



ACT Government Gazette

Gazetted Notices for the week beginning 11 October 2018

VACANCIES

ACT Audit Office

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

Performance Audit

Principal - Performance Audit

Audit Band 2 - Principal \$143,264, Canberra (PN: 42801, several)

Gazetted: 15 October 2018

Closing Date: 27 October 2018

Details: The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills to join the ACT Audit Office Performance Audit team. The Principal, Performance Audit, will be responsible for: Managing complex and sensitive performance audits and other reviews and investigations of the operations of ACT public sector entities; demonstrating and promoting quality performance audit practices and compliance with Audit Office policies and professional standards and requirements; managing staff, including providing mentoring and support; managing relationships with auditees and other stakeholders; providing professional and technical advice on a range of performance audit issues; and providing advice and other support to the Auditor-General and the Audit Office Executive Committee on strategic management and administration of the Audit Office. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. As a Principal, Performance Audit, you will receive a salary of \$143 264 (plus an employer superannuation contribution). The Principal, Performance Audit should have an awareness of, and understanding and commitment to, the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. Further information may be obtained from the Contact Officer.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. Position of Trust: All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

How to Apply: When submitting an application, please send to jobs@act.gov.au as well as email a copy to the Contact Officer.

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

Calvary Health Care ACT (Public)

Pharmacy

Lead Pharmacist

Executive Level HP4 \$100,462 to \$108,140, Canberra (PN: Expected)

Gazetted: 16 October 2018

Closing Date: 4 November 2018

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

Reference Number 20453

Contact Officer: Emily Diprose emily.diprose@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

**Pharmacy
Pharmacist**

Executive Level HP2 \$70,197 to \$84,816, Canberra (PN: Expected)

Gazetted: 16 October 2018

Closing Date: 4 November 2018

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

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

Reference Number 20452

Contact Officer: Sarah smith sarah.smith@calvary-act.com.au Applications can be forwarded to:

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

Day Oncology within Zita Mary Clinic

Registered Nurse

Registered Nurse 1 \$63,548 to \$84,888, Canberra (PN: Expected)

Gazetted: 16 October 2018

Closing Date: 28 October 2018

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

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

Reference Number 20431

Contact Officer: James Fursdon james.fursdon@calvary-act.com.au Applications can be forwarded to:

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

Medical and Planning Unit

Registered Nurse

Registered Nurse 1 \$63,548 to \$84,888, Canberra (PN: TBC)

Gazetted: 16 October 2018

Closing Date: 28 October 2018

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

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

Reference Number 20426

Contact Officer: Kathryn Sliwinski kathryn.sliwinski @calvary-act.com.au Applications can be forwarded to:

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

Medical and Planning Unit

Registered Nurse

Registered Nurse 1 \$63,548 to \$84,888, Canberra (PN: TBC)

Gazetted: 16 October 2018

Closing Date: 28 October 2018

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

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

Reference Number 20425

Contact Officer: Kathryn Sliwinski kathryn.sliwinski @calvary-act.com.au Applications can be forwarded to:

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

Information Technology

ICT Helpdesk Officer

Executive Level ITO TRAINEE \$52,991, Canberra (PN: Expected)

Gazetted: 16 October 2018

Closing Date: 1 November 2018

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

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

Reference Number 20504

Contact Officer: Luke Burdack luke.durdack@calvary-act.com.au Applications can be forwarded to:

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

Patient Safety and Quality

Patient Safety Officer

Executive Level ASO5 \$74,000 to \$78,415, Canberra (PN: Expected)

Gazetted: 16 October 2018

Closing Date: 22 October 2018

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

Reference Number 20458

Contact Officer: Reinette Wentzel reinette.wentzel@calvary-act.com.au Applications can be forwarded to:

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

Canberra Institute of Technology

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

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

Executive

Executive Director, Industry Engagement and Strategic Relations

Executive Level 2.3 \$283,610 - \$296,034 depending on current superannuation arrangements, Canberra (PN: E1026)

Gazetted: 15 October 2018

Closing Date: 29 October 2018

Details: CIT is seeking an experienced and motivated business executive to play a pivotal and significant leadership role as CIT adopts and organisation-wide shift in new thinking and practices to meet the training needs of the new world of work. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole.

As part of the senior executive team implementing the CIT Strategic Compass 2020 – Evolving Together, the Executive Director, Industry Engagement and Strategic Relations will lead the Industry Engagement and Strategic Relations Division and engage across the Institute to lead industry liaison and oversee the development and implementation of industry engagement strategies, brand and marketing strategies, communication strategies and provide quality support to key CIT stakeholders including the ACT Government (Minister and Chief Minister), the CIT Board, and the CEO.

The Executive Director will work collaboratively with the CEO and across CIT to significantly increase CIT student enrolment numbers, build and maintain productive industry and business opportunities and partnerships, and lead and oversee the implementation of brand positioning, marketing and communication and digital platforms to position CIT for growth as a preferred Vocational Education and Training (VET) provider.

The role requires a strong leader who has demonstrated success in building and developing new business opportunities and implementing strategies to strengthen organisation's market presence in the short, medium and long term.

Remuneration: The position attracts a remuneration package ranging from \$283,610 to \$296,034 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$225,891.

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

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

Corporate Services

Corporate Services Management

Executive Director, Corporate Services

Executive Level 2.2 \$266,202 - \$277,760 depending on current superannuation arrangements, Canberra (PN: E1028)

Gazetted: 15 October 2018

Closing Date: 29 October 2018

Details: CIT is seeking an experienced and motivated executive to play a pivotal and significant leadership role as CIT adopts an organisation-wide shift in new thinking and practices to meet the training needs of the new world of work. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole.

As part of the senior executive team implementing the *CIT Strategic Compass 2020 - Evolving Together*, the Executive Director, Corporate Services will lead the Corporate Services division and engage across the Institute to manage strategic planning, corporate governance, finance and business systems and processes and human resources.

You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

The role requires a strong leader who has demonstrated success in a large scale and complex operating environment and delivered significant business transformation with developing or deploying contemporary practices and systems for the provision of high quality enabling services.

Remuneration: The position attracts a remuneration package ranging from \$266,202 to \$277,760 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,138.

Contract: The successful applicant will be engaged under a performance based contract for a period of five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

CIT Health, Community and Science

Children's Education and Care

Head of Department

Manager Education Level 1 \$116,494, Canberra (PN: 51887)

Gazetted: 15 October 2018

Closing Date: 31 October 2018

Details: The Health, Community and Science (HCS) College at Canberra Institute of Technology (CIT) is seeking an outstanding Head of Department in the CIT Children's, Education and Care Department who, through quality leadership and management of education and related activities, will contribute to the achievement of the department, College and organisational goals. The Department delivers training from certificate III level through to Diploma level qualifications in Children's Education and Care and Education Support. Working collaboratively with industry and across the College of Health, Community and Science and CIT, the Department creates unique innovative learning opportunities for students. The Head of Department role requires an exceptional leader who possesses strong communication and teamwork skills in managing a dynamic team of administrative and teaching staff to ensure excellence in delivery in the Vocational Education and Training (VET) sector. This includes the development of innovative and customised models of delivery and assessment while ensuring the provision of high quality customer service to learners. The successful candidate will also need to provide leadership in establishing and sustaining collaborative relationships with community, industry and other key stakeholders, and provide advice and proactive leadership to increase departmental and college revenue. The ability to model the CIT cultural traits is critical. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

Pathways College

Year 12

Student Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15520)

Gazetted: 15 October 2018

Closing Date: 29 October 2018

Details: A vacancy currently exists for a highly motivated student adviser with the ability to work positively with people facing barriers to learning or employment and who have complex needs, for example youth at risk, recent migrants and refugees, international students, people with disrupted schooling. The successful applicant will design and implement a range of activities to address diverse student support needs, provide career and pathway planning advice and prepare appropriate documentation and resources for such activities, using a range of available technologies. They will also develop and maintain relevant community, industry and educational links and networks and to liaise effectively within the organisation and with external agencies. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Possession of a current drivers licence. Desirable: Knowledge of and experience in the Mind Matters Framework or equivalent student wellbeing, pastoral care and alternate educational programs; knowledge of the Vocational Education and Training sector; vocational or tertiary level qualifications in Career Counselling, Youth Work, Teaching, Community Work, Social Welfare, Community Development, Counselling. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for a period of two years from 24 January 2019 to 31 December 2020 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.’

Contact Officer: Corinna Connell (02) 6207 4892 corinna.connell@cit.edu.au

Student and Academic Services

Student Services

Human Resource Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 56116)

Gazetted: 16 October 2018

Closing Date: 23 October 2018

Details: Applications are invited to fill the Human Resources Coordinator role for the Student Services team. This includes duties such as coordinating recruitment action across all groups in Student Services. Liaise with the Human Resource liaison team to progress recruitment action through Shared Services. Coordinate and provide induction, mentoring, staff development and training of administrative staff in Student Services and in Teaching Colleges where required. Applications are welcome from self-motivated candidates with a drive to achieve excellence. The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of Canberra Institute of Technology (CIT) staff; will have the ability to support and motivate teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector, as well as ACT Public Service Human Resources policies and procedures. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This position is for temporary position until 20 December 2019 with the possibility of extension. ‘Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.’

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

CIT Technology and Design

CIT Cyber Security and Games

Administrative Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19000)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: Canberra Institute of Technology (CIT) Cyber Security and Games is seeking an outstanding candidate to provide high level administrative support to assist the growth of Cyber Security programs, the CIT Games Degree and Digital Transformation Agency Traineeship programs. The successful candidate will be the main contact for Communication and Technology (ICT) industry, Academy of Interactive Entertainment (AIE), government directorates, private employers, and members of the public, department staff, teachers and the vocational education and training community in relation to centre programs. Provide support to the manager for Cyber Security and Games to grow traineeships and vocational pathways in Cyber Security and Information and Communication Technology (ICT). Prepare correspondence and reports as appropriate; undertaking any research or analysis as required. Report on outcomes of programs to management and industry bodies as required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: This is a temporary position available for a period of two years with the possibility of extension up to five years. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, & Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Abu Barkat (02) 6207 4078 abu.barkat@cit.edu.au

Pathways College

Year 12

Year 12 Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51314)

Gazetted: 15 October 2018

Closing Date: 29 October 2018

Details: A vacancy currently exists for a highly motivated teacher with the ability to teach ACT Board of Senior Secondary Studies courses in at least two areas such as English, History, and Psychology, English as an Additional Language or Dialect (EALD) or Project Based Learning. The role will also require the teacher to develop educational resource materials for new and existing programs of study, utilise online learning and other electronic media to teach and communicate with students. A significant part of the position would be to contribute to student wellbeing and pathway planning programs to work positively with people facing barriers to learning or employment and who have complex needs, for example youth at risk, recent migrants and refugees, international students, people with disrupted schooling and learning difficulties or disabilities. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teachers delivering the ACT Senior Secondary Certificate must have secondary teaching qualifications and hold current Teacher Quality Institute registration and 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 New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Knowledge of and experience in the Mind Matters Framework or equivalent student wellbeing, pastoral care and alternate educational programs an advantage.

Note: This is a temporary position available for two years from 24 January 2019 until 31 December 2020 with the possibility of extension. 'Temporary employment offered as a result of this advertisement may lead to

permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’
Contact Officer: Corinna Connell (02) 6207 4892 corinna.connell@cit.edu.au

**CIT Health, Community and Science
Health, Community and Science Management
Placement Coordinator
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40729)**

Gazetted: 15 October 2018

Closing Date: 22 October 2018

Details: The CIT Health, Community and Science College is seeking a highly organised and customer-focused individual who displays excellent communication and project management skills. This position has a critical role in overseeing and managing all student placements, tracking, monitoring progress and identifying issues for the College relating to industry placements. The successful candidate will liaise closely with students, teachers, staff and external organisations (private and government) to ensure that students across CIT Health Community and Science College successfully complete all tasks required for placement. The ability to work under pressure with a diverse range of people and teams is essential. The successful candidate will also need to hold a driving license to visit students on placements. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This position is for temporary filling available for a period of one year with the possibility of extension up to but not exceeding five years in total. ‘Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

Chief Minister, Treasury and Economic Development

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

**Shared Services
Business Applications Management
CMTEDD and PATOCS ICT
ICT Operational Officer
Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 01247)**

Gazetted: 11 October 2018

Closing Date: 18 October 2018

Details: Do you love connecting with people and building effective professional relationships while exploring Information Communication Technology (ICT) business solutions and resolving ICT issues? Can you maintain a positive attitude under pressure, think outside the square in an environment that changes pace quickly? We are looking for someone to add to our great team that has a client focused approach to ensure a positive, engaging experience for the people we serve. A typical day will include: Contributing to and providing overall technical support, life cycle and business management for Chief Minister, Treasury and Economic Development (CMTEDD) and Public Authorities and Territory Owned Corporations (PATOCS); providing first and second level ICT support for clients via email, phone and walk ins; progress of low profile projects that provide efficiencies to the Directorate; liaising with our Corporate partners; great conversation and camaraderie. If you are passionate about delivering great customer service you need to apply.

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

How to Apply: Please submit a one page written response to support your application outlining your skills and experience, how you relate to this position and its requirements.

Contact Officer: Shayne Pieterse (02) 6207 6630 shayne.pieterse@act.gov.au

Corporate

People and Capability

Work Health and Safety Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27780)

Gazetted: 11 October 2018

Closing Date: 26 October 2018

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced Work Health and Safety (WHS) professional to join the Corporate People and Capability Branch as the WHS Coordinator. The position will operate as part of a small outcome focussed team that performs a broad range of strategic Human Resource functions for the Directorate. The successful applicant will have work health and safety experience that allows them to develop, implement and maintain local WHS procedures at the branch/business unit level to ensure compliance is achieved with the Directorate's WHS Management System and legislation. The position is varied, and will include supporting incident investigations, providing WHS advice and reporting on WHS performance. The successful candidate will enjoy working in a dynamic and complex environment. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Applications should address the Selection Criteria and be no longer than three pages.

Contact Officer: Rebecca Palmer (02) 6207 5173 rebecca.palmer@act.gov.au

Corporate

People and Capability

Employee Relations

Human Resources Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27965)

Gazetted: 16 October 2018

Closing Date: 30 October 2018

Details: The Corporate People and Capability team is looking for motivated applicants to apply for this challenging Administrative Services Officer Class 6 (ASO6) position within the Employee Relations team. This position presents a fantastic opportunity for those looking for a career in Human Resources (HR) to gain experience and understanding in public sector management. Whilst relevant HR experience is preferred, applicants with transferable skills and relevant qualifications are encouraged to apply. People and Capability supports the Directorate through the provision of a broad range of strategic human resource management functions including work health and safety, learning and development, workplace culture and HR policy, organisational design and workforce planning. The Corporate HR team also provides specialist advice and coaching for managers to support them in the fulfilment of their people management responsibilities. The Employee Relations team assists officers in the Directorate through the provision of guidance and support on a range of HR policies and practices; this includes leave management, recruitment and probation, pay related matters, flexible work, consultation, workplace behaviour, redeployment and redundancy. The team is a key point of contact for officers in need of assistance in interpreting Enterprise Agreements and legislative material. The HR Advisor is required to contribute to delivering these services whilst actively promoting and modelling the ACT Public Service Values, Signature Behaviours and the Respect, Equity and Diversity (RED) Framework. The HR Advisor will also be required to represent the Directorate at various forums and assist in the preparation of Directorate committee meetings. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 27 September 2019 with the possibility of extension.

Contact Officer: Leighton Phipps (02) 6207 3394 leighton.phipps@act.gov.au

Revenue Management Division

Business Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 05246, several)

Gazetted: 12 October 2018

Closing Date: 26 October 2018

Details: An opportunity exists for skilled officers to apply for three positions within the ACT Revenue Office. The roles include a position within the Operations Team providing assistance and advice on duty and payroll tax matters; a position in the Objections and Appeals area providing assistance and advice on objections from taxpayers; and a role within the Compliance Team providing assistance and advice in the Debt Management Section. These roles require excellent communication skills and the ability to work under pressure.

Note: These are temporary positions available for six months with the possibility of extension and/or permanency.

Contact Officer: Joseph Tonna (02) 6207 0293 joseph.tonna@act.gov.au

Shared Services

Business Services

Strategic Human Resources

Human Resource Adviser

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32176)

Gazetted: 16 October 2018

Closing Date: 2 November 2018

Details: Are you someone with a can-do attitude who is great with people and has good understanding of administrative processes? Strategic Human Resources (HR) is looking for an enthusiastic and motivated individual to fill the role of HR Advisor, Capability and Programs. This is a great opportunity to work across Shared Services on a number of initiatives such as the Shared Services Essentials training program. A typical day will include:

Administer Human Resources initiatives aimed at enhancing capability of employees across the organisation; collaborate with business stakeholders to determine requirements and liaise with customers to ensure satisfaction with outcomes; draft, develop and maintain relevant Human Resources documents, policies and procedures; capture and manage information on HR systems and analyse the data to produce reports and other outputs; provide Human Resources advice to line managers and staff. This position does not involve direct supervision of staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Relevant HR knowledge, particularly in training and development; strong organisational and time management skills with the ability to effectively manage multiple priorities to meet competing deadlines; ability to conduct research, analyse and report data to inform the development of HR solutions and related projects; well-developed relationship building skills, including developing and maintaining productive and collaborative working relationships with relevant stakeholders and customers; advanced written and verbal communication skills, with the ability to persuade and influence individuals and groups.

Note: This is a temporary position available until 12 January 2020. This position is available to applicants who require flexible working arrangements and may suit applicants with school age children.

Contact Officer: Jacob Mimilidis (02) 6207 7508 jacob.mimilidis@act.gov.au

Revenue Management

Compliance

Compliance Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40911)

Gazetted: 16 October 2018

Closing Date: 30 October 2018

Details: We are looking for a resilient, capable and driven individual to join our team to carry out debt recovery and compliance tasks and projects. This role requires teamwork, analytical skills, good judgment and communication skills and ability to process high volumes of work efficiently and accurately. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Evelyn McCarthy (02) 6205 0315 evelyn.mccarthy@act.gov.au

Economic Development

Skills Canberra

Analytics and Policy Services

Project Leader, VET Investment Plan

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 31365)

Gazetted: 12 October 2018

Closing Date: 30 October 2018

Details: Skills Canberra is seeking a dynamic and experienced officer to lead the development of a Vocational Education and Training (VET) Investment Plan for the ACT. As part of a small project team you will: Oversee data analysis and research work; lead consultations and support the Directorate in presentations and engagement activities to other agencies and the community; gather intelligence across government portfolios regarding VET activity; and prepare high quality policy advice and briefing material on opportunities to increase the benefits of government investment in VET. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Melissa Pinney (02) 6207 2059 melissa.pinney@act.gov.au

Procurement ACT

Executive Support

Business Support Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39101)

Gazetted: 12 October 2018

Closing Date: 26 October 2018

Details: The Operations and Contracts team within Procurement ACT, Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking applications from suitably qualified applicants for a temporary vacancy of Business Support Manager. The Operations and Contracts team provides a key operational and administrative support role for procurement delivery across government to ensure that procurement processes are best practice and procurement outcomes achieve value for money for the Territory. The Business Support Manager is expected to contribute effectively to the activities of a small team that provides administrative and operational support to Procurement ACT and the Infrastructure Finance and Capital Works Division. Activities include coordination of information and reporting across the division, planning and scheduling of training and education, Human Resource support, and information management. The successful applicant will be involved in developing future work programs, contributing to strategic discussions, supporting more junior staff, and working as directed by the Senior Manager, Operations. The Business Support Manager has a key liaison and coordinating role within Procurement ACT. This is an exciting opportunity in a high profile area, working on initiatives with lasting impacts. The successful applicant will have sound understanding and experience in delivering high-quality policy advice and analysis on complex strategic policy issues; combined with high level communication skills; and a demonstrated ability to lead strategic thinking and foster collaboration.

Eligibility/Other Requirements: An appreciation and understanding of ACT Government procurement, human resources and cabinet and ministerial processes would be advantageous.

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

How to Apply: Candidates should submit a statement of claims addressing the Selection Criteria and a Curriculum Vitae to jobs@act.gov.au

Contact Officer: Leila Berman (02) 6207 2202 leila.berman@act.gov.au

Access Canberra

Customer Coordination

Technical Project Delivery Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41553)

Gazetted: 17 October 2018

Closing Date: 24 October 2018

Details: The Access Canberra Intelligent Regulator Project is looking for a Technical Delivery Manager who has the technical expertise in CRM solutions, is dynamic, flexible, and solutions-focused to lead the project to success. This project aims to shape the way Access Canberra engages with the business industry, transforming our model is client centric focused. Are you someone who is looking for a challenge? Are you keen to contribute to transformational change in our organisation? Then this is for you! The Intelligent Regulator project is changing the way we interact with our industry stakeholders in the regulation space. We are putting the call out for a suitably skilled and motivated individual to get involved and make a difference who has the knowledge to work closely with the solutions vendor and technical teams to successfully deliver the project. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two page outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Nardia Layt (02) 6207 7889 nardia.layt@act.gov.au

Access Canberra

Customer Co-ordination

Events and Business Co-ordination

Manager Events and Business Co-ordination

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36626)

Gazetted: 15 October 2018

Closing Date: 22 October 2018

Details: Do you like talking to people? Do you consider yourself a good communicator? Are you confident in finding answers to questions that you don't know? Well...if you have answered 'yes', do we have a job for you... Access Canberra have a management role available in the busy Event and Business Coordination (EBC) Team. The role is to manage the day to day operations of the team and provide leadership to deliver high quality customer service through effective, targeted and holistic case management of event approvals, including event approval coordination and advice on event planning matters. You will support customers and stakeholders to coordinate a range of regulatory approvals and inspections helping to make Canberra one of the most liveable cities in the world. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Have an understanding of current regulatory requirements for event approvals or the ability to quickly acquire such knowledge and an understanding of the building approval process and building services or the ability to quickly acquire such knowledge is desirable.

How to Apply: Please review the Position Description details about the role associated responsibilities. Suitability for this position will be assessed on you skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a Curriculum Vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1. Detail you greatest achievements in the last five years and how they relate to this position and the duties. 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Leah Mokany (02) 6205 0797 leah.mokany@act.gov.au

Communication and Engagement

Strategic Communication, Media and Protocol

Senior Communication Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19233)

Gazetted: 12 October 2018

Closing Date: 30 October 2018

Details: We are looking for a full time Senior Communications Officer to join the Strategic Communication, Media and Protocol Team within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). If you are an experienced communication professional with proven strategic and tactical skills in both traditional and digital communication, then we'd love to hear from you. You will develop and implement communication strategies under minimal supervision, to meet the strategic priorities and objectives of the CMTEDD, and other ACT Government Directorates. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 17 June 2019.

How to Apply: If you possess excellent oral and written communications skills, thrive in a fast-paced environment, and excel at building stakeholder relationships, please submit your Curriculum Vitae, one page pitch and contact details of two referees. In your pitch, we're keen to hear about your greatest career achievement and why that makes you the best person for the role.

Contact Officer: Joanna Le (02) 6205 3240 joanna.le@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

Corporate Services

People Management

Workforce Development

Training Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37671)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: The Community Services Directorate (CSD) Workforce Development team are seeking a committed learning and development professional for a part-time Training Coordinator position. The successful applicant will assess the workforce development needs of teams across the directorate and will deliver and coordinate professional development for both CSD staff and our community partners. Applicants with experience in delivering training for a human services agency are encouraged to apply.

Note: This position is part-time at 22 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Leanne Green (02) 6205 3711 leanne.green@act.gov.au

Housing ACT

Infrastructure and Contracts

Finance

Financial Controller

Senior Officer Grade a \$137,415, Canberra (PN: 38002)

Gazetted: 16 October 2018

Closing Date: 30 October 2018

Details: Housing ACT, a division of the Community Services Directorate (CSD), is a separate financial reporting entity within the Directorate. The Finance Section provides management accounting, financial advice and support to business units; specific functions include internal and external (the published) budget development, financial reporting, accounts processing, financial management, tax compliance and governance. The Section is also responsible for the accounts receivable function and financial management of the capital program, which is an essential component of the management of the public housing portfolio of over 11,900 properties. Housing ACT is looking for a dynamic and experienced leader to provide strategic direction of the Finance Section and be responsible for overall budgeting and financial management, including annual financial statements and output statements and the development and implementation of financial policies. The position is responsible for ensuring compliance with legislation, accounting standards, guidelines and policies and ensuring that statutory reporting requirements are met. The position also provides high-level advice to the executives and senior managers

regarding Housing ACT's budget and financial position. The Financial Controller reports to the Director of Infrastructure and Contracts, and the Chief Finance Officer for CSD.

Eligibility/Other Requirements: The successful applicant will have relevant tertiary qualifications in Accounting. Financial experience with a residential property portfolio, experience managing a Finance Section in a large public sector agency and membership of a professional accounting body are desirable.

Contact Officer: Catherine Loft (02) 6207 4592 catherine.loft@act.gov.au

Corporate Services

People Management

Workforce Development

Senior Workforce Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 09169)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: The Workforce Development Unit within the Community Services Directorate (CSD), develops and manages the strategic human resources policies, programs and training related to enhancing the capability and performance of the Directorate. The Workforce Development team is seeking a Senior Workforce Officer with well-developed policy, research and analytical skills in human resource practice. The Senior Workforce Officer is responsible for providing advice and preparing complex written correspondence on a range of Human Resources (HR) matters using an evidence-based approach, including workforce planning, recruitment, retention and talent management. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

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

Contact Officer: Michelle Callen (02) 6207 4433 michelle.callen@act.gov.au

Housing ACT

Executive and Government Coordination

Directorate Liaison Officer

Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 22000)

Gazetted: 16 October 2018

Closing Date: 30 October 2018

Details: Housing ACT is seeking a staff member to act as Directorate Liaison Officer (DLO) for the Minister for Housing and Suburban Development at the Legislative Assembly. This position also currently acts as the DLO for the Ministerial portfolio areas of Women, the Prevention of Domestic and Family Violence and Veterans and seniors. As DLO, the occupant of this position is required to facilitate and support direct communication and policy advice between the Directorate and the Minister's Office, and other Ministers' Offices as necessary. The DLO provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. The DLO is also responsible for answering enquiries/complaints from members of the community regarding matters relating to housing and homelessness. Applicants should have excellent written and oral communication skills as well as excellent customer service skills, the ability to analyse and research information, prioritise workloads and liaise with staff at all levels of the Directorate and the Legislative Assembly.

Eligibility/Other Requirements: ACT Public Service experience and knowledge is desirable.

Note: This is a temporary position available for six months with the possibility of extension. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B level, dependant on the skills and experience of the successful applicant.

How to Apply: To apply, please submit a two page statement of your experience and skills against the Selection Criteria, along with your current Curriculum Vitae and the contact details of at least two referees.

Contact Officer: Kim Wheeler (02) 6207 1376 kim.wheeler@act.gov.au

Education

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

Service Design and Delivery

Learning and Teaching

Aboriginal and Torres Strait Islander Education Section

Senior Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07877)

Gazetted: 16 October 2018

Closing Date: 23 October 2018

Details: The position of Senior Program Officer holds a variety of responsibilities in supporting schools to meet the requirements of the Cultural Integrity in Canberra Public Schools policy, including operating a number of Aboriginal and Torres Strait Islander Education programs. This position is the key contact for Aboriginal and Torres Strait Islander Education Officers (IEO's) and their school-based supervisors.

Eligibility/Other Requirements: Prior to commencing 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: Selection may be based on application and referee reports only. Written referee reports to be submitted with application.

Contact Officer: Patrick Chapman (02) 6205 0156 patrick.chapman@act.gov.au

Office for Schools

North Gungahlin Network

Margaret Hendry School

Preschool Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 41323, Several)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: Seeking experienced early childhood educators for Margaret Hendry School. These preschool specific positions require collaborative educators who seek to work as a team to engage children in their learning in partnership with families. All preschool educators will work seamlessly to establish learning environments that inspire creativity and nurture curiosity and connection to the natural environment. Demonstrated ability to implement the Early Years Learning Framework (EYLF) and report against individual children's development and growth in ways that respect children's right to uninterrupted play periods are desirable.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kate Woods 0466 464 276 kate.woods@ed.act.edu.au

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

Principal - Canberra High School

School Leader A \$150,276 - \$180,443, Canberra (PN: 01661)

Gazetted: 15 October 2018

Closing Date: 26 October 2018

Details: Canberra High School is seeking a dynamic person to lead our school where every student knows they matter and strives for success. This role encompasses leading an inclusive school culture, and moulding capable, resilient and active young adults through a dynamic approach to learning. The new principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. As a leader of the school's executive team you will collaboratively develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive model to build the capabilities and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of the school. The new principal will be an active member of the Belconnen Network of schools. Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: George Palavestra (02) 6205 3313 george.palavestra@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.

Service Design and Delivery

Student Engagement

Clinical Practice

Manager School Psychology Service

Manager (Psychologist) \$146,486, Canberra (PN: 04088)

Gazetted: 15 October 2018

Closing Date: 30 October 2018

Details: ACT Education is seeking applications from Psychologists who are able to provide evidence based services to students Primary to Year 12 (P – 12) to maximise their learning and wellbeing outcomes. School Psychologists work collaboratively with school teams, multi-disciplinary teams and external agencies to address student developmental, educational, mental health, emotional and behavioural needs, through individual, group or whole school interventions, with an emphasis on early intervention and prevention. School Psychologists attract similar working conditions as teachers. Please refer to the ACT Teaching Staff Enterprise Agreement (http://www.education.act.gov.au/employment/employment_agreements). School Psychologist positions are currently available within ACTEDU Canberra schools and Jervis Bay Primary School.

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; current full registration with the Psychology Board of Australia (AHPRA); registration as a AHPRA Approved Supervisor; current driver's licence.

Contact Officer: Tej Kaur (02) 6205 8354 ETDStudentWellbeing@act.gov.au

School Performance and Improvement

North Gungahlin Network

Deputy Principal

School Leader B \$136,828, Canberra (PN: 30941)

Gazetted: 11 October 2018

Closing Date: 1 November 2018

Details: Job Description: Lead consistent implementation of practice across the school in pedagogy, curriculum, assessment and reporting; lead the collection and analysis of data and evidence with staff to determine individual student performance and plan effective interventions for ongoing student growth; build a professional learning community that is focused on the continuous improvement of teaching and learning through providing effective professional learning and regular feedback for staff; lead school improvement through promoting a culture of shared accountability and responsibility in meeting the goals of the strategic and annual school plans; work collaboratively with the principal to strategically align school resources (fiscal and human) to meet current and future learning priorities across the school; promote parental engagement through inclusive practices and supporting the needs of students and families from all backgrounds; develop and maintain positive partnerships

with students, families, carers and the wider community and nurture partnership with ANGLICARE.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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.

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.

Contact Officer: Julie Cooper (02) 6142 1114 julie.cooper@ed.act.edu.au

Office for Schools

South Weston

Charles Weston School Coombs

Community Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39284)

Gazetted: 15 October 2018

Closing Date: 22 October 2018

Details: Charles Weston School Coombs is seeking a Community Coordinator who is able to provide strategic and analytical support to our staff, students and families collaboratively with the Student Achievement Team. The successful applicant will work closely with students and families within our emerging school community. They will build community relationships and work collaboratively with external agencies to provide support to children and their families.

Eligibility/Other Requirements: Prior to commencing 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: Selection may be based on application and referee reports only.

Contact Officer: Anne Gummow (02) 6142 0404 anne.gummow@ed.act.edu.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

Environment

ACT Parks and Conservation Services

Biosecurity and Rural Services

Veterinary Officer (Biosecurity)

Veterinary Officer Level 2 \$84,415 - \$112,901, Canberra (PN: 33389)

Gazetted: 12 October 2018

Closing Date: 30 October 2018

Details: The position of Veterinary Officer (Biosecurity) works with, supports and reports to the Chief Veterinary Officer (CVO). Both positions reside in Veterinary Services which is located within the Biosecurity and Rural Services Section of the Parks and Conservation Service, Environment Division, Environment, Planning and Sustainable Development Directorate, ACT Government. As the Veterinary Officer (Biosecurity) you will work with the CVO to ensure the delivery of major animal health programmes that include disease surveillance, emergency preparedness, extension services, traceability, animal welfare and compliance. You must be able to work effectively and cooperatively in a team environment and have well developed oral and written skills.

Eligibility/Other Requirements: A Bachelor of Veterinary Science registered with the ACT Veterinary Surgeons Board or equivalent jurisdiction; a current manual driver's licence.

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

Contact Officer: Wendy Townsend (02) 6205 3737 wendy.townsend@act.gov.au

Environment

ACT Parks and Conservation Service

Fire, Forests and Roads

Spatial Analysis Project Officer

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 16769)

Gazetted: 17 October 2018

Closing Date: 24 October 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development applications. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Directorate includes the ACT Parks and Conservation Service (PCS), which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands. The successful applicant will co-work at multiple worksites within Conservation Research (CR) and with the PCS Fire, Forests and Roads Section to provide Geographic Information System (GIS) and spatial analysis input to support the assessment of ecological and other environmental consideration in the development of a 10 year Regional Fire Management Plan for the ACT.

Eligibility/ Other requirements: This position is classified as a Fire Designated Position under the ACT Public Sector Technical and Other Professional Enterprise Agreement. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Appointment / promotion / transfer to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. Prior to commencing 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: This is a temporary position available until 30 June 2019 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Tony Scherl (02) 6207 2414 tony.scherl@act.gov.au

Planning Delivery

Leasing Services

Leasing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00289)

Gazetted: 11 October 2018

Closing Date: 18 October 2018

Details: The Leasing Services Section is responsible for managing the leasehold tenure system in accordance with the *Planning and Development Act 2007*, the National Capital Plan and the Territory Plan. The section provides a range of services to government, industry and the general community including the assessment and determination of unit title applications, community titles, further leases, transfers, land rent payouts and rural leasing. The Section also grants and administers Crown leases and licences over unleased Territory land. An opportunity exists in Leasing Services for a Leasing Officer who will prepare Crown leases for clients and undertake a broad range of lease and land management services. The role will contribute to ensuring a seamless delivery of customer service through the timely processing of statutory applications. Effective performance in the job will require good judgement, well developed interpersonal and time management skills, good oral and written communication skills with the flexibility in responding to changing priorities.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Monica Saad (02) 6207 2112 monica.saad@act.gov.au

Environment

Parks and Conservation Services

Fire, Forest and Roads

Leading Hand, Fire

General Service Officer Level 9 \$69,148 - \$78,145, Canberra (PN: 20108)

Gazetted: 12 October 2018

Closing Date: 26 October 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development applications. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for the management of the ACT's conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands. The management of bushfires is a core function of the Parks and Conservation Service. The Leading Hand sits within the Fire, Forests and Roads Section (FFR) and provides leadership, management and supervision to a diverse workforce and multiple work crews that undertake the implementation of many of the on-ground works identified in the EPSDD Bushfire Operations Plan (BOP). The position provides administrative and logistical support to facilitate operations of the crew's and program delivery.

Eligibility/Other Requirements: This position is classified as a Fire Designated Position under the ACT Public Sector Infrastructure Services Enterprise Agreement. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Appointment/promotion/transfer to the position will be conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available from 21 October 2018 until 21 December 2018 with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Christopher Troth (02) 6207 5452 christopher.troth@act.gov.au

Environment

ACT Parks and Conservation Services

General Service Officer 7

General Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 36847, several)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: The ACT Parks and Conservation Service is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The ACT Parks and Conservation Service invites applications from highly motivated candidates interested in pursuing a rewarding professional career as a General Service Field Officer 7 working across the ACT conservation estate. Under limited direction, ACT Parks and Conservation General Service Officers are responsible for the delivery of a broad range of basic conservation and natural resource land management programs in various ACT parks and reserves.

Eligibility/ Other Requirements: Mandatory requirements: Applicants must be physically able and willing to undertake incident management duties, including participation in fire standby, fire suppression and fire training and search and rescue operations; be prepared to work a shift roster, weekends, public holidays or evening shifts at any site within a region on an "as needs" basis; be prepared to wear a uniform; possess a manual drivers' licence; and be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. Prior to commencing 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 Other Desirable

Skills and Experiences: A current Advanced First Aid Certificate or capacity to obtain one.

Note: These are temporary, fixed term positions available between one and five years. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

Contact Officer: Iain Campbell-Smith (02) 6205 9354 iain.campbell-smith@act.gov.au

Justice and Community Safety

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

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

ACT Emergency Services Agency

Governance and Logistics

Governance and Procurement

Senior Officer, Governance and Procurement

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15609)

Gazetted: 16 October 2018

Closing Date: 23 October 2018

Details: The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services; ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Applications are sought for the position of Senior Officer Governance and Procurement. A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. The successful applicant will report directly to the Senior Manager, Governance and Procurement and has responsibility for the support of the Governance and Procurement team.

Eligibility/Other Requirements: A collaborative, solutions-focused team member with excellent administrative, communication and organisational skills is required. Prior to commencing 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: Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the Position Description. This is a permanent position, an order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: If you're interested in the role, please send through a two page pitch with your Curriculum Vitae and contact details of at least two referees to jobs@act.gov.au.

The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

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

Legislation, Policy and Programs

Civil Law

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27993)

Gazetted: 11 October 2018

Closing Date: 25 October 2018

Details: The Civil Law group in Legislation, Policy and Programs is seeking an enthusiastic and motivated Policy Officer to contribute to the work of the team. The Civil Law group offers a wide variety of interesting work on access to justice, property and commercial law, human rights and the courts system. Reforms you could be working on include residential tenancies, discrimination and privacy law. The successful applicant will undertake legal policy work including the review and development of legislation, preparation of general reports, submissions and correspondence and represent the Branch in its dealings with other agencies and stakeholders.

Note: This is a temporary position available until April 2019 with the possibility of extension.

Contact Officer: Kate Sanderson (02) 6205 3975 kates.sanderson@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Registry Operations- Civil Unit

Team Leader

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42396, several)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: The ACT Courts and Tribunal is seeking highly motivated client-focused Registry Team Leaders with well-developed communication skills, an ability to work well within a changing environment and the capacity to work with people from diverse backgrounds. The successful applicants will assist senior team leaders in performing administrative functions, providing procedural advice to clients and relevant agencies, checking and processing documentation in accordance with relevant legislation, maintaining the internal registry computer system and undertaking research, working collaboratively with other team members and exercising an appointment of a Deputy Registrar, as required. Two permanent full-time positions are available, one oversees the daily operations at the registry counter and the other undertakes listing practices and responsibilities for the civil registry. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There are several positions available. An order of merit may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Eligibility/Other Requirements: The successful candidates may be required to undergo a criminal record check.

How to Apply: Applicants are required to submit four items: (1) ACT Government application cover sheet; (2) statement of claims against specified selection criteria (limited to two pages); (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current supervisor/manager). Please ensure you submit all four items. When addressing the selection criteria you should highlight any specific examples of experience or achievements that demonstrate your ability to perform the role.

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

ACT Human Rights Commission

ACT Human Rights Commission- President

Corporate

Administration Support Officer-Corporate

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 16780, Several)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: The Human Rights Commission (HRC) is looking for a highly motivated and experienced person to undertake the role of Administration Support Officer for the Corporate team within the President of the Human Rights Commission. This is an existing and busy role where you will be required to provide administrative support for the Corporate team. Duties of the Administration Support Officer primary include support to the Office of Public Advocate and Children and Young People business unit including actioning and monitoring the compliance information sent to the Public Advocate generic inboxes. Data entry of compliance/legislative documents received through the Public Advocate inbox into a database. The successful individual will have excellent communication skills and an ability to liaise effectively with internal and external clients. Please see the Position description for a full list of duties, responsibilities and the Selection Criteria for the role. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds 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 position Contact Officer.

Eligibility/Other Requirements: Prior to commencing 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: There are several positions available.

Contact Officer: Kumudini Kulatunga (02) 6205 2222 kumudini.kulatunga@act.gov.au

Legislation, Policy and Programs

Civil Law

Director

Senior Officer Grade A \$137,415, Canberra (PN: 46234)

Gazetted: 12 October 2018

Closing Date: 2 November 2018

Details: Legislation, Policy and Programs is seeking a highly motivated person to head up its Civil Law team. The Civil Law team provides policy advice and project management to the Directorate on a broad range of civil and administrative law topics. The Director provides high-level management of the team, and facilitates skills development for all team members. The Director is also responsible for individually delivering critical legislation projects and briefings. The key duties and responsibilities include: provide overall strategic leadership for the team; manage staffing and work planning for the Civil Law team; develop team capacity and ensure timely delivery of outcomes in relation to a range of policy projects, including: legal assistance services; courts and tribunals legislation; property law and relevant regulatory laws; a variety of administrative law topics, including human rights, privacy, copyright and Births, Deaths and Marriages; represent Legislation, Policy and Programs at Executive level meetings, stakeholder meetings, and on inter-directorate and inter-governmental projects.

How to Apply: A response should be made to each individual Selection Criteria outlined in the attached Position Description. Applicants should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the Selection Criteria.

Contact Officer: Daniel Ng (02) 6207 0674 daniel.ng@act.gov.au

Corporate

People and Workplace Strategy

Senior Manager HR Operations

Senior Officer Grade A \$137,415, Canberra (PN: 43635)

Gazetted: 11 October 2018

Closing Date: 18 October 2018

Details: The People and Workplace Strategy team is seeking an employee/industrial relations practitioner with experience in, negotiation and successful implementation of multiple Enterprise Agreements; dispute avoidance/resolution; misconduct and discipline; stakeholder management including unions and work value exercises. The successful candidate will provide specialist and expert industrial and human resource advice for the Directorate's employee relations functions, highlight issues requiring attention at senior executive level and influence commitment to action as well as manage the delivery of the application of HR policy in accordance with relevant legislation to cater for the diverse workforce and the range of complex and strategic human resources activities relating to recruitment and retention, an Compensation Claims and Injury Management.

Note: This is a temporary position commencing ASAP until 30 April 2019. Please note this temporary opportunity may conclude early or there may be a possibility of extension depending on operational requirements.

How to Apply: A response should be made to each individual Selection Criteria outlined in the attached Position Description. Applicants should address the numbered Selection Criteria only. Please limit your response to one A4 page (maximum) against each of the selection criteria.

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

ACT Corrective Services

Executive Support and Governance

Intelligence and Integrity Unit

Manager, Intelligence and Integrity

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36808)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated, career-oriented person to fill the position of Manager (SOGB), in the Intelligence and Integrity Unit. The successful applicant will lead the development and implementation of a holistic intelligence model across ACTCS, to maximise the intelligence analysis and develop the department's capabilities and the organisations capacity and expertise to deliver high quality, accurate and reliable intelligence products for the organisation and external stakeholders. Further to this, you will establish processes for the confidential receipt and assessment of information related to

employee misconduct, identify trends in reported misconduct and use this information to prepare comprehensive advice to management that will improve employee compliance through targeted training and improved access to training. Additionally, you will be required to work extensively with other stakeholders, particularly law enforcement agencies and other intelligence agencies. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: The position holder must obtain and maintain a Negative Vetting Level 1 security clearance upon employment to the position as a condition of employment. The successful candidate may be required to undergo a criminal record check.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Jon Peach (02) 6207 0879 jon.peach@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Director, Victim Support ACT

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35325)

Gazetted: 12 October 2018

Closing Date: 26 October 2018

Details: The ACT Victims of Crime Commissioner is seeking an outstanding leader with excellent communication skills to manage Victim Support ACT within the ACT Human Rights Commission. Duties of the Director include: Managing staffing and delivery of the Victims Services Scheme (VSS) and the Victims of Crime Financial Assistance Scheme (FAS); providing strategic and practical advice to the Victims of Crime Commissioner about law reform, practice and policy issues impacting victims of crime in the ACT; facilitating the delivery of community engagement activities to raise awareness about the rights and interests of victims. If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for you. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds 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 position Contact Officer.

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: This is a full-time, permanent position available ASAP. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. A tertiary qualification in law or health and experience working with victims of crime is highly desirable. Interested applicants should send a two-page pitch with your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. The two page 'pitch' should address the Selection Criteria and indicate how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Heidi Yates (02) 6205 0399 heidi.yates@act.gov.au

ACT Courts and Tribunal

ACT Magistrates Registrar

Alternative Dispute Resolution

Casual Conferencing Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: C09525)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

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

Conferencing Unit. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people. For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au.

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

Notes: There are several casual SOGC positions available as part of this recruitment. These vacancies are available as soon as possible until 30 March 2019 with the possibility of extension up to 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months. The wage is \$65.50 /hour (includes 25% casual loading). Casual Conferencing Officers must be prepared to work on a roster system, sometimes at short notice and work a minimum of three hours.

How to Apply: If you are interested in being considered to work as a casual Conferencing Officer, please email a cover letter detailing relevant experience and attributes along with your resume and certified copies of qualifications to: jobs@act.gov.au

Contact Officer: Matthew Kamarul (02) 6207 9703 matthew.kamarul@courts.act.gov.au

Emergency Services Agency

ACT Ambulance Service

Quality, Safety and Risk Management

Consumer Engagement and Liaison Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 24903)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: Applications are being sought from suitably qualified members who may be interested in undertaking the Consumer Engagement and Liaison Officer role. This is a valuable personal developmental opportunity that will suit an enthusiastic, highly professional officer with an interest in development in managing consumer feedback, and contributing to community confidence in the ACT Ambulance Service. Under direction of the General Manager, Quality, Safety and Risk Management, the successful applicant will for example: Refine and further develop consumer engagement strategies in accordance with ACT Government direction; promote a customer focus within ACT Ambulance Service (ACTAS) through the provision of relevant training and feedback to ACTAS personnel; coordinate the collection of data to evaluate consumer satisfaction with service provision, and analyse trends to identify continuous improvement activities; liaise with patients and their carers/representatives with complex needs to ensure service provision meets requirements; contribute to and participate in community engagement activities on behalf of the service. The role provides a valuable personal development opportunity and will suit an enthusiastic, highly professional officer who enjoys the challenge of managing a diverse and challenging portfolio. The leadership style will support and encourage a cooperative and enthusiastic work environment within a framework of Respect, Equity and Diversity. The successful officer/s will work with Quality, Safety and Risk Management at the Senior Officer Grade C level and will be entitled to conditions based on the ACT Public Service Administrative and Related Classification Enterprise Agreement (2013-2017). This includes flexible and part time arrangements.

Eligibility/Other Requirements: A current driver's licence; current experience in an agency engaged in the delivery of emergency ambulance and or health related services to the community are required.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months

How to Apply:

Applications should be sent to the contact officer via email and include: 1. Curriculum Vitae 2. ACT Ambulance utilises a leadership framework to assist in selecting the right people to work for us (attached); applicants should review the framework and the selection criteria and provide example(s) of how their skills, attributes and experience will help them succeed in this position (two pages maximum). It is highly recommended that applicants read and understand the STAR (Situation, Task, Action, and Result) principle as outlined in the Cracking the Code: How to apply for jobs in the Australian Public Service Fact Sheet.

Contact Officer: Carol Brook (02) 6205 0734 carol.brook@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade C/ Legal 1 \$100,462 - \$124,435, Canberra (PN: 42986, Several)

Gazetted: 11 October 2018

Closing Date: 25 October 2018

Details: The Civil Law group in Legislation, Policy and Programs is seeking highly motivated applications at the Senior Officer Grade C (SOGC) and Legal 1 levels to fill expected vacancies. The Civil Law group offers a wide variety of interesting work on access to justice, property and commercial law, human rights and the courts system. Reforms you could be working on include courts administration policy and efficiency reviews, electoral law amendments, coronial system reform residential tenancies, discrimination and privacy law. The successful applicant will undertake legal policy work including the review and development of legislation, preparation of general reports, submissions and correspondence and represent the Branch in its dealings with other agencies and stakeholders.

Eligibility/Other Requirements: Applicants for Legal 1: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office. Applicants for SOGC: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice or community safety environment would be highly desirable.

Note: There are several expected temporary vacancies available between three and 12 months with a possibility of extension.

Contact Officer: Alex Jorgensen (02) 6207 0534 alex.jorgensen@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 Commercial

Infrastructure Delivery

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40841)

Gazetted: 11 October 2018

Closing Date: 18 October 2018

Details: Applications are sought for an opportunity within the Transport Canberra Commercial team, for an experienced and highly motivated person to fill the role of Executive Assistant. The Executive Assistant is responsible for providing high-level executive and administrative support to the Director Infrastructure Delivery for Transport Canberra. The Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the Director including appointment bookings, meetings and prepare travel arrangements for the broader team. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence.

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

Contact Officer: Belinda Cox (02) 6205 9998 belinda.cox@act.gov.au

Innovation, Data and Analytics

Innovation and Customer Experience

Data Scientist

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41423)

Gazetted: 11 October 2018

Closing Date: 18 October 2018

Details: Are you passionate about business transformation via data analytics? Do you have good communication skills to articulate analytics and ideas to key decision makers? Do you have good programming and statistical background to crunch vast amounts of data? Are you a team player who can work within a multi-disciplinary team? The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage women, people from an Aboriginal or Torres Strait Islander background, and people with disability, to apply.

Eligibility/Other Requirements: Bachelor's Degree in the field of Statistics/Mathematics/Engineering, Computer Science background; PhD in a highly quantitative field (Computer Science, Machine Learning, Operational Research, Statistics, Mathematics, etc.) would be an advantage. Relevant experience in a data analysis/data scientist role would be an advantage.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. Selection may be based on written application only.

Contact Officer: Nathan Urban (02) 6207 6883 nathan.urban@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

Development Delivery

Urban and Commercial

Development Manager, Urban and Commercial

Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: 41593)

Gazetted: 16 October 2018

Closing Date: 30 October 2018

Details: The Suburban Land Agency is seeking a dynamic infrastructure management specialist capable of delivering large and complex development projects to support the work of the Agency. The right person must be capable of providing strategic direction, be able to prepare project business plans, including financial feasibility, and be adept at risk management. The person must also possess excellent written and oral communications skills. We are seeking someone to work as part of a small and committed team dedicated to producing excellent outcomes.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are highly desirable.

Note: This is a temporary position available for six months with the possibility of extension. Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development

Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk.

Contact Officer: Chris Webb (02) 6207 6824 chris.webb@act.gov.au

Program Solutions

Sustainability and Release Coordination

Program Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41560)

Gazetted: 17 October 2018

Closing Date: 31 October 2018

Details: The Suburban Land Agency is established under section 37 of the City Renewal Authority and *Suburban Land Agency Act 2017 (the Act)*, and regulated by Parts 8 and 9 of the *Financial Management Act 1996 (FMA)*, section 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994 (PSMA)*. The objectives of the Suburban Land Agency are set out in section 38 of the Act and include: (a) The encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods; (b) the encouragement and promotion of suburban development that supports affordable living, a safe and healthy

population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and (c) operational effectiveness, delivering value for money using sound risk practices. The Sustainability and Release Coordination Unit plays a key role in supporting the planning, design and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and non-urban uses. The projects are managed from planning and design to delivery on the ground. A key focus of the Suburban Land Agency is the sustainability and innovation. The Sustainability and Release Coordination Unit is responsible for the development and management of strategic environmental and social sustainability policies for the Agency including investigating relevant research, drafting policy documents and developing guidance material.

Eligibility/Other Requirements: Tertiary qualification in Sustainability or similar disciplines is desirable.

Note: Selection may be based on application and referee reports only. The Suburban Land Agency will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Rob Thorman (02) 6205 3062 rob.thorman@act.gov.au

Urban Projects, Sales and Marketing

Sales, Marketing and Community Development

Senior Engagement and Partnerships Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41547)

Gazetted: 15 October 2018

Closing Date: 31 October 2018

Details: The Suburban Land Agency is seeking a Senior Engagement and Partnerships Officer to undertake the Agency's various engagement requirements. The Senior Engagement and Partnerships Officer should have at least five years proven experience working on engagement projects, within a private or Government setting. Broader communications skills will complement their community engagement expertise. The Senior Engagement and Partnerships Officer will be required to provide strategic advice and solutions to engagement in line with Agency and Whole of Government policies and expectations. They will also contribute to strategic and business planning activities in collaboration with the Agency's other business units. The successful applicant will establish, foster and maintain strategic relationships with other government agencies, community groups, key stakeholders and other external bodies. The applicant will work across all business areas of the Suburban Land Agency to prepare and implement traditional and digital engagement and communications strategies, which support the Agency's commitment to open engagement. This role will require the identification of engagement opportunities and requirements which complement the Indicative Land Release Program. It will also entail the implementation and management of the Suburban Land Agency's Stakeholder Engagement Strategy. The Senior Engagement and Partnerships Officer will be required to organise and attend consultation activities (both face-to-face and online) and analyse and report on engagement results. The successful applicant will have experience in writing complex written documentation which may include: reports, briefs, submissions, Board papers, Ministerials, policies, procedures. Above all, the successful applicant will be passionate about the Canberra community and work hard to understand and report on their expectations of the Suburban Land Agency and the ACT Government.

Eligibility/Other Requirements: Prior to commencing 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; a current driver's licence, minimum five years' experience and qualifications in relevant areas.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only. This position will be required to occasionally work after hours and on weekends, and occasionally be required to wear a uniform. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk

How to Apply: Applications are sought from potential candidates and should address experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Elliot Woods (02) 6205 8144 elliot.woods@act.gov.au

Canberra Health 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**

Canberra Hospital and Health Services

Medicine

Clinical

Assistant Director of Nursing – Ambulatory Services

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 16222)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

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 Assistant Director of Nursing – Ambulatory Services, will actively manage and co-ordinate the delivery of nursing services and patient flow within the Ambulatory Care areas.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Kellie Noffke (02) 6244 2619 kellie.noffke@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

Nurse Practitioner

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 05083)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. Overview of the work area and position: 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. The ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra will open in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The Aged Care Nurse Practitioner will support the Assistant Director of Nursing (ADON UCH) and

Director of Nursing (DON) in providing a comprehensive Nurse Practitioner service to aged care inpatients, outpatients and patients in the community setting under the clinical governance of the Director of Geriatric Medicine. This position will be based primarily at Canberra Hospital with some Aged Care Nurse Practitioner services provided at UCH in Bruce ACT.

Eligibility/Other Requirements: Mandatory: Be registered or be endorsed or eligible for endorsement as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Extensive clinical experience in Aged Care. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Bianca Gonzales (02) 6244 4144 bianca.gonzales@act.gov.au

Canberra Hospital and Health Services Medicine

Renal

Registered Nurse - Renal Home Therapies

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27019)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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.

Overview of the work area and position: 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. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal Home Therapies nurse will work with the home therapies team to deliver pre dialysis education, training and monitoring of home dialysis patients both peritoneal dialysis and home haemodialysis. This position includes participation in provision of after-hours care including the on call roster. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Renal Home Therapies

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current valid driver's licence. Desirable: Post graduate studies relevant to the speciality field and a minimum of two years full time equivalent post registration experience in Renal Replacement Therapies nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position is part-time working 24 hours per week, the full-time salary noted above will be paid pro rata.
Contact Officer: Allyson Calvin (02) 6244 4399 allyson.calvin@act.gov.au

Canberra Hospital and Health Services
Central Regional Team
Women Youth and Children Community Health Program
School Youth Health Nurse
Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 17042, several)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

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: School Youth Health Nurses (SYHN) have specialised in adolescent health with a particular focus on prevention and health promotion. SYHN provide trauma informed care, providing early identification of health concerns, brief intervention, referral and harm minimisation activities. SYHN provide consultations, small group work, support teachers with the health curriculum, and support whole school health promotion.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); experience working in adolescent health; and must hold a current driver's licence. Desirable: Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease for Category A. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 may be required. For further information on Working with Vulnerable People registration refer to

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

Note: There are several permanent full-time and part-time positions available for filling. These positions are under Schedule 4 of the EBA, for school based positions. This means the rate of pay is 88% of the rate paid to an equivalent employee. This rate of pay takes into account the required time off during all school holiday periods
Contact Officer: Julie Irving (02) 6205 1575 julie.g.irving@act.gov.au

Canberra Hospital and Health Services
Deputy Director General
Imaging
Radiographer
Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28800)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Medical Imaging Department is responsible for providing a

comprehensive and quality diagnostic imaging services for patients in the ACT and surrounding region. The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography, including equipment and asset management, financial processes and human resource matters. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Eligibility/Other Requirements: **Mandatory:** Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); be eligible for an ACT Radiation licence and Tertiary qualifications or equivalent in Medical Radiation Science (Radiography). **Desirable:** Three years post-graduate experience; Angiography, Computed Tomography (CT), Mammography and/or Magnetic Resonance Imaging (MRI) experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Notes: An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

Canberra Hospital and Health Services

Deputy Director General

Imaging

Medical Imaging Radiographer

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18135)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. **Overview of the work area and position:** The Medical Imaging Department is responsible for providing quality diagnostic imaging services for patients in the ACT and surrounding region. The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer in the area. Participate in weekend, out of hours and on-call rosters. **Eligibility/Other Requirements:** **Mandatory:** Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); tertiary qualifications or equivalent in Medical Radiation Science (Radiography) and be eligible for an ACT Radiation licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: New graduates are encourage to apply. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

Canberra Hospital and Health Services

Deputy Director General

Imaging

Booking Clerk

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 21901)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

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 Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. Under direction of the Administration Supervisor's, you will play a key role in the booking and scheduling of procedures and scans for outpatients and inpatients within CHHS and the wider community. You will be required to liaise with internal and external stakeholders.

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

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

Contact Officer: Natasha Lawrence (02) 6244 2798 natasha.lawrence@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40996)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. Overview of the work area and position: Under general direction you will be required to provide administrative support to the

departments of Physiotherapy and Exercise Physiology. You will provide administrative support and functions, and will be required to assist in booking and scheduling processes within these two departments.

Eligibility/Other Requirements: Mandatory: Previous experience in a health care setting. Desirable: Medical Terminology. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

New Graduate Dietitian

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 17383, several)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

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 Canberra Hospital Nutrition Department invites applications from enthusiastic and new graduate dietitians from the 2018 graduating year. An opportunity exists to launch your clinical dietetic career with two 12 month temporary new graduate positions available during 2019. The successful applicant will work in a dynamic nutrition department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of the Canberra Hospital. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition they will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. ACT Health has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent; eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential. Prior to commencement successful candidates will be required to comply with ACT Health Occupational Assessment, Screening and Vaccination policy; undergo a pre-employment Police check and ACT Health Credentialing and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are two temporary positions available for a period of 12 months. A merit list will be established which may be used to fill future temporary full-time/part-time positions at level, which may occur over the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Andrew Slattery (02) 6244 2544 andrew.slattery@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Director of Allied Health

Recovery College Implementation Support Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 41495)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. Overview of the work area and position: 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 through to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with people, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people’s homes. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services; Rehabilitation and Speciality Services; Dhulwa Mental Health Unit. This role requires you to lead the involvement of MHJHADS in the successful implementation of a Recovery College for the ACT. The Recovery College will operate in a similar way to adult learning centres with a focus on mental health. The role will take an educational approach and focus on building strengths and capacity. In doing this, the intention is to complement other mental health services and help increase participants’ ability to stay well. Successful Recovery College implementation will require coordination with MHJHADS through activities including, but not limited to: Champion participation in Recovery College development and implementation; manage the interface and integration between Recovery College and MHJHADS; change management, leadership and coordination in relation to promoting access to the Recovery College especially from MHJHADS; internal MHJHADS communications and awareness raising; participation on the governance consortium; and facilitation and coordination of in-reach psychoeducational and mental health system navigation sessions at the Recovery College. The MHJHADS position will not be the overall lead for the Recovery College. The project will be led by a consortium of community mental health organisations including Mental Health Community Coalition, ACT Mental Health Consumer Network, Carers ACT and the Canberra Institute of Technology (CIT). The MHJHADS position will be the conduit for ACT Health and coordinate any tasks for ACT Health that need to occur, including managing all government business in relation to the Recovery College, for example: Liaison with the MHJHADS Executive Office and Mental health Strategic Policy on Ministerial Briefs, Director General Minutes and possible future budget business cases; internal reporting and communications; internal reviews of policies and procedures of MHJHADS team in relation to Recovery College (e.g., Access team referral pathways, Adult Mental Health Day Service in-reach sessions); and together with the policy area, manage government business activities.

Eligibility/Other Requirements: Mandatory for Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of three years (ideal five years) post qualification experience.

Mandatory for Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; applicants must have a minimum of three years (ideal five years) post qualification experience.

Mandatory for Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); registration under the ACT *Working with Vulnerable People Act 2011*; applicants must have a minimum of three years (ideal five years) post qualification experience.

Mandatory for Nursing: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum three years nursing experience in a mental health services.

Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such.

Mandatory for all disciplines: Strong understanding of adult community mental health services and must hold a current driver’s licence.

Desirable for all disciplines: Previous experience and working knowledge of MHJHADS strategic projects, business support and clinical service provision with specific familiarity of MHJHADS services is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This is a part-time position available at 22:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

IMPACT Program Coordinator

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 41515)

Gazetted: 18 October 2018

Closing Date: 1 November 2018

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 Integrated Multi-agencies for Parents and Children Together (IMPACT) Program provides the coordination of care to clients who are active clients of Mental Health within the ACT Health Directorate - Division of Mental Health, Justice Health and Alcohol and Drug Service and/or clients who receive Opioid Replacement Treatment, who are pregnant or have children less than two years and who: Have a constellation of risk factors that increase the likelihood of reducing their child's safety and wellbeing and require additional assistance to access, negotiate, mobilise and maintain involvement with services. The IMPACT Program is a system wide approach that facilitates agencies and services to work collaboratively, within a set of agreed principles, to better meet the needs of vulnerable families. Any agency, a client, or their family, may initiate a referral to the program. The IMPACT Co-ordination and Liaison Service can assist agencies to complete a referral. Referral to the program is voluntary and requires the consent of the client. The IMPACT Program is a long-term approach for services working with the client during a pregnancy or until the youngest child turns two years of age. The program targets improved service coordination and response in order to achieve the outcomes that have been developed in collaboration with the client.

Eligibility/Other Requirements: Mandatory: Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers and a current driver's licence. Desirable: Post graduate qualifications in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available at 18:00 hours per week for a period of six months until 2 August 2019 with the possibility of extension and the full-time salary noted above will be paid pro-rata.

Contact Officer: Judith Warwick (02) 6205 1815 judith.warwick@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy

Lead Pharmacist (Critical Care)

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28893)

Gazetted: 18 October 2018

Closing Date: 15 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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 Clinical Support Services (CSS) division provides support services across

the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; Nursing Operational Support. Overview of the work area and position: CHHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is “Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community”. Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Critical Care has an important role in providing professional leadership and support to the Division of Critical Care to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to the Division of Critical Care which includes the Intensive Care Unit and the Emergency Department. This position will also include advanced clinical, education, research and quality improvement roles.

The position holder will integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (supported by the development of an Advance Pharmacist Practice Portfolio); significant experience of working within the areas of Critical Care.

Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership research experience and/or publication in peer reviewed journals; project management and management experience and a current driver’s licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Hameda Lane (02) 6244 2121 hameda.lane@act.gov.au

ACT 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>

Office of the Director General

Communications and Government Relations

Canberra Health Services

Canberra Health Services Directorate Liaison Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24778)

Gazetted: 18 October 2018

Closing Date: 25 October 2018

Details: About us: Canberra Health Services (CHS) is focussed on the delivery of high quality, safe, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services; University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services; three Walk-in Centres: which provide free treatment for minor illness and injury; six community health centres: providing a range of general and specialist health services to people of all ages; a range of community based health services including early childhood services, youth and women’s health, dental health, mental health and alcohol

and drug services. Overview of the work area and position: Ministerial Services provides operational and strategic support to the health Ministers' Offices, the Chief Executive Officer and CHS staff on ministerial and government services including matters relating to the Legislative Assembly and ministerial requests. Ministerial Services is part of the Communications and Government Relations branch. The Directorate Liaison Officer (DLO) will be located in the ACT Legislative Assembly and report to the Deputy Director of Communications and Government Relations. The DLO is required to facilitate and support direct communications and policy advice between CHS and the Minister for Health and Wellbeing and Minister for Mental Health Offices, and other Offices of Ministers as necessary. The DLO is also required to provide specialist advice and assistance in coordinating matters relating to Cabinet processes, the Legislative Assembly processes, constituent meetings and functions. The position will have day to day contact with all levels of directorate officers, requiring well developed relationship management skills, a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: Desirable: An understanding of Cabinet, Assembly, and machinery of government processes would be desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

Contact Officer: Naveen Wijemanne (02) 6205 0829 naveen.wijemanne@act.gov.au

Director General

Communications and Government Relations

Ministerial and Government Services

ACT Health Directorate Liaison Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24807)

Gazetted: 18 October 2018

Closing Date: 25 October 2018

Details: About us: The ACT Health Directorate is responsible for the stewardship of the health system in the ACT and building a strong research and population health capability. ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations and that the health system is innovative, effective and sustainable now and in the future. It is responsible for (among other things): Strategic policy and planning stewardship of the health system; managing demand for and supply of health services across the territory; improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy; prevention of, and timely response to, potential public health incidents; leading the health workforce and clinical training strategy including establishing and maintaining relationships with key academic institutions and training providers; monitoring and enforcement of public health regulations, and providing public health advice. Overview of the work area and position: Ministerial and Government Services (MAGS) provides operational and strategic support to the health Ministers' Offices, the Director-General and ACT Health staff on ministerial and government services including matters relating to Cabinet, the Legislative Assembly and ministerial requests. MAGS is part of the Communications and Government Relations branch. The Directorate Liaison Officer (DLO) will be located in the ACT Legislative Assembly and report to the Deputy Director of MAGS. The DLO is required to facilitate and support direct communications and policy advice between the ACT Health Directorate and the Minister for Health and Wellbeing and Minister for Mental Health Offices, and other Offices of Ministers as necessary. The DLO is also required to provide specialist advice and assistance in coordinating matters relating to Cabinet processes, the Legislative Assembly processes, constituent meetings and functions. The position will have day to day contact with all levels of directorate officers, requiring well developed relationship management skills, a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: Desirable: An understanding of Cabinet, Assembly, and machinery of government processes would be desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

Contact Officer: Naveen Wijemanne (02) 6205 0829 naveen.wijemanne@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$79,824 - \$91,356
Rejwana Farha 853-71440, Section 68(1), 11 October 2018

Administrative Services Officer Class 6 \$79,824 - \$91,356
Jodie Lemmey 853-47547, Section 68(1), 10 October 2018

Information Technology Officer Class 1 \$64,616 - \$73,554
David Middlemis 853-50383, Section 68(1), 15 October 2018

Community Services

Health Professional Level 2 \$61,784 - \$84,816
Bianca Sabol 853-74561, Section 68(1), 11 October 2018

Administrative Services Officer Class 6 \$79,824 - \$91,356
Kris Wlodarczyk 846-89182, Section 68(1), 15 October 2018

Education

General Service Officer Level 6 \$54,949 - \$57,445
Patrick Allen 848-88333, Section 68(1), 15 October 2018

Administrative Services Officer Class 5 \$74,081 - \$78,415
Elliot Jared Heatwole 848-95920, Section 68(1), 15 October 2018

General Service Officer Level 8 \$64,188 - \$67,825
Troy Lockton 858-59008, Section 68(1), 9 October 2018

Health

Clinical Coder \$63,045 - \$78,150
Bridie Cunningham 858-58304, Section 68(1), 15 October 2018

Assistant in Nursing \$48,888 - \$50,543
Jung A (Rose) Ha 858-58902, Section 68(1), 4 October 2018

Registered Nurse Level 1 \$63,548 - \$84,888
Aji Mathew 786-51145, Section 68(1), 27 September 2018

Justice and Community Safety

Ambulance Support Officer 1 \$54,949 - \$58,394
Adam Hingston 858-57598, Section 68(1), 11 February 2019

Transport Canberra and City Services

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

Claire Horton 853-81403, Section 68(1), 12 October 2018

Canberra Health Services

Health Service Officer Level 3/4 \$48,385 - \$51,869

Aimee Broers 858-59673, Section 68(1), 23 October 2018

Technical Officer Level 1 \$54,720 - \$57,369

Toni Kingston 844-33996, Section 68(1), 18 October 2018

TRANSFERS

Chief Minister, Treasury and Economic Development

Marisa Pesic: 544-97841

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

Canberra Institute of Technology

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 32048) (Gazetted 21 August 2018)

Canberra Health Services

Brunella Molinaro: 835-99994

From: Administrative Services Officer Class 3 \$60,039

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 40836) (Gazetted 6 September 2018)

PROMOTIONS

Canberra Institute of Technology

Health, Community and Science

Susan Arvanitis: 816-83009

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 39138) (Gazetted 12 October 2018)

This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 20, Direct Promotion - General.

Student and Academic Services

Education Services

Sandra Sophia Duchnaj: 715-85878

From: Teacher Level 1 \$70,519 - \$94,094

Canberra Institute of Technology

To: †Teacher Level 2 \$100,508

Canberra Institute of Technology, Canberra (PN. 34776) (Gazetted 1 January 2001)

This promotion is to a non-advertised vacancy and is made in accordance with The Public Sector Management Standards, Section 20, Direct Promotion - General.

Chief Minister, Treasury and Economic Development

Shared Services

Technology Services

Technical Service Delivery

Francis Van Kimmenade: 847-04274

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 31834) (Gazetted 6 June 2018)

Shared Services

Information and Communications Technology

Technology Services

James Wardrobe: 835-62964

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 11589) (Gazetted 17 August 2018)

Community Services

Housing ACT

Tenancy Operations

Alyssa Jade Stanley: 858-52826

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

Community Services

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

Community Services, Canberra (PN. 37483) (Gazetted 5 July 2018)

Corporate Services

People Management

Executive

Heidi Stephenson: 836-03068

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

Community Services

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

Community Services, Canberra (PN. 37814) (Gazetted 14 August 2018)

Education

School Performance and Improvement

Belconnen Network

Weetangera School

Brad Barrett: 846-9285

From: General Service Officer Level 6 \$54,949 - \$57,445

Education

To: General Service Officer Level 8 \$64,188 - \$67,825

Education, Canberra (PN. 41352) (Gazetted 11 September 2018)

**System Policy Reform Division
Early Childhood Policy and Regulation
Children's Education and Care Assurance
Clare Brookes: 835-93816**

From: Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$137,415
Education, Canberra (PN. 40093) (Gazetted 24 July 2018)

**School Performance and Improvement
North Gungahlin Network
Harrison School**

Daniel Peter Buchan Clynk: 835-37873
From: School Assistant 2 \$45,058 - \$49,757
Education
To: School Assistant 3 \$51,053 - \$54,947
Education, Canberra (PN. 40590) (Gazetted 4 September 2018)

**School Performance and Improvement
South and Weston Network
Forrest Primary School**

Michelle Pehar: 827-57874
From: School Assistant 2 \$45,058 - \$49,757
Education
To: School Assistant 3 \$51,053 - \$54,947
Education, Canberra (PN. 37169) (Gazetted 9 August 2018)

**School Performance and Improvement
South and Weston Network
Charles Weston School**

Lenita Premnath: 853-50818
From: School Assistant 2 \$45,058 - \$49,757
Education
To: School Assistant 3 \$51,053 - \$54,947
Education, Canberra (PN. 37169) Effective 18 October 2018
Note: This promotion to a non-advertised position has been made in accordance with Section 6.3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

**School Performance and Improvement
Student Engagement
Inclusion and Engagement**

Alison Baxter: 779-12745
From: School Assistant 2/3 \$45,058 - \$54,947
Education
To: Allied Health Assistant 3 \$61,115 - \$67,825
Education, Canberra (PN. 36981)
Note: This promotion is to a non-advertised vacancy.

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support

Matthew Shane Davis: 835-90009

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 21556) (Gazetted 14 May 2018)

Office of the Deputy Director-General

Kieran Ives: 835-90754

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 35944) (Gazetted 15 August 2017)

Suburban Land Agency

Office of the Chief Executive

Sarah Pau: 844-75491

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

Transport Canberra and City Services

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

Environment, Planning and Sustainable Development, Canberra (PN. 39065) (Gazetted 22 June 2018)

Planning Delivery

Merit Assessment and Estates

Merit Assessment and Deed Management

Minh Pham: 848-78792

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 03104) (Gazetted 11 April 2018)

Chief Operating Officer

Finance, Information and Assets

Strategic Finance

Shivashankar Sivalingam: 791-36292

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 16618) (Gazetted 12 July 2018)

Transport Canberra and City Services

City Services

Capital Linen Service

Nidhi Patel: 848-65860

From: Capital Linen Service Band 1 \$44,583 - \$46,370

Transport Canberra and City Services

To: Capital Linen Service Band 5 \$65,518 - \$72,388

Transport Canberra and City Services, Canberra (PN. 27206) (Gazetted 21 September 2018)

Canberra Health Services

Felicia Cooper: 771-96750

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Canberra Health Services, Canberra (PN. 13948) (Gazetted 20 September 2018)

**Canberra Hospital and Health Services
Deputy Director General Clinical Service**

Bradley O'Donnell: 786-44121

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Canberra Health Services, Canberra (PN. 14005) (Gazetted 16 August 2018)

Canberra Hospital and Health Services

Critical Care

Emergency

Anna Petchell: 850-42110

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 24599) (Gazetted 19 September 2018)

RETIREMENTS AND DISMISSALS

Education

Section 123 of the Public Sector Management Act 1994, Jeremy Adam Irons, AGS: 827 -09557, 8 October 2018