,947

Education

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 36958) (Gazetted 31 August 2017)

School Performance and Improvement

Student Engagement

Network Student Engagement Teams (NSET)

Kim Sturgiss: 821-27207

From: School Assistant 2/3 \$45,058 - \$54,947

Education

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Education, Canberra (PN. 36968) (Gazetted 7 June 2017)

Organisational Integrity

Strategic Finance

Financial Services

Chenglong Yin: 844-82544

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education Directorate

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Education, Canberra (PN. 35350) (Gazetted 13 April 2017)

Environment, Planning and Sustainable Development

Engagement and Executive Support

Communications Unit

Kelly Amsteins: 816-78293

From: Senior Officer Grade C \$100,462 - \$108,140

Transport Canberra and City Services

To: †Senior Officer Grade B \$118,319 - \$133,197

Environment, Planning and Sustainable Development, Canberra (PN. 16620) (Gazetted 26 July 2017)

Health

Canberra Hospital and Health Services

Amy Faden: 741-06924

From: Registered Nurse Level 2 \$88,249 - \$93,533

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 22601) (Gazetted 27 July 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Stephanie Fleming: 771-92602

From: Registered Nurse Level 2 \$88,249 - \$93,533

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 38810) (Gazetted 29 June 2017)

Corporate

Business Support

Logistics Support

Michael Guirguis: 827-34234

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Health

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Health, Canberra (PN. 20754) (Gazetted 27 April 2017)

Canberra Hospital and Health Services

Quality, Governance and Risk Executive

Daniel Guthrie: 839-28145

From: Senior Officer Grade C \$100,462 - \$108,140

Health

To: †Senior Officer Grade A \$137,415

Health, Canberra (PN. 20544) (Gazetted 11 May 2017)

Canberra Hospital and Health Services

Anna Huebert: 836-55773

From: Health Professional Level 2 \$61,784 - \$84,816

Health

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health, Canberra (PN. 25526) (Gazetted 13 July 2017)

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

Michael Lear: 789-45944

From: Health Service Officer Level 3 \$48,385 - \$49,958

Health

To: Health Service Officer Level 5 \$52,606 - \$55,221

Health, Canberra (PN. 20996) (Gazetted 20 July 2017)

Canberra Hospital and Health Services

Helen McFarlane: 817-46161

From: Registered Nurse Level 2 \$88,249 - \$93,533

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 37494) (Gazetted 1 June 2017)

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Sarah McKew: 771-95133

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 22664) (Gazetted 8 June 2017)

Corporate

Strategic Finance

Health Economics Unit

Anh Nguyen: 844-82480

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Health

To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 04573) (Gazetted 13 July 2017)

Justice and Community Safety

ACT Government Solicitor

Emma Sherman: 844-81584

From: Government Solicitor 1 \$70,650 - \$105,793

Justice and Community Safety

To: †Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety, Canberra (PN. 35575) (Gazetted 2 September 2016)

Office of the Legislative Assembly

Business Support

Security and Building Services

Michele Sidonio

From: Administrative Services Officer Class 3 \$60,039 - \$64,616 Office of the Legislative Assembly

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Office of the Legislative Assembly, Canberra (PN. 372) (Gazette 6 July 2016)

Transport Canberra and City Services

Chief Operating Officer Group

Governance and Business Solutions

Governance

Matthew Neilsen: 827-08693

From: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Transport Canberra and City Services, Canberra (PN. 12835) (Gazetted 12 July 2017)

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.