



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 26 March 2015**

## **EXECUTIVE NOTICES**

### **Justice and Community Safety**

#### **Engagement**

Vicki Parker – Deputy Director-General, Justice (E723) Section 72 of the Public Sector Management Act 1994

### **Education and Training**

#### **Engagement**

David Miller – Deputy Director-General, Justice (E723) Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **Canberra Institute of Technology**

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

#### **Trade Skills and Vocational Learning**

##### **Construction**

##### **High Risk Training Teacher**

##### **Teacher Level 1 \$65,460 - \$87,344, Canberra (PN: 52026)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: CIT Construction Department is seeking an enthusiastic Teacher to deliver High Risk Training and Assessment for construction workers in rigging, dogging, scaffolding, forklift, personal and material hoists and elevated platforms. Relevant industry experience and knowledge of High Risk Licensing assessment practice is highly desirable.

Eligibility/Other Requirements: Mandatory: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013–2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Dogging and Basic, Intermediate, Advanced Rigging, Basic, Intermediate, Advanced scaffolding, Forklift, Elevated work platform, Personal and materials hoist and Crane open competencies and licenses. 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.

Notes: This position is for temporary filling for a period of 12 months with the possibility of extension of up to five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology –Teaching Offices. 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 -  
[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp)  
Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

### **Chief Minister, Treasury and Economic Development**

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

#### **Corporate**

##### **Executive Director, Corporate**

**Executive Level 2.4 \$238,982 to \$251,417 depending on current superannuation arrangements, Canberra (PN: E790)**

Gazetted: 27 March 2015

Closing Date: 10 April 2015

Details: The Chief Minister, Treasury and Economic Development Directorate are seeking experienced applicants for the role of Executive Director, Corporate. The successful candidate will demonstrate outstanding leadership, strategic, relationship management and communications skills, with a commitment to public service integrity and people management.

Eligibility/Other Requirements: Applicants should have demonstrated experience in leading human resource management and governance, and knowledge of the ACT Government with a demonstrated capacity to contribute to and drive associated activities across the Directorate. A demonstrated aptitude to being responsive, managing a diverse workload with competing priorities and the ability to meet tight deadlines will be highly regarded.

Remuneration: The position attracts a remuneration package ranging from \$238,982 - \$251,417, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$191,308.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Bronwen Overton-Clarke (02) 6205 5147 [bronwen.overtonclarke@act.gov.au](mailto:bronwen.overtonclarke@act.gov.au)

#### **Workforce Capability and Governance Division**

##### **Public Sector Management**

##### **Senior Manager, Public Sector Management**

**Senior Officer Grade A \$127,557, Canberra (PN: 16048)**

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: Public Sector Management Group is seeking an experienced Manager to oversee Public Sector Management, Policy Strategy and Governance.

Note: This is a temporary position available until 2 March 2016.

Contact Officer: Judi Childs (02) 6205 0296 [judi.childs@act.gov.au](mailto:judi.childs@act.gov.au)

#### **Economic Development Directorate**

##### **Procurement Capital Works**

##### **Goods and Services Procurement**

##### **Senior Procurement Officer**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 30439)**

Gazetted: 26 March 2015

Closing Date: 16 April 2015

Details: Procurement and Capital Works (PCW) is looking for a highly motivated and conscientious individual to take on the responsibilities of a Senior Procurement Officer within this significant portfolio within ACT Government. The role will incorporate a range of critical activities, including but not limited to the following:

assisting in leading the effective delivery of the development and management of a range of procurement services undertaken in the Goods and Services Procurement Branch; and the development of a team environment that promotes workplace efficiency. The role will involve leadership and managerial responsibilities in the strategic alignment of procurement activities; undertaking a range of complex procurement projects; developing and managing effective working relationships with ACT Government Directorates and other government agencies to manage annual procurement programs; represent the PCW Goods and Services Branch on procurement matters in meetings and information forums; providing authoritative advice, guidance and support both written and verbal on best practice procurement principles and outcomes to the ACT Government Directorates; development and analysis of a range of commercial strategies for best value for money outcomes; managing and sub-group of procurement officers in the delivery of a range of contributing to the skills development and performance maintenance of procurement staff, ensuring ACT Government Procurement Framework legislation, policies, procedures and practices are followed, including adherence to the *ACT Procurement Act 2001*; in the absence of standards, develop relevant guidelines for internal use of PCW Goods and Services Branch staff.

Eligibility/Other Requirements: Qualifications in procurement, business administration, contract management/law and/or commerce are highly desirable.

Contact Officer: Chris Lejsek (Hudson) (02) 6229 1533 [chris.lejsek@hudson.com](mailto:chris.lejsek@hudson.com)

### **Land Development Agency Corporate**

#### **Land Development Agency**

#### **Executive Assistant to the Executive Director LDA and to the Director of Urban Renewal**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 34929)**

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: The Land Development Division is seeking an enthusiastic and motivated Executive Assistant. The role reports to two Directors and the Executive Director and provides administrative support to the divisional teams within the Land Development Agency.

Eligibility/Other Requirements: Previous Executive Assistant experience is highly desirable. Proficiency in Microsoft Office programs is also highly desirable.

Note: This is a temporary position available until 30 November 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Laura Marcantonio (02) 6207 8263 [laura.marcantonio@act.gov.au](mailto:laura.marcantonio@act.gov.au)

### **Arts, Business, Events, Sport and Tourism**

#### **VisitCanberra**

#### **Marketing**

#### **Campaign Marketing Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 55429)**

Gazetted: 31 March 2015

Closing Date: 11 April 2015

Details: VisitCanberra leads the ACT and capital region tourism industry to create and implement a range of marketing campaigns that increase economic return from domestic and international visitation. The Campaign Marketing Officer will be required to assist in the development, coordination and delivery of tourism marketing campaigns including advertising, public relations, online, media, publishing and promotional activities.

Eligibility/Other Requirements: Tertiary qualifications in marketing, communications, tourism or related discipline and knowledge of the tourism industry sector is desirable

Contact Officer: Joanne Barges (02) 6205 0700 [joanne.barges@act.gov.au](mailto:joanne.barges@act.gov.au)

### **Revenue Management**

#### **Revenue Management**

#### **Finance Reporting and Projects**

#### **ICT Systems Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 17251)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: The Revenue Management Division is seeking an enthusiastic and motivated individual to perform the role of ICT Systems Officer. The position involves administrative duties for the Division including providing support to the ICT Senior Officer in the management of Revenue ICT systems. The position is responsible for administration, preparation and maintenance of ICT systems and user documentation, provide systems and/or ad hoc support to the whole team, assist in testing/troubleshooting, implementation and maintenance of systems and processes including status updates and report reconciliations, and provide back up support. Please refer to job profile and selection criteria in the attached position details.

Eligibility/Other Requirements: Tertiary qualifications in ICT are desirable.

Contact Officer: Khurram Butt (02) 6207 1215 khurram.butt@act.gov.au

**Strategic Finance**

**Finance Officer**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 31758)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: The Strategic Finance team, Chief Minister, Treasury and Economic Development (CMTEDD) are seeking expressions of interest for a Finance Officer. Under general direction: Assist in the preparation of monthly, quarterly and annual financial reports. Assist in the development of the Directorate's budget, forward estimates and associated budget documents. The position will also provide administrative support, including research, report preparation and presentation of financial data; and undertake other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications would be an advantage. Previous experience working with Finance Systems, in particular TM1, is desirable.

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

Contact Officer: Lyn Pham (02) 6205 0052 lyn.pham@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](mailto:jobs@act.gov.au)**

**Disability ACT**

**Disability Services**

**Accommodations Support Services**

**Manager People and Performance**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 35273)**

Gazetted: 27 March 2015

Closing Date: 10 April 2015

Details: The Manager, People and Performance is responsible for the operational management of the human and financial resources and people performance of Accommodation Support Services. This position reports directly to the Senior Manager, Accommodation Support Services.

Eligibility/Other Requirements: Current driver's licence. Tertiary qualifications in a human services discipline are desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Note: This is a temporary vacancy available for a period of one year.

Contact Officer: Marilyn Graham (02) 6207 1062 [marilyn.graham@act.gov.au](mailto:marilyn.graham@act.gov.au)

**Disability ACT**

**Disability Services**

**Accommodations Support Services**

**Manager Client Support**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 35272)**

Gazetted: 27 March 2015

Closing Date: 10 April 2015

Details: The Manager, Client Support is responsible for strategies and operational client management including quality, safety and risk management. The position will provide strong values based leadership consistent with the Disability ACT vision, values and strategic direction

Eligibility/Other Requirements: Current driver's licence essential. Tertiary qualifications in a Human Services discipline are desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

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

Contact Officer: Marilyn Graham (02) 6207 1062 marilyn.graham@act.gov.au

**Disability ACT**

**Operational**

**Policy and Program Development**

**Senior Relationship Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 26105)**

Gazetted: 27 March 2015

Closing Date: 3 April 2015

Details: Expressions of Interest are sought from enthusiastic and motivated candidates who are interested in working as part of the Sector and Community Support team. The Senior Relationship Manager is responsible for the ongoing monitoring, development and negotiations of service level contracts with government and non-government organisations. The role includes regular communication with the organisations and provides continuous support especially as the ACT transitions into the National Disability Insurance Scheme. The position incumbent is required to demonstrate a commitment to the Vision and Values of Disability ACT, must have excellent communication skills, both written and oral and previous experience in the community services, particularly disability services is highly desirable.

Notes: This is a temporary position available until 31 December 2015. Applications should include a supporting statement of no more than 2 pages outlining experience and/or ability in accordance with the selection criteria, contact details of at least two referees and a current curriculum vitae. The position may be filled from application only. 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 - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Lynette Daly (02) 6207 1618 lynette.daly@act.gov.au

**Housing and Community Services**

**Housing ACT**

**Policy and Participation**

**Senior Manager Policy and Participation**

**Senior Officer Grade A \$127,557, Canberra (PN: 03140)**

Gazetted: 31 March 2015

Closing Date: 14 April 2015

Details: The Manager, People and Performance is responsible for the operational management of the human and financial resources and people performance of Accommodation Support Services. This position reports directly to the Senior Manager, Accommodation Support Services.

Eligibility/Other Requirements: Current driver's licence and current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp) is essential. Tertiary qualifications in a Human Services discipline are desirable.

Notes: This is a temporary position available for a period of 12 months.  
Contact Officer: Sue McInnes (02) 6207 1514 sue.mcinnnes@act.gov.au

### **Education and Training**

**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](mailto:jobs@act.gov.au)**

#### **Organisational Integrity**

#### **Strategic Finance**

#### **Strategic Finance**

#### **Finance and Office Administrator**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35350)**

Gazetted: 01 April 2015

Closing Date: 8 April 2015

Details: The Education and Training Directorate is seeking a self motivated Accounting professional to join the Strategic Finance team. The role involves working in a busy team to assist in the delivery of the annual financial statements, budgets, national reporting and specific projects.

Eligibility/Other Requirements: Tertiary qualification in Accounting or previous experience in a finance related role is desirable. Knowledge of TRIM.

Notes: A merit list will be generated from this recruitment process to fill identical positions that become available within the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Trevor Banks (02) 6205 5478 [trevor.banks@act.gov.au](mailto:trevor.banks@act.gov.au)

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Wanniassa Hills Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 00609)**

Gazetted: 30 March 2015

Closing Date: 13 April 2015

Details: Wanniassa Hills Primary School is seeking a highly experienced Officer to fill the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, executive teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. Be a member of the Executive Team at the school and respond to and provide current, accurate and detailed reporting to both the school Principal and School Board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and, monitor estimates and financial returns. The Business Manager has supervision responsibility for multiple Administrative Support Officers engaged in various designated roles within the school. The successful candidate will be required to plan, direct and supervise their overall duties. Assisting each with personal performance and professional development. .

Eligibility/Other Requirements: Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Desirable: Working

knowledge of the MAZE management systems. First Aid qualifications or willingness to undertake appropriate training.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: John Manders (02) 6205 7466 john.manders@ed.act.edu.au

**Office of Schools**

**South/Weston Network**

**Alfred Deakin High School**

**Classroom Teacher - French**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 07155)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: Alfred Deakin High School is a comprehensive Year 7 – 10 school in the inner south of Canberra. An opportunity exists for an experienced French teacher to join the school's dynamic and future focussed staff.

Applicants should demonstrate an ability to work closely with others to maximise student potential. A second teaching area is desirable.

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

Notes: This position will commence in term two. 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 -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Belinda Bartlett (02) 6142 3888 belinda.bartlett@ed.act.edu.au

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

**Office for Schools**

**Tuggeranong Network**

**Wanniassa Hills Primary School**

**Classroom Teacher**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 12898)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: An opportunity exists for a Classroom Teacher to work with a year one class in a team teach environment. The successful applicant will be experienced with successful strategies to extend and personalise curriculum.

Eligibility/Other Requirements: Experience in Primary Connections, Stepping Stones and gifted and talented education desirable. A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Notes: This is a temporary position available from 4 May 2015 until 18 December 2015 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: John Manders (02) 6205 7466 john.manders@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Miles Franklin Primary School**

**Classroom Teacher**



**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 34760)**

Gazetted: 26 March 2015

Closing Date: 7 April 2015

Details: An opportunity exists for a classroom teacher to work in an International Baccalaureate candidate school aiming to achieve verification in 2016. We have excellent ICT resources, our teams plan and work collaboratively (all straight-age classes) and we are a restorative practices school. There is a strong emphasis on Literacy, Numeracy and the Arts and we are supported comprehensively by our parent community each year. This temporary position is on a Year Two class until the end of the year.

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

Notes: This is a temporary position available from 27 May 2015 until 18 December 2015. 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 -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Chris Jones (02) 6205 7533 [chris.jones@ed.act.edu.au](mailto:chris.jones@ed.act.edu.au)

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

**Office for Schools**

**Belconnen Network**

**Kingsford Smith School**

**Technology Assistant - Industrial Arts**

**School Assistant 2 \$41,826 - \$46,188, Canberra (PN: 15578)**

Gazetted: 30 March 2015

Closing Date: 6 April 2015

Details: Kingsford Smith School is seeking applications for a Technology Assistant (Industrial Arts). The successful applicant will prepare material for class use which may include metal, wood, welding, automotive and machine jigs for projects, plastic, paints, clay, photography chemicals and film. Use a wide range of machinery including fixed, portable and hand tools and assist in maintaining a clean and safe working environment for students and staff, in accordance with Work Health and Safety (WHS) standards and safety procedures. The successful applicant will be pro-active, exercise good judgement, initiative and work with limited supervision.

Eligibility/Other Requirements: Desirable: Experience in the maintenance of workshop machinery, first Aid qualification or willingness to undertake appropriate training.

Notes: This is a permanent part-time position working 12:30 hours per week. 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 -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Lyndsee Mahl (02) 6142 3403 [lyndsee.mahl@ed.act.edu.au](mailto:lyndsee.mahl@ed.act.edu.au)

**Environment and Planning**

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

Applications can be sent via email to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

**Construction Services**

**Utilities, Land and Lease Regulation**

**Utilities Technical Regulation**

**Manager, Utilities Technical Regulation**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 19753)**

Gazetted: 31 March 2015

Closing Date: 14 April 2015

Details: The successful candidate will be leading a team of professional officers who are experts in their technical field. The person will be providing advice and recommendations on compliance matters to the Technical Regulator, who is a statutory office holder. The person will also be responsible for day to day regulation of water, gas, and electrical utilities, including generators. Solving large scale technical and regulatory issues that arise from time to time is a critical function of the position. The Officer will also be responsible for developing and managing long term audit and compliance programs.

Notes: This is a temporary position available for the period 20 April 2015 to 20 April 2016.

Contact Officer: Dennis Harvey (02) 6207 0362 [dennis.harvey@act.gov.au](mailto:dennis.harvey@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.

## **Health**

**Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.**

**Apply online at <http://www.health.act.gov.au/employment>**

### **Canberra Hospital and Health Services**

#### **Critical Care**

#### **Critical Care Administration**

#### **Critical Care Network Coordinator**

#### **Registered Nurse Level 3.2 \$106,172, Canberra (PN: 24728)**

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: This exciting and challenging new opportunity is available for a suitably qualified Registered Nurse to work in a full-time position as a Critical Care Network Coordinator, Canberra Hospital and Health Services within ACT Health. The successful applicant will be required to work closely with Critical Care Services within ACT and the surrounding region, this role will promote communication and facilitate improved patient care through a clinical network framework.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency with experience in management and/or critical care.

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

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

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

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

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

Contact Officer: Matthew Stephenson (02) 6174 5095

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Clinical**

#### **Stroke Liaison Nurse**

**Registered Nurse Level 3.1 \$93,917 - \$97,782, Canberra (PN: 29518)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: Canberra Hospital and Health Services, Division of Medicine is seeking a Registered Nurse who has highly developed interpersonal skills and demonstrated knowledge and practice in stroke management to undertake the role of Stroke Liaison Nurse. The Stroke Unit at Canberra Hospital consists of four monitored acute stroke beds and subsequent step down beds within Ward 7A. The Stroke Liaison Nurse is expected to work closely with the 7A Ward CNC and the multidisciplinary team to provide timely, effective and appropriate care for patients suffering stroke within Canberra and the surrounding region.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a relevant post graduate certificate in neuroscience nursing.

Notes: This is a temporary position available for a period of six months with the possibility of permanent filling from this process. This position is full time, Monday to Friday business hours. Applicants are to provide a written response to the attached selection criteria, a current Curriculum Vitae and the names of two referees.

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

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

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

ACT Government employees enjoy excellent employment conditions, more information is available at

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Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Tracey Duggan (02) 6174 5161 [tracey.duggan@act.gov.au](mailto:tracey.duggan@act.gov.au)

**Canberra Hospital and Health Services**

**Surgery, Oral Health and Imaging**

**Medical Staff**

**Trauma Case Manager**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 24652)**

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: The Trauma Case Manager (TCM) is an integral part of a multidisciplinary team responsible for coordinating and facilitating the care of trauma patient admissions to The Canberra Hospital. This dynamic position requires a Registered Nurse with expert knowledge, practice and highly developed interpersonal skills, to also undertake the role of teaching and supporting the multidisciplinary team in the workplace.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

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

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Contact Officer: Rebekah Ogilvie (02) 6244 2793 or (02) 6244 2222 and Page: 50566

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Gastroenterology and Hepatology**

#### **Inflammatory Bowel Disease Clinical Trials Nurse**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 28920)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: Applications are invited from committed, motivated and enthusiastic Registered Nurses to work in the Gastroenterology Unit. It is desirable for applicants to possess sound clinical knowledge and will involve the management and co-ordination of clinical trials in the area of Inflammatory Bowel Disease.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Notes: This is a part-time permanent position available at 24:00 hours per week. The successful applicant will be required to work three days a week Monday to Friday.

Applicants are requested to submit their expression of interest in writing. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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Contact Officer: Jan Platten (02) 6244 3977

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Clinical Forensic Medicine Services**

#### **Forensic Nurse Examiner**

#### **Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22202, several)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: An exciting opportunity exists for dynamic Registered Nurses in the Forensic and Medical Sexual Assault Care Service. Applications are being sort from suitably qualified Registered Nurses to fill this six month temporary vacancy, multiple positions exist. Forensic and Medical Sexual Assault Care (FAMSAC) provide forensic evidence collection and medical assessment to both male and female victims of assault. Canberra Sexual Health Centre provide sexual health nursing assessments and Clinical Forensics ACT (CFACT) providing triage and support services in the outreach settings of the Australian Federal Police custodial facilities.

Eligibility/Other requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a general Registered Nurse. Current driver's licence and must be successful in a police security clearance process. Holds a post graduate qualification with preference for clinical forensic nursing, sexual or women's health nursing or a willingness to gain qualifications and clinical competency in these fields.

Notes: Full-time or Part-time hours will be considered/negotiated. The successful applicant will be required to work shift work, including night duty and on call.

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

To complete your application you must prepare responses to the selection criteria and upload this as part of your application. Please include an up to date Curriculum Vitae and contact details for two professional referees.

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Contact Officer: Cassandra Beaumont (02) 6244 3508

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Biomedical Engineering**

#### **Medical IT- Network Engineer**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 34521)**

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: Applications are invited from experienced candidates to join the ACT Health Biomedical Engineering Department in the role of Medical IT-Network Engineer. Biomedical Engineering is a dynamic, progressive and enthusiastic team, which provides healthcare technology management support to the executive, clinicians, health professionals, stakeholders and clients of ACT Health. The Department ensures all technology investments provide value for money to ACT Health, are safe and clinically effective. In this new role within Biomedical Engineering, you will lead the development and implementation of strategies and practices that ensure the effective and safe management of networks incorporating one or more medical devices, and when required, the connection of these systems with ACT Health's business ICT solutions. To be successful in the role, you will: Be an innovative, committed and proactive IT or Biomedical Engineer. Have experience in designing, implementing and managing complex network systems. Have experience in Biomedical Engineering or a desire to learn Biomedical Engineering. Be a skilled communicator able to confidently engage with ICT, health and Biomedical Engineering professionals. Able to demonstrate a sound knowledge of the application of risk management in managing medical IT networks and the connections of medical equipment to IT networks. Be able to demonstrate a sound knowledge and understanding of quality systems.

Eligibility/Other Requirements: A university degree in a relevant engineering or information technology discipline, or equivalent, with eligibility for full membership into one of the appropriate professional bodies, and extensive experience in the design, installation and management of network solutions is essential. Experience in biomedical engineering is highly desirable. Experience in the repair and maintenance of complex medical equipment is desirable.

Notes: This is a full-time permanent position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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Contact Officer: Phillip Thorburn (02) 6244 4496

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Nursing Administration**

**Manager of Chaplaincy and Pastoral Care**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 15426)**

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: The successful applicant will provide management and operational oversight of the staff and volunteers working as part of the Pastoral/Spiritual Care Service. The Canberra Hospital and Health Services (CHHS) Pastoral and Spiritual Care Service offers emotional and spiritual care within the hospital community through respectful engagement and compassionate presence for patients, their family and friends as well as the staff providing care. The Service is committed to ensuring the delivery of spiritual care to the hospital community in an atmosphere that recognises and honours diversity and difference. The Manager of the Pastoral/Spiritual Care Service leads a unique service that supports patients, their families, friends and staff as they express their hopes, fears, anxieties and concerns during their association with health services. The Pastoral/Spiritual Care Manager will work closely with the Clinical Support Services Nursing leadership team and report to the Assistant Director of Nursing. Have experience in leading a Pastoral/Spiritual Care team or a Volunteer Program with demonstrated recent pastoral/spiritual care experience in a health setting. Have a good understanding of current issues, developments, future directions and innovations in the provision of Pastoral Care in a healthcare setting. Demonstrated achievement in leading and managing cultural and organisational change within the Pastoral Care setting. Possess effective communication skills which enhance partnerships with internal and external key stakeholders. Eligibility/Other Requirements: Holds or working towards a Master's in Theology or equivalent. A minimum requirement of three units of Clinical Pastoral Education Training or equivalent other training. Experience in leading a Pastoral/Spiritual Care team or a Volunteer Program and the ability to work after hours and on weekends and participate in an on call roster is high desirable.

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

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

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Contact Officer: Kendra Kemister (02) 6244 3642

**Canberra Hospital and Health Services**

**Clinical Support Services**



## **Acute Support Services**

### **Aboriginal and Torres Strait Islander Liaison Officer**

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 23577)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: The successful applicant will provide clinical support to the Aboriginal and Torres Strait Islander inpatients, outpatients and their families. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: A knowledge of local Aboriginal and Torres Strait Islander communities and health issues is a requirement. Qualifications/skills in a relevant area or willingness to undertake studies such as Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development) will be highly regarded.

Knowledge of local Aboriginal communities and health issues is desirable. Current driver's licence.

This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position.

Note: This position is temporary part-time, 25 hours per week for six months with the possibility of extension. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011. To complete your application you must prepare responses to the Selection Criteria (no longer than two pages) and upload this as part of your application. Please include two referee reports with your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Joyce Graham (02) 6244 2316

## **Director General Reports**

### **Office of the Director-General**

#### **Internal Audit**

#### **Audit and Risk Management Support Officer**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 12922)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: Applications are sought for the position of Audit and Risk Management Support Officer in the ACT Health, Internal Audit and Risk Management Team. This permanent, full-time position will focus on the coordination and facilitation of risk management support, training programs and providing risk management advice to ACT Health staff members.

Eligibility/Other Requirements: Applicants should have excellent communication skills, the ability to prioritise a busy workload, be proficient in the use of the Microsoft Office, especially Excel, Word and PowerPoint and also have experience in data entry. Proven experience in specialised computer programs such as RiskMan would be advantageous. Relevant experience or qualifications in either Audit or Risk Management desirable.

Notes: If you would like to work within this dedicated team complete a response to the Selection Criteria (essential), a copy of your CV and two referee contacts.

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

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

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Contact Officer: Christopher Borg (02) 6205 4687

## **Strategy and Corporate**

### **People and Workplace Strategy**

#### **Employment Services, Canberra Hospital and Health Services**

##### **Recruitment Quality Officer**

##### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 16117)**

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: Employment Services Canberra Hospital and Health Services is seeking a highly motivated individual to deliver a range of recruitment services for Health. The successful applicant will possess the ability to interpret and apply employment legislation; sound liaison skills and the capacity to operate a variety of computer systems on a daily basis.

Notes: Applicants must provide two written referee reports which address the Selection Criteria. Selection may be based on application and referee comments only and interviews may not be held.

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

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

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Contact Officer: Joel Madden (02) 6205 1177

## **Canberra Hospital and Health Services**

### **Mental Health, Justice Health, Alcohol and Drug Services**

#### **Adult Mental Health Services**

##### **Social Worker**

##### **Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 17267)**

Gazetted: 02 April 2015

Closing Date: 16 April 2015

Details: The Adult Mental Health Unit (AMHU) is a contemporary evidence based service providing high quality professional mental health care that is guided by principles of Recovery. The service aims to provide collaborative, consumer and family centred care, and other key government and non government community services.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Social Work with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation.



Applicant must have a minimum of 12 months paid work experience in a related/relevant organisation/service.  
Current driver's licence.

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

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

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Contact Officer: Fiona Keddie (02) 6174 5406

**Canberra Hospital and Health Services**

**Mental Health, Justice Health, Alcohol and Drug Services**

**Adult Mental Health Services**

**Social Worker, Psychologist or Occupational Therapist**

**Health Professional Level 1 \$53,784 - \$68,527, Canberra (PN: 26023)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: Woden Mental Health have an exciting opportunity for an HPO1 Social Worker, Psychologist or Occupational Therapist for 12 months. Mental Health ACT is a contemporary evidence based service providing high quality mental health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. Under supervision, it is expected that you will develop competencies and skills to provide sound interventions to consumers of the service and participate in quality initiatives to promote optimal service delivery. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Occupational Therapy, or Social work. Current registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA) where applicable. Current driver's licence.

Notes: This is a temporary position available for a period of 12 months. Please include your Curriculum Vitae and contact phone numbers of two referees.

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

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

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Contact Officer: Kalvinder Bains (02) 6205 1488

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Community Care Program**

**Allied Health Assistant**

**Allied Health Assistant 2 \$46,450 - \$53,253, Canberra (PN: 32767, expected vacancy)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: There is an exciting opportunity for an Allied Health Assistant to join the Community Care Program Physiotherapy Team. This is an expected full-time, permanent position. The workload is varied and involves provision of direct patient treatment from Community Health Centres and in patient homes, on an individual basis or in a group setting. We pride ourselves on offering high quality customer service and patient centred care. The Allied Health Assistants are an integral part of the Physiotherapy Team and assist with both clinical and non clinical aspects of patient care.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistant Physiotherapy or recognised equivalent qualification. Current Working with Vulnerable People Registration. Current driver's licence.

Notes: This recruitment round may be used to fill future full-time and part-time Allied Health Assistant vacancies at this level across the Division of Rehabilitation, Aged and Community Care.

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

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Contact Officer: Dominic Furphy (02) 6205 3808

**Canberra Hospital and Health Services**

**Surgery, Oral Health and Imaging**

**Dental Health Program**

**Dental Assistant**

**Dental Assistant - Unqualified and Qualified \$41,279 - \$57,519, Canberra (PN: 25895, several)**

Gazetted: 02 April 2015

Closing Date: 9 April 2015

Details: The ACT Dental Health Program is seeking applications from interested experienced Dental Assistants at the Qualified and Unqualified levels. These positions involve general dental assisting, sterilisation of instruments and administrative support.

Eligibility/Other Requirements: Qualified Dental Assistant (Dental Assistant 2) – Dental Assistant Certificate recognised by the Dental Education Council of Australia or equivalent and previous experience as a chair side Dental Assistant. Unqualified Dental Assistant (Dental Assistant 1) – Previous experience in a dental environment, sound knowledge of infection control and computer skills are required.

Notes: These positions will be filled at either the Dental Assistant Unqualified or Dental Assistant Qualified classification dependant on skills and qualifications of successful applicants.

The successful applicants are required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Kathy Zagar (02) 6205 1510

**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](mailto:jobs@act.gov.au)**

**Corporate**

**Governance**

**Ministerial Services Unit**

**Senior Manager**

**Senior Officer Grade A \$127,557, Canberra (PN: 35189)**

Gazetted: 01 April 2015

Closing Date: 15 April 2015

Details: The Justice and Community Safety Directorate Ministerial Services Unit is a dynamic environment responsible for the management of ministerial and cabinet business. The successful applicant will be responsible for providing a high level of client service while managing and providing leadership on organisational governance issues relating to Cabinet, Parliamentary, Ministerial and Whole of Government matters. This includes undertaking the development and management of complex cabinet submissions and Ministerials and providing advice on complex cabinet policy issues. This role is also responsible for managing a pro-active agenda in relation to Cabinet and Assembly matters, including legislation, speeches, reports, government responses and Committee business and reports. The role is also one that requires high level communication, negotiation, representation and relationship management skills.

Eligibility/Other Requirements: Experience in managing Assembly, Cabinet and Ministerial processes.

Contact Officer: Danielle Krajina (02) 6207 4813 [danielle.krajina@act.gov.au](mailto:danielle.krajina@act.gov.au)

**ACT Law Courts and Tribunal Administration**

**Corporate and Strategic Unit**

**Change Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 35420)**

Gazetted: 01 April 2015

Closing Date: 16 April 2015

Details: The ACT Law Courts and Tribunal Administration is seeking a Change Manager to lead and implement a change and communications strategy and activities for the delivery of significant projects within the administration in particular the delivery of a new case management system (ICMS) and the building of a new Courts Precinct. The Change Manager will support the project teams as they deliver on the identified projects. The successful applicant will have a high level of change management experience and a thorough understanding of change management processes, principles and methodologies (for example, Prosci® ADKAR®), preferably in systems and business process change. The successful applicant will be highly proactive and outcomes focussed. The successful applicant will also be resilient and flexible to ensure the delivery of high quality change and communications initiatives.

Eligibility/Other Requirements: Relevant qualifications in Change Management such as Prosci® ADKAR® certification would be highly desirable as well as experience within a Courts or legal environment.

Note: This is a temporary position available for a period of up to 18 months.  
Contact Officer: Philip Kellow (02) 6207 1054 philip.kellow@act.gov.au

## **Corporate**

### **ICT Programs and Project Delivery**

#### **ICT Portfolio Manager**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 33895)**

Gazetted: 01 April 2015

Closing Date: 15 April 2015

Details: A great opportunity exists for a motivated and experienced Information Technology (IT) professional. The successful applicant will plan, direct and coordinate the activities required to manage and implement Information Communication Technology (ICT) programs and projects within the Justice and Community Safety Directorate (JACSD) in support of business sponsors. Some of these key initiatives are outlined in the 2013/14 and 2014/15 budget papers. JACSD has a large number of government and business critical systems. The larger areas within the JACSD portfolio with significant ICT footprint include: ACT Law Courts and Tribunals, Emergency Services Agency and ACT Corrective Services. There is also a range of systems which support provision of legal services, policy development and legislation drafting, publishing and statutory agencies client case management.

Eligibility/Other Requirements: Relevant Tertiary/Educational Qualifications are highly desirable. In addition to Project/Program Management, some experience in Enterprise Architecture and/or Application Portfolio Management would be of benefit. Educational and professional qualification checks may be undertaken prior to employment.

Note: This is a temporary position available until 14 August 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas. Contact details of at least two referees and current curriculum vitae are required. Business and technical referees will be requested. Applications should be sent to the contact officer.

Contact Officer: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

## **Victim Support ACT**

### **Director, Victim Support ACT**

##### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 35325)**

Gazetted: 01 April 2015

Closing Date: 21 April 2015

Details: Victim Support ACT is seeking written applications addressing the selection criteria for the position of Director. This is a new position. The Director will support the Victims of Crime Commissioner by managing the day-to-day business activities of Victim Support ACT while keeping abreast of the operating environment of the Commissioner. The Director will be responsible for the overall management of services, staff, projects and activities to ensure Victim Support ACT is effective and efficient. It will be an enabling position, operational in nature, developing procedures, reviewing internal processes, identifying efficiencies, managing risk and change and identifying opportunities for continual improvement in client service delivery.

Eligibility/Other Requirements: A tertiary qualification in legal studies or health is an advantage. Experience working with victims of crime is highly desirable. Previous experience in client service delivery is an advantage. Applicants must have a strong empathy and understanding of the impact on those who work with clients exposed to trauma and violence.

Notes: Contact details of two referees and current Curriculum Vitae must accompany the application. 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 - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

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

## **Territory and Municipal Services**

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

**Parks and City Services**

**City Services**

**Urban Treescapes**

**Coordinator of Tree Assets**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 18126)**

Gazetted: 26 March 2015

Closing Date: 2 April 2015

Details: Urban Treescapes within City Services has a temporary vacancy based at Macarthur House. The Coordinator of Tree Assets is responsible for planning, programing and overseeing services that contribute to the successful revitalisation of Canberra's urban forest. The services are generally delivered by contractors. Effective performance in the job will require excellent interpersonal and contract management skills, highly developed project management and time management skills, high quality oral and written communication skills and flexibility in responding to changing priorities.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform is essential. A Certificate IV in Contract Management and Procurement is highly desirable while qualifications appropriate to the scope of activities performed, e.g. forestry, arboriculture or horticulture are desirable.

Notes: This is a temporary position, available for two years commencing in April 2015 with the possibility of extension and/or permanency. This a re-advertisement of PN:18126 which closed 16 March 2015. Applicants who previously applied, need not reapply

Contact Officer: Luke Bulkeley (02) 6207 7158 [luke.bulkeley@act.gov.au](mailto:luke.bulkeley@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.

**Parks and City Services**

**City Services**

**Place Management**

**Leading Hand**

**General Service Officer Level 7 \$54,981 - \$58,062, Canberra (PN: 09880, several)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: City Services is a Branch within Parks and City Services responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. This position will supervise and lead a team of employees engaged in horticultural, cleaning and asset maintenance and coordinate the use of resources to implement work programs and projects.

Eligibility/Other Requirements: Current driver's licence is essential. Certificate in Horticulture or equivalent qualification is highly desirable. Certificate III in Government or a willingness to obtain Occupational Health Safety Construction Industry Induction 'White Card' is highly desirable. Preparedness to wear a uniform. Preparedness to work from various depots throughout the ACT. Ability to undertake the physical requirements of the tasks listed in the duty statement.

Notes: A merit list will be created from this process which will be used to fill future permanent and temporary vacancies.

Contact Officer: Kingsley Grall (02) 6207 2681 [kingsley.grall@act.gov.au](mailto:kingsley.grall@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.

**Roads and Public Transport**

**Public Transport**

**ACTION**

**Bus Driver in Training / Bus Driver**

**General Service Officer Level 5 \$48,453 - \$51,007, Canberra (PN: SDRT01, several)**

Gazetted: 27 March 2015

Closing Date: 30 October 2015

Details: ACTION is establishing a pool of suitable applicants to become Bus Drivers as vacancies occur during 2015. Applicants should be customer service focused, polite and friendly, physically fit and healthy, have a good standard of literacy/numeracy, and a high standard of driving skills. Applicants will be able to operate a public transit vehicle and on board computer equipment, ensuring safe carriage of members of the public and ensure correct fares are paid. Provide information and advice to clients. Carry out pre-drive checks of bus and ensure general maintenance is conducted. Ensure general security of buses while in service.

Eligibility/Other Requirements: To be eligible to become an ACTION Bus Driver, must be able to acquire a Condition "O" on your ACT driver's licence. Refer to <http://www.rego.act.gov.au/licence/act-licence-types/public-vehicle-licence-applications-first-issue#bus>. (NSW licence holders must hold a NSW Public Vehicle Authority). In order to progress through the recruitment process, applicants will undertake a literacy/numeracy test, functional assessment, interview, medical assessment and national police check and successfully complete a driving assessment/licence upgrade.

Note: Refer to [http://www.action.act.gov.au/About\\_ACTION/careers](http://www.action.act.gov.au/About_ACTION/careers) to the application pack which includes information and full details of how to apply. Positions will be offered initially on a temporary part-time basis for a minimum of 20 hours per week with the possibility of permanency from this process. The Bus Driver application pack must be completed, together with a Driver Licence History check sent to [actionrecruitment@act.gov.au](mailto:actionrecruitment@act.gov.au). Applications will be processed in groups of 15 as applications are received. Applications may be temporarily suspended should an excessive number of applications be received. 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 -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Recruitment Coordinator (02) 6207 7537 [actionrecruitment@act.gov.au](mailto:actionrecruitment@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.

**Parks and City Services**

**City Services**

**Place Management**

**Team Leader**

**General Service Officer Level 5/6 \$48,453 - \$53,324, Canberra (PN: 45595, several)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: City Services is a Branch within Parks and City Services responsible for planning and management of parks and reserves and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. The position requires you to work in a lead team undertaking a range of horticultural maintenance and cleaning activities in Canberra's urban open spaces.

Eligibility/Other Requirements: Current driver's licence is essential. Certificate in Horticulture or equivalent qualification is highly desirable. Occupational Health Safety Construction Industry Induction 'White Card' is highly desirable. Preparedness to wear a uniform. Preparedness to work anywhere in the ACT. Ability to undertake the physical requirements of the tasks listed in the duty statement.

Notes: A merit list will be created from this process which will be used to fill future permanent and temporary vacancies.

Contact Officer: Peter Sullivan (02) 628 84943 [peterj.sullivan@act.gov.au](mailto:peterj.sullivan@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.

**Parks and City Services**

**City Services**

**Place Management**

**General Service Officer**

**General Service Officer Level 3/4 \$43,709 - \$47,730, Canberra (PN: 33863, several)**

Gazetted: 26 March 2015

Closing Date: 9 April 2015

Details: City Services is seeking skilled and motivated persons to work either individually or as part of a team in the Place Management Section to deliver horticultural maintenance and cleaning services of Canberra's parks, urban open spaces and city places.

Eligibility/Other Requirements: Current manual driver's licence (preferably light rigid class). Ability to undertake the physical requirements of the tasks listed in the Position Description. Officers may be required to work from various Canberra regional depots. Be prepared to wear a uniform.

Notes: These temporary vacancies are available for up to twelve months with the possibility of extension. Positions may be filled based on application and referee reports only. An order of merit will be established from this process for future temporary vacancies. To apply for this position please complete the attached questionnaire and the job application coversheet.

Contact Officer: Ky Van Deyk (02) 6205 0311 Ky.vandeyk@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 these positions.

***APPOINTMENTS***

**Canberra Institute of Technology**

**Teacher Level 2 \$93,298**

Sarah Silver 827-58172, Section 68(1), 1 April 2015

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade B \$109,831 - \$123,642**

Nicole Mahar 846-84947, Section 68(1), 6 April 2015

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Alexandra Slobodian 843-19579, Section 68(1), 31 March 2015

**Health**

**Registered Nurse Level 3.1 \$93,917 - \$97,782**

Rhian Blackwell 846-85317, Section 68(1), 30 March 2015

**Health Professional Level 2 \$57,352 - \$78,731**

Carman Chan 844-80768, Section 68(1), 30 March 2015

**Health Professional Level 2 \$57,352 - \$78,731**

Tanya Lau 846-85165, Section 68(1), 30 March 2015

**Administrative Services Officer Class 3 \$55,732 - \$59,980**

Cathi Metcalfe 846-85384, Section 68(1), 30 March 2015

**Registered Nurse Level 2 \$81,918 - \$86,823**

Nicole Yates 846-85042, Section 68(1), 30 March 2015

**Justice and Community Safety**

**Administrative Services Officer Class 2 \$49,189 - \$54,315**

Garry Selwood 844-76865, Section 68(1), 26 March 2015

**Territory and Municipal Services**

**Bus Operator - Training \$61,461**

Nigel Bodycote 846-84760, Section 68(1), 27 March 2015

**Bus Operator - Training \$61,461**

Nathan Horilczenko 846-84656, Section 68(1), 27 March 2015

**Bus Operator - Training \$61,461**

Pietro Isotton 846-84621, Section 68(1), 27 March 2015

**General Service Officer Level 5/6 \$48,453 - \$53,324**

Christopher James Lambert 827-29419, Section 68(1), 26 March 2015

***TRANSFERS***

**Health**

**Courtney Mackin: 838-54027**

From: Enrolled Nurse Level 1 \$53,501

Health

To: Enrolled Nurse Level 1 \$53,501 - \$57,161

Health, Canberra (PN. 19454) (Gazetted 31 July 2014)

**Justice and Community Safety**

**Andronicki Giannaros: 027-92822**

From: Senior Officer Grade C \$100,382

Justice and Community Safety

To: Senior Officer Grade C \$93,254 - \$100,382

Justice and Community Safety, Canberra (PN. 31523) (Gazetted 13 August 2014)

***PROMOTIONS***

**Chief Minister, Treasury and Economic Development**

**Revenue Management**

**Compliance**

**Kirsty Bourke: 788-61193**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Chief Minister, Treasury and Economic Development, Canberra (PN. 02904) (Gazetted 12 February 2015)

**Community Services**



**Housing and Community Services**

**Housing ACT**

**Social Housing and Homelessness Services**

**Toni McInnes: 827-36643**

From: Senior Officer Grade C \$93,254 - \$100,382

Community Services

To: †Senior Officer Grade A \$127,557

Community Services, Canberra (PN. 32288) (Gazetted 17 December 2014)

**Environment and Planning**

**Construction and Client Services**

**Client Services**

**Customer Services**

**Milos Kolundzic: 835-62702**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Environment and Planning

To: †Administrative Services Officer Class 4 \$61,874 - \$66,997

Environment and Planning, Canberra (PN. 15366) (Gazetted 12 November 2014)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Health**

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Stephanie Dunford: 833-47746**

From: Health Professional Level 2 \$57,352 - \$78,731

Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health, Canberra (PN. 29809) (Gazetted 19 February 2015)

**Director General Reports**

**Catherine King: 762-91668**

From: Senior Officer Grade C \$93,254 - \$100,382

Health

To: †Senior Officer Grade A \$127,557

Health, Canberra (PN. 33340) (Gazetted 11 December 2014)

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Community Care Program**

**Kathryn Laurich: 799-82106**

From: Health Professional Level 2 \$57,352 - \$78,731

Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health, Canberra (PN. 18043) (Gazetted 8 January 2015)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Acute Support Service**

**Wanda Piechocki: 258-80382**

From: Technical Officer Level 1 \$50,794 - \$53,253

Health

To: Allied Health Assistant 3 \$56,730 - \$62,959  
Health, Canberra (PN. 35421) (Gazetted 18 December 2014)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cheryl Rowsell: 817-45572**

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 2 \$81,918 - \$86,823  
Health, Canberra (PN. 22547) (Gazetted 15 January 2015)

**Radmila Zec: 741-17981**

From: Technical Officer Level 1 \$50,794 - \$53,253

Health

To: Allied Health Assistant 3 \$56,730 - \$62,959  
Health, Canberra (PN. 20664) (Gazetted 18 December 2015)

**Justice and Community Safety**

**Strategic Finance**

**Sitong Lu: 836-07835**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Canberra Institute of Technology

To: Administrative Services Officer Class 6 \$74,098 - \$84,803  
Justice and Community Safety, Canberra (PN. 10264) (Gazetted 2 April 2015)

**Emergency Services Agency**

**Emergency Media and Digital Services**

**Digital Services**

**Richard O'Neill: 827-35296**

From: Administrative Services Officer Class 6 \$74,098 - \$84,803

Justice and Community Safety

To: †Senior Officer Grade C \$93,254 - \$100,382  
Justice and Community Safety, Canberra (PN. 15238) (Gazetted 11 June 2015)

***RETIREMENTS AND DISMISSALS***

**Justice and Community Safety**

**Deanne Kead AGS 827-40239** Section 221 of the Public Sector Management Act 1994, 20 March 2015