



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 July 2015**

## EXECUTIVE NOTICES

### Long Service Leave Authority

#### **Engagement**

Tracy Savage – Chief Executive Officer and Registrar, Long Service Leave Authority (E695) Section 72 of the Public Sector Management Act 1994

### Health

#### **Engagement**

Nicole Feely – Director-General (E908) Section 72 of the Public Sector Management Act 1994

### Community Services

#### **Engagement**

Kate Starick – Director, Out of Home Care Strategy (E780) Section 72 of the Public Sector Management Act 1994

### Chief Minister, Treasury and Economic Development

#### **Engagement**

Jon Cumming – Chief Digital Officer (E785) Section 72 of the Public Sector Management Act 1994

#### **Variation – Assignment**

Fiona Barbaro – Director, Office of Industrial Relations (E309) Section 80A(1)(b) 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)

#### **Student and Academic Services**

##### **Education Services**

##### **Head of Department, CIT Education Quality**

##### **Manager Education Level 1 \$109,759, Canberra (PN: 51784)**

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: The Canberra Institute of Technology (CIT) is seeking an enthusiastic person who has demonstrated professional knowledge to work as a member of the Education Services Management Team providing strategic direction and operational management across the CIT Student and Academic Services Division, CIT Teaching Colleges and CIT Divisions. The role includes: providing leadership across CIT to ensure CIT's academic governance and education delivery, primarily in the vocational education sector but also encompassing the schools and higher education sectors, is of a sound quality and consistent with CIT policies, national and ACT education standards, regulations and legislative requirements; identifying and implementing skills recognition processes to support student

success and work with teaching areas to develop strategies that facilitate improving student completion rates; provide leadership to a team which manages the issuance of academic advice and completed qualifications to students; develop and implement a range of research and evaluation projects reporting outcomes to a range of stakeholders and informing CIT strategic planning and continuous improvement; manage financial, human and physical resources within CIT guidelines; and modelling the ACT Respect, Equity and Diversity (RED) Framework, and the ACT Public Service Values and Signature Behaviours.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: All managers at Manager Education – Level One or Manager Education – Level Two 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). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Industry Experience: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Selection for this position may be based on application and referee reports only.

Contact Officer: Anita Wesley (02) 6207 3593 [anita.wesney@cit.edu.au](mailto:anita.wesney@cit.edu.au)

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

#### **CIT Business Tourism and Accounting**

#### **CIT Tourism, Hospitality and Events**

#### **Functions Coordinator**

#### **Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 32944)**

Gazetted: 28 July 2015

Closing Date: 4 August 2015

Details: Applications are sought for the position of Functions Coordinator in the CIT Business, Tourism and Accounting College to support the college with administering functions and meeting operational targets as set by the Department. Manage financial processes in commercial operations. Assist in marketing, client liaison, managing reservations, working with internal and external and stakeholders.

Eligibility/Other Requirements: Qualification in hospitality skills, customer service or a business related area and Responsible Service of Alcohol is desirable.

Contact Officer: Sue Leed (02) 6207 3229 [sue.leed@cit.edu.au](mailto:sue.leed@cit.edu.au)

#### **Capital Metro**

**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)**

#### **Commercial**

#### **Transaction and Commercial Officer**

#### **Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34313)**

Gazetted: 21 July 2015

Closing Date: 04 August 2015

Details: The Capital Metro Agency (CMA) has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Commercial Branch is seeking an experienced and motivated Transaction and Commercial Officer to provide high level support to the activities of the branch. Duties include, but are not limited to, the drafting and coordination of a variety of complex reports and briefings, and assisting with risk, issues, program and change management oversight activities.

Contact Officer: Brendan McAvoy (02) 6205 9799 [brendan.mcAvoy@act.gov.au](mailto:brendan.mcAvoy@act.gov.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)

**ICT - Executive**

**Enterprise Architecture and Hybrid Cloud**

**Solutions Architecture**

**Solutions Architect**

**Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 18687)**

Gazetted: 27 July 2015

Closing Date: 10 August 2015

Details: The Enterprise Architecture and Hybrid Cloud (EAHC) branch within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced Solutions Architect to join the architecture team onsite at the Health Directorate to deliver solution architecture services, assistance with larger enterprise architectural projects and development of solution architecture conceptual designs and patterns.

Eligibility/Other Requirements: Bachelor's Degree in Business, Information Systems or related discipline, or equivalent and extensive related project experience is highly desirable.

Notes: This is a temporary position available from 20 August 2015 to 17 February 2016.

Contact Officer: Jonathan Owen (02) 6207 5969 [jonathan.owen@act.gov.au](mailto:jonathan.owen@act.gov.au)

**Access Canberra**

**Registrations and Fair Trading**

**Working with Vulnerable People**

**Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 28801)**

Gazetted: 23 July 2015

Closing Date: 30 July 2015

Details: Under the broad direction of the Senior Manager, Compliance supervise staff as required. Plan and conduct proactive compliance activities. Issue and monitor work flows and report on activities and outcomes. Conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Where required provide assistance analysing complex registrations under the Working with Vulnerable People scheme. Where required undertake complex risk assessments under the Working with Vulnerable People Risk Assessment Guidelines. Deal appropriately with confidential and sensitive information. Assist to foster an environment of working together across the various disciplines within Access Canberra. Establish effective working relationships with stakeholders, both internal and external. Perform the functions of an authorised Inspector in accordance with relevant legislation. Prepare complex correspondence, reports, and briefings. Maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: The successful applicant must also hold a General Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*, or be eligible to gain registration upon commencement. 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). A current driver's licence is required. Preparedness to work after hours, or be on call. The completion of a police check is a mandatory requirement prior to engagement in all ACT Public Service positions

Notes: This is a temporary position available until 31 January 2016.

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: Derise Cubin (02) 6205 3732 derise.cubin@act.gov.au

**Access Canberra**

**Registration and Fair Trading**

**Compliance Unit**

**Senior Investigator**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 03891, several)**

Gazetted: 29 July 2015

Closing Date: 5 August 2015

Details: Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes. Provide assistance to less senior officers in relation to less complex matters. Assist the Manager of the Unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under fair trading legislation. Represent the Office at meetings, seminars, working parties and conferences relating to the Unit's functions. Ability to undertake shiftwork as required or as directed. Conduct the more complex investigations and oversee the preparation of briefs of evidence for court. Appear in court as necessary. Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Ability to work shiftwork and possession of a current driver's licence. The completion of a police check is a mandatory requirement prior to engagement in all ACT Public Service positions. Knowledge of Fair Trading and Liquor legislation would be an advantage.

Notes: This is a temporary position available until December 2015 with the possibility of extension. This position is only open to current ACT Government employees.

How To Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 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: Danny Baker (02) 6205 3733 danny.baker@act.gov.au

**Finance and Budget**

**Social Policy**

**Community Services and Education**

**Analyst**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11073)**

Gazetted: 23 July 2015

Closing Date: 7 August 2015

Details: Is the delivery of health, education and community services important to you? Are you looking for an opportunity to influence Government policy? Do you want to work closely with the ACT Government to develop and manage the Territory's budget? The Finance and Budget Division is looking for a highly motivated and experienced analyst with expertise in the analysis of financial information and business cases associated with service delivery and capital works projects to join energetic and enthusiastic teams. The successful applicant will have the demonstrated ability to exercise initiative, good judgement, well developed analytical skills, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues. The ability to communicate effectively, build effective working relationships, contribute to team outcomes and prepare thorough written and financial reports is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable.

Note: This is a temporary position with the possibility of permanency from this process.

Contact Officer: Cheryl Harkins (02) 6205 6390 cheryl.harkins@act.gov.au

**Access Canberra**

**Governance and Support**

**Business Development**

**Office Manager**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 43637)**

Gazetted: 28 July 2015

Closing Date: 4 August 2015

Details: Under the limited direction of the Senior Manager - Business and Finance Services, manage all aspects of the day to day operations of the Business Unit, including, but not limited to, Human Resources, overseeing fleet, uniforms, building maintenance, purchasing and general admin tasks. Provide secretariat support to various Access Canberra committees, as required. Manage staff within the Business Unit, assist in the formulation and implementation of administration policy for Access Canberra. Provide advice and direction for Access Canberra staff. Maintain records in accordance with the *Territory Records Act 2002*, and complete other duties as directed in conjunction with the Senior Manager.

Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position available 31 August 2015 until 30 November 2015 with possibility of extension.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

**Shared Services ICT**

**Business Development**

**Online Systems**

**Senior Online Systems Officer**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 00442)**

Gazetted: 28 July 2015

Closing Date: 11 August 2015

Details: Shared Services ICT is seeking applications from individuals interested in working in a dynamic and fast paced team which is responsible for providing online services to the whole of ACT Government. The primary responsibility of this role is to develop and maintain websites for various clients using Squiz Matrix. A key function of the role is to liaise with various stakeholders and provide the associated support services, including requirements elicitation, design guidance and training.

Note: This position is being readvertised. Previous applicants received to the temporary advertised position will need to reapply.

Contact Officer: Peter Bridgfoot (02) 6205 0267 peter.bridgfoot@act.gov.au

**Revenue Management**

**Revenue Accounts**

**Supervisor, Accounts Management**

**Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 02749)**

Gazetted: 29 July 2015

Closing Date: 5 August 2015

Details: The Revenue Accounts Section is responsible for the assessment and collection of various taxes, the processing of applications for concessions, and the delivery of high level advice to taxpayers. The eligible applicant would be required as a team supervisor to undertake a range of operational and administrative tasks relating to the processing and maintenance of accounts, and professionally dealing with taxpayers and their representatives. This may include the following; direct and supervise allocated staff; process payment and maintain taxpayer records; answer more complex enquiries from the public; oversee the updating or amending of computer records to correctly reflect taxation liability; and liaise with inter departmental officers and other agencies as required.

Notes: This is a temporary position available for up to six months. This position may be filled on application and referee reports only. Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

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: Jane Haby (02) 6205 4578 jane.haby@act.gov.au

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

### **Visit Canberra**

#### **Canberra and Region Visitors Centre**

##### **Reservations Officer, Canberra and Region Visitors Centre**

##### **Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 43424)**

Gazetted: 23 July 2015

Closing Date: 6 August 2015

Details: The Reservations Officer is required to administer the functions of the reservations system, including maintenance of rates, reporting requirements, financial administration, industry liaison and bookings, to enable the systems booking and packaging functionality. In addition the role will be required to: Act as weekend Supervisor as part of the overtime roster. Provide assistance to Volunteers. Arrange payment of accounts for the Canberra and Region Visitors Centre.

Eligibility/Other Requirements: Current Australian driver's licence. First Aid Certificate. Flexibility to work weekends and public holidays.

Contact Officer: Robert Smethills (02) 6205 0026 robert.smethills@act.gov.au

## **Access Canberra**

### **Governance and Support**

#### **Business and Development**

##### **Client Services Officer**

##### **Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 00497, several)**

Gazetted: 28 July 2015

Closing Date: 11 August 2015

Details: Under the general direction of the Senior Manager - Business and Development, provide professional and timely service. This includes: Effectively communicate Recruitment policies and practices to Access Canberra Managers; Liaise with Shared Services and Chief Minister, Treasury and Economic Development (CMTEDD) Corporate HR to ensure processes are effectively provided; Manage the temporary employment process for temporary contracts and temporary transfers including preparing and coordinating documentation; Coordinate Induction of new staff members and liaise with managers in the tracking of the probation process. Maintain internal information systems such as: Assume responsibility for correct data entry of employee related information to maintain personnel records that track employment history, promotions and transfers; and prepare Workforce Management reports in relation to temporary contracts, higher duties and leave. Provide administrative support within the Business and Development unit, including: Provide support for projects and initiatives, including research, report preparation and administration; Review and update guidelines and forms; Reporting against relevant benchmarks; Maintain records including employee records and delegations; and provide general administrative support to the Senior Manager, including organising time, venue and facilities for meetings, filing and drafting correspondence. Perform other duties as directed by the Office Manager, Manager Business and Development and the Access Canberra Executive Director. Maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Amanda Sibree (02) 6205 0333 amanda.sibree@act.gov.au

## **Revenue Management**

### **Revenue Accounts**

#### **Administrative Officer**

**Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 55101, several)**

Gazetted: 29 July 2015

Closing Date: 5 August 2015

Details: The Revenue Accounts Section is responsible for the assessment and collection of various taxes, the processing of applications for concessions, and the delivery of high level advice to taxpayers. The eligible applicant would be required under general direction to provide professional customer service to clients and undertake operational and administrative tasks as required. This may include the following; processing assessments, concessions and applications in accordance with policy and legislation; attending to telephone enquiries in the ACT Revenue Office Call Centre; general office duties as directed including mail processing, filing and answering written correspondence; and other functions as directed.

Notes: This is a temporary position available for up to six months. This position may be filled on application and referee reports only. Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

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: Jane Haby (02) 6205 4578 jane.haby@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)**

**Housing and Community Services**

**Housing ACT**

**Gateway Services**

**Manager Gateway Services**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 10588)**

Gazetted: 29 July 2015

Closing Date: 5 August 2015

Details: The Manager Gateway Services is responsible for providing leadership and direction to staff, clients and stakeholders accessing services from Housing ACT. The role also requires decision making on a range of diverse and often complex issues involving support to public housing applicants. The position occupant reports to the Senior Manager, Gateway Services and is required to develop and maintain networks and collaborative working relationships with community service organisations to assist clients to access appropriate housing and community support services. The position occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills. The position occupant will manage the day-to-day operations of a busy frontline operational area that is responsible for providing housing assistance in a human services environment and supporting clients apply for social housing.

Eligibility/Other Requirements: Essential qualifications and experience -Current driver's licence. Experience in using a range of IT business and office applications. Desirable qualifications and experience, but not essential - Relevant tertiary qualifications in Social Work, Community Development or a related field.

Contact Officer: Andrew Roylance (02) 6207 1306 andrew.roylance@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.

**Housing and Community Services**



**Housing ACT**

**Social Housing and Homelessness Services**

**Assistant Manager, Social Housing and Homelessness Services**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 29608)**

Gazetted: 29 July 2015

Closing Date: 12 August 2015

Details: Social Housing and Homelessness Services play a pivotal role in ensuring that people who are homeless or who are at risk of homelessness in the Canberra community have access to high quality support services that will assist in breaking cycles of disadvantage and homelessness. Social Housing and Homelessness Services is responsible for policy, planning, research and the management of service delivery agreements in relation to a broad range of community services. The Assistant Manager position is responsible for contributing to the program management and policy development for social housing and homelessness services in the ACT.

Eligibility/Other Requirements: The successful applicant will possess highly developed contract and negotiation skills.

Relevant tertiary qualifications eg: Social Science or experience in a similar environment would be advantageous.

Contact Officer: Min McIntyre (02) 6205 1856 min.mcintyre@act.gov.au

**Disability ACT**

**Operational**

**Policy and Program Development**

**Relationship Manager**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 24760)**

Gazetted: 24 July 2015

Closing Date: 31 July 2015

Details: This position is responsible for building and maintaining effective partnerships with the disability service delivery sector and for the implementation of agreed recommendations from the Review of the Role of Government as a provider of Disability Services. The successful applicant will be responsible for the positive interface between the disability service delivery sector, the Department of Disability, Housing and Community Services, Disability ACT other government agencies and organisations. The position incumbent will be required to demonstrate a commitment to the Vision and Values of Disability ACT.

Eligibility/Other Requirements: Previous experience in Community Services, particularly Disability Services and a strong working knowledge of ACT Government Procurement processes is highly desirable.

Note: This is a temporary position available for six months with the possibility of extension. Selection may be based on written application and referee checks 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\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Mary Milin (02) 6207 4514 marica.milin@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)**

**Education Strategy**

**Student Engagement**

**Student Wellbeing**

**Manager**

**School Leader B \$121,464, Canberra (PN: 04088)**

Gazetted: 24 July 2015

Closing Date: 7 August 2015

Details: Support the Senior Manager to develop and achieve section strategic goals and implement the section plan. Assist the Senior Manager to manage the human, financial and physical resources of the section to achieve optimal social and educational outcomes for all students.

Eligibility/other requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification and registration as a Psychologist with the Psychology Board of Australia. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute).

Please note that under the *ACT Public Service Education and Training Directorate (Teaching Staff) Enterprise Agreement 2011-2014*, Psychologists with three years registration and no teaching qualifications may apply for this position.

This is an office based position. An Attraction and Retention Incentive also currently applies for Psychologists employed by Education and Training Directorate, this will be reviewed annually. Current driver's licence and use of a private vehicle required.

Note: 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: David Bromhead (02) 6205 7170 david.bromhead@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.

**Deputy Director General  
Governance and Assurance  
Liaison Unit**

**Assistant Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 04389)**

Gazetted: 24 July 2015

Closing Date: 7 August 2015

Details: Education and Training is seeking an experienced Assistant Manager to manage the Directorate's Community Liaison responsibilities. As the Assistant Manager you would deputise for the Manager of the Liaison Unit. The successful applicant will have proven leadership, strategic thinking, research/analytical skills and experience. Provide advice, prepare correspondence and other briefing material and also have experience in complaints management preferably in a public sector environment. Possess personal attributes to interact effectively with members of the community and the aptitude and skills to progress matters raised by the community through the Liaison Unit's Customer Relationship Management tool and phone operations to the appropriate area of the Directorate for resolution. Working in a small team, and responsible to the Manager - Liaison Unit, the successful applicant will need to quickly gain a comprehensive understanding of Directorate Policies, proactively respond to the section's work pressures, exercise initiative, tenacity, negotiation skills, adaptability and a commitment to service. Meet tight timeframes, have excellent writing, proofing and editing skills, and the capacity for clear and empathetic oral communication.

Contact Officer: Lynda Tooth (02) 6205 9301 lynda.tooth@act.gov.au

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

**Office for Schools  
Belconnen Network  
Miles Franklin Primary School**

**Classroom Teacher-Year 6**

**Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 31845)**

Gazetted: 23 July 2015

Closing Date: 6 August 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.

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 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 for a Year Six class until the end of the year. 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: 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**

#### **North/Gungahlin Network**

#### **Dickson College**

#### **School Administrative Assistant**

#### **School Assistant 2 \$42,453 - \$46,881, Canberra (PN: 00814)**

Gazetted: 28 July 2015

Closing Date: 11 August 2015

Details: Dickson College is seeking applications from highly motivated individuals to fill the role of School Assistant, Front Office. The successful applicant will: provide executive support to the Principal, Deputy Principals and Business Manager and administrative support to staff throughout the school, assist the College Finance Officer with financial procedures in line with the School Management Manual and MAZE database guidelines possess excellent communication, liaison and customer service skills, to liaise effectively with students, families and staff and will have the ability to work within a busy environment with competing demands perform reception duties and assist with receipting, filing, photocopying and general office administration.

Eligibility/Other Requirements: Desirable: Familiarity with Microsoft Office Suite. First Aid Certificate, or willingness to undertake 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\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Dr John Clink (02) 6142 0140 [john.clink@ed.act.edu.au](mailto:john.clink@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)**

#### **Government Services, Communications and Legislation Services**

#### **Government Services and Executive Support**

#### **Government Services Officer**

#### **Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 25753)**

Gazetted: 24 July 2015

Closing Date: 7 August 2015

Details: The Government Services and Executive Support section is seeking an enthusiastic individual to undertake the coordination of government services for the Directorate to allow the section to maintain efficient relationships

between the Environment and Planning Directorate and its main stakeholders of Ministers' offices, Cabinet, the Legislative Assembly and its Committees, and other internal and external stakeholders. The successful applicant will have a strong customer focus and the ability to work as part of a small team.

Eligibility/Other Requirements: A knowledge and understanding of the Territory's Assembly, Cabinet and legislative frameworks and processes would be an advantage.

Note: This is a temporary position available until 30 June 2016.

Contact Officer: Lesley Cameron (02) 6207 6722 [lesley.cameron@act.gov.au](mailto:lesley.cameron@act.gov.au)

## **Health**

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

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

### **Strategy and Corporate**

#### **Policy and Government Relations**

#### **Aboriginal and Torres Strait Islander Health Policy**

#### **Manager, Aboriginal and Torres Strait Islander Health Unit**

#### **Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 25968)**

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: We are seeking a highly motivated person to fill the position of Manager, Aboriginal and Torres Strait Islander Health Unit. The position will provide high level advice on policy, programs, planning and other activities; represent ACT Health in high level liaison and negotiating with customers, agencies and other governments; and develop, review and oversee strategic activities and projects related to corporate goals, operational procedures, legislative reforms, policies and Planning. In this role you will be working closely with the Executive Director of Policy and Government Relations.

Eligibility/Other Requirements: Comprehensive understanding and experience in meeting health needs of Aboriginal and Torres Strait Islander population.

Notes: Aboriginal and Torres Strait Islander people are encouraged to apply

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.

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Contact Officer: Rosemary O'Donnell (02) 6205 0568 and Matthew Ritcher (02) 6207 9143

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

#### **Rehabilitation Aged and Community Care**

#### **Community Care Program**

#### **Nurse Manager**

**Registered Nurse Level 4.1 \$107,764, Canberra (PN: 20638)**

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: Applications are sought from experienced Registered Nurses to fill a full-time permanent position as a Nurse Manager within Rehabilitation Aged and Community Care (RACC), Community Care Program, managing one of the five community nursing teams within the ACT. Community Nursing provides clinic and domiciliary nursing services to patients with a broad range of clinical needs within the ACT community. Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and comprehensively manage financial, physical and human resources within a legislative and organisational policy framework.

Eligibility/Other Qualifications: Registered with the Australian Health Practitioner Regulation Agency as a Registered Nurse – General. Current driver's licence. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position is highly desirable.

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: Elizabeth Crowhurst (02) 6207 1212

**Canberra Hospital and Health Services**

**Deputy Director General - Canberra Hospital and Health Services**

**Canberra Hospital and Health Services Divisional Support**

**Executive Officer**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 13137, several)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: ACT Health is looking for four high calibre Executive Officers to support Executive Directors and the Office of the Deputy Director General, Canberra Hospital and Health Services. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will also provide leadership to the broader Executive administration team.

Eligibility/Other Requirements: Possession of relevant qualifications and/or extensive experience in a complex public sector/healthcare environment would be an advantage.

Note: There are three permanent positions available and one temporary position available until January 2016. Three positions will work across two Canberra Hospital and Health Services (CHHS) divisions and one in the Office of the Deputy Director General. Please include in your cover letter which position you are applying to or if you wish to be considered for all positions, you need only complete one application.

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: Joanna Redmond (02) 6244 2169

**Strategy and Corporate**

**Business and Infrastructure**

**Security and Emergency Preparation**

**Client Services Manager**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 19979)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: An exciting opportunity exists for a dynamic individual to undertake the management of ACT Health Volunteers Services and Residential Accommodation Services. The successful individual is responsible for: Developing and overseeing all ACT Health Volunteer Services Programs through compliance with the Volunteer Governance Model and through building effective relationships with Volunteer Program Coordinators, Volunteers and external bodies; Developing and managing the operational activities of the Canberra Hospital Residential Accommodation Services, including Staff and Public facilities, through the delivery of high level customer service to internal and external clients; Effectively managing the resources of the business units, through provision of effective leadership, communication, training, change management practices and financial management.

Eligibility/Other Requirements: Duties of the position include the requirement to occasionally drive vehicles; therefore possession of a current driver's licence is desirable.

Notes: This is a temporary position available until 31 January 2018.

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: Eleanor Fogarty (02) 6244 4040

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

#### **Medicine**

#### **Pharmacy - TCH**

#### **Medicines Resources Pharmacist**

#### **Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 25283)**

Gazetted: 30 July 2015

Closing Date: 14 August 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. In addition, the Quality Use of Medicines, Research and Education team offer services to support the safe and quality use of medicines across Canberra Hospital and Health Services. An opportunity exists to join the Quality Use of Medicines, Research and Education team as the Formulary Management Pharmacist. The Medicines Resources Pharmacist will enhance the quality and safety of medicines use across Canberra Hospital and Health Services by planning and providing medicines information services, leading quality improvement and medication safety initiatives and working with the Drug and Therapeutics and Adverse Drug Reaction Reporting Committees to promote safe, efficacious and cost-effective medicines use.

Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Minimum five years of experience in hospital pharmacy. Postgraduate qualifications relevant to the fulfilment of the roles of the position or extensive pharmacy experience deemed equivalent.

Notes: An Attraction and Retention Incentive also currently applies for Pharmacists employed by Health Directorate, this will be reviewed annually.

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: Daniel Lalor (02) 6174 7106

### **Population Health**

#### **Health Protection Service**

#### **Environmental Health**

#### **Public Health Officers**

#### **Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29631, several)**

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: The Health Protection Service's Environmental Health Section includes a Food Safety Team and an Environment Team. A number of Public Health Officer positions are available in the Food Safety Team. The role may

involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit someone with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Applicants must meet one of the following qualification criteria: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an Undergraduate Degree or Graduate Diploma in Environmental Health that is accredited by EHA; or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Applicants must demonstrate adequate work experience. Current driver's licence.

Note: Undertake after hours work as reasonably necessary. This position has previously been advertised and previous applicants need not apply. 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.

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Contact Officer: Lyndell Hudson (02) 6205 0956 [lyndell.hudson@act.gov.au](mailto:lyndell.hudson@act.gov.au)

**Canberra Hospital and Health Services**

**Pathology**

**Cytogenetics**

**Team Leader - Cytogenetics**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 21536)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: The Cytogenetics Department provides a diagnostic prenatal, postnatal and oncology service to the Canberra Hospital and surrounding region. We are looking for an experienced Cytogeneticist to join our multi-disciplinary team. This vacancy is for a permanent full-time position. This position has a supervisory role under the leadership of the Chief Scientist. It is anticipated that the successful applicant will perform a leadership role within the team.

Eligibility/Other Requirements: Bachelor degree in Science from a tertiary institution and a minimum of five years relevant experience in a Cytogenetics laboratory. Membership of Human Genetics Society of Australasia (MHGSA) is desirable.

Notes: A relocation allowance maybe available for interstate applicants; however this is subject to approval from the Executive Director of Pathology.

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 Webb (02) 6244 3449

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Client Support Service**

**Exercise Physiologist**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 23806)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: An opportunity exists for an enthusiastic and suitably qualified Exercise Physiologist to fill a full-time vacancy within the Exercise Physiology Department. Part-time work arrangement may be considered for successful applicant. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and education for individuals with chronic disease and/or injury. The department provides land based gymnasium and hydrotherapy exercise programs to assist patients in the self management of their condition. The department also provides support to the Cardiac Rehabilitation Program and Heart Failure Rehabilitation Course.

Eligibility/Other Requirements: A Degree in Human Movement/Exercise Science or equivalent from a recognised tertiary institution and hold current accreditation with Exercise and Sports Science Australia (ESSA) as an Exercise Physiologist. Current driver's licence. Recent experience in a rehabilitation setting and experience in the Exercise Physiology Department highly desirable.

Note: Applicants are required to submit a written application including the following: Cover letter, Curriculum Vitae, Responses to the Selection Criteria; Referee reports from two professional 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: Tarryn Mair (02) 6244 3616

**Population Health  
Health Improvement  
Health Promotion and Grants  
Project Officer**

**Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 25152)**

Gazetted: 30 July 2015

Closing Date: 13 August 2015

**Details:** The Health Improvement Branch (Health Promotion Section) initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will work across the Healthy Children's Initiative; however suitable applicants will be expected to be able to work across any area of the Health Promotion Section as required. As this position will primarily be responsible for contributing to the delivery of programs in children's settings, applicants with excellent skills in developing and managing partnerships with diverse stakeholders and experience of working across children's settings (e.g. schools) will be viewed favourably.

**Eligibility/Other Requirements:** Relevant tertiary qualification and demonstrable experience working as a project officer is highly desirable.

**Notes:** This is a full-time permanent position. Suitable applicants may be placed on a merit list to fill future temporary and/or permanent positions at level in the Health Promotion Section over the next 12 months.

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: Nicole Coyles (02) 6207 1258

**Strategy and Corporate**

**E-Health and Clinical Records**

**Executive Team**

**Personal Assistant**

**Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 33930)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

**Details:** The E-Health and Clinical Records (EHCR) Branch is a lively and collegiate team of people. We work together to leverage technology in the facilitation of a safe, high quality, secure and sustainable health care service for the ACT. This position provides executive support to the Chief Information Officer, ACT Health. The ability to effectively prioritise work and meet deadlines is essential, as is a proactive enthusiasm and strong communicative skills. Working independently and as a team member, the successful applicant will provide administrative support across EHCR, building and maintaining professional relationships in this pioneering and collaborative team. This position provides a high level of administrative support to the Chief Information Officer, ACT Health, as well as supporting others in the E-Health and Clinical Records Executive Team.

**Notes:** This is a temporary position available until September 2016, with the possibility of extension.

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: Andrea Coggan (02) 6205 0880 [andrea.coggan@act.gov.au](mailto:andrea.coggan@act.gov.au)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Director Acute Support Service**

**Speech Pathologist**

**Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 18916)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: The Acute Support Speech Pathology Team is looking for an enthusiastic and suitably qualified speech pathologist to join a small dynamic team of Speech Pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of The Canberra Hospital and the surrounding community. Opportunities exist to work across a range of inpatient and outpatient caseloads and to contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Notes: This is a part-time temporary position at 18:36 hours per week for a period of nine months. This position may be required to participate in an overtime, on call, and/or rotation roster. The successful applicant is 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 include 2 written referee reports and upload this as part of your application.

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Contact Officer: Felicity Martin (02) 6244 2230

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

## **Cancer Nursing**

### **Clinical Support Administration Officer**

#### **Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 21944, several)**

Gazetted: 30 July 2015

Closing Date: 6 August 2015

Details: Several full-time vacancies within Canberra Region Cancer Centre (CRCC) for Administrative Services Officer 3s exist. The successful applicants will need to be reliable and team players and to be able to provide high level of administrative and general office support to the CRCC, including the coordination and booking of appointments for new and existing patients and the creation of new files, and to provide a front line reception and telephone enquiry service, liaising with patients, internal and external clients and the public.

Eligibility/Other Requirements: Ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre.

Notes: There are several permanent and one temporary position available.

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Contact Officer: Nicole Burke (02) 6174 8536

## **Strategy and Corporate**

### **Business and Infrastructure**

#### **Infrastructure Support**

##### **Refrigeration Mechanic**

#### **Facilities Service Officer Level 7 \$55,806 - \$58,933, Canberra (PN: 35699)**

Gazetted: 30 July 2015

Closing Date: 13 August 2015

Details: A fully qualified and licensed Refrigeration Mechanic is required to work in the Refrigeration Workshop within ACT Health located at the Canberra Hospital. The position may also be required to undertake Refrigeration and Air Conditioning works at other ACT Health Sites.

Eligibility/Other Requirements: Trade Certificates in Refrigeration. Current unrestricted driver's licence, Artick and Restricted Electrical Licence.

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: Brett Darby 0487 659 822

### **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)**

#### **ACT Corrective Services**

#### **Custodial Operations**

#### **Corrections Psychological Support Services Unit**

#### **Senior Manager**

#### **Senior Professional Officer Grade A \$129,470, Canberra (PN: 34902)**

Gazetted: 28 July 2015

Closing Date: 14 August 2015

Details: As the Senior Manager, Corrections Psychological Support Services Unit, some of your duties will include managing the daily operation of specific accommodation areas where detainees with complex needs are housed, providing advice and direction in respect of the management of detainees housed in all areas of the prison with complex needs and managing staff practice in providing acute care of detainees with complex needs, including chairing multidisciplinary panel meetings. The duties also include providing leadership, advice and support to staff in specific accommodation areas where detainees with complex needs are being housed, and managing staff practice within a team of psychologists and other related health professionals responsible for assessment and therapeutic service delivery across the whole of the Alexander Maconochie Centre. To be successful in this role, you will have proven experience in the planning and management of psychology services and in the provision of rehabilitation programs for offenders. You will also have proven experience in developing and managing clinical governance and quality improvement. The successful applicant will be required to work within an ethical and legal context and have the ability to apply current scientific principles and informed judgement within such a context. The successful applicant will also be required to demonstrate a high level of professionalism by recognising boundaries of service provision, behaving in a responsible and autonomous fashion and managing professional activities. The position is located at the Alexander Maconochie Centre, Canberra ACT. The salary for the position is \$129,470 per annum, plus superannuation, 18 days personal leave and four weeks annual leave.

Eligibility/Other Requirements: Minimum six year qualification in Psychology. Minimum five years of practical experience in the field of (Forensic) Psychology and registration with Australian Health Practitioner Regulation Agency and Board Approved Supervisor status. All eligible applicants will be subject to a Police Record Check and will be required to maintain a current Working with Vulnerable People Check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. The successful applicant will be required to be available for on-call arrangements as per operational requirements. Current driver's licence is essential.

Note: 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).

Contact Officer: Don Taylor (02) 6207 0040 [don.taylor@act.gov.au](mailto:don.taylor@act.gov.au)

## **ACT Corrective Services**

### **Custodial Operations**

### **Corrections Psychological and Support Services**

### **Health Professional**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 35022, several)**

Gazetted: 29 July 2015

Closing Date: 14 August 2015

Details: ACT Corrective Services is looking for people with demonstrated clinical experience, personal integrity, self-confidence and exceptional communication skills to become clinicians within a small but challenging unit. An interest in rehabilitation, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, in a correctional environment is essential. These positions are based at the Alexander Maconochie Centre in Hume. The successful applicant(s) will be employed as Health Professional Officers (Level 3) and will be highly experienced Psychologists or Occupational Therapists, to be members of a psychology and support services team in a correctional facility. These roles will provide a range of assessment and treatment services to assist the team. The successful applicant(s) will also be provided with an opportunity for supervision, on site mentoring and orientation. The successful applicant(s) will be expected to promote positive client outcomes through the provision of high quality therapeutic, psychosocial services and rehabilitation promotion activities as part of a small team. They will provide individual or group service delivery and apply knowledge, skills, and professional judgement in the delivery of routine services. Senior clinicians will be required to show strong leadership and management skills, as well as be eligible to provide supervision and support of junior clinicians.

Eligibility/Other Requirements: Mandatory qualifications: registration with Australian Health Practitioner Regulation Agency.

Note: On call and weekend/public holiday work hours may also be required. Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; and (4) the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. There are three stages to this recruitment process: (1) initial application assessment; (2) interview; and (3) referee assessment. Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and 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). To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). Contact Officer: Ahu Kocak (02) 6207 7776 [ahu.kocak@act.gov.au](mailto:ahu.kocak@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)**

### **Corporate and Business Enterprises**

#### **Governance**

#### **Policy and Systems Coordination**

**Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 13802)**

Gazetted: 28 July 2015

Closing Date: 11 August 2015

Details: We are looking for a motivated and dynamic team member with experience in the development and implementation of policy documents across a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a

culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Notes: This is a temporary position available until June 2016 with the possibility of permanent appointment. The successful candidate may be selected from application and referee reports only.

Contact Officer: Sue Reif (02) 6207 5769 sue.reif@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 Territory Services**

### **Parks and Conservation Service**

#### **Urban Reserves**

#### **Environmental Offsets Planning Coordinator**

**Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 34862)**

Gazetted: 29 July 2015

Closing Date: 14 August 2015

Details: The Parks and Conservation Service (PCS) is a Branch within the Parks and City Services Division and is responsible for the planning and management of parks and reserves and the public domain. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environments. As an Environmental Offsets Planning Coordinator we are seeking a highly motivated self-driven senior professional to provide strategic conservation planning and the development of operational programs for environmental offsets across the Territory.

Eligibility/Other Requirements: This position is classified as a Designated Fire position under the TAMS Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate, wear a uniform and hold Manual driver's licence is essential. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management; or proven and extensive land management experience. Selection may be based on written application and referee reports.

Contact Officer: Stuart Jeffress (02) 6205 2881 stuart.jeffress@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.

## **Infrastructure, Roads and Public Transport**

### **Roads ACT**

#### **Traffic Signals**

#### **Senior Traffic Signals Engineer**

**Infrastructure Officer 2/3 \$75,299 - \$104,145, Canberra (PN: 23583)**

Gazetted: 24 July 2015

Closing Date: 31 July 2015

Details: Roads ACT are seeking the services of a professional person to liaise with and provide advice to Capital Metro Agency in relation to the integration of the ACT's first light rail system with the signalised intersections through which the rail system will pass. The successful applicant will become a member of a small, dedicated team responsible for traffic signals throughout the Territory.

Eligibility/Other Requirements: Tertiary qualifications in an appropriate discipline, membership of a professional institution and/or relevant experience deemed equivalent.

Note: This vacancy is temporary available to 30 June 2017. This position may be filled at Infrastructure Officer Grade 3 or Infrastructure Officer Grade 2 depending on relevant experience and/or qualifications.

Contact Officer: Michael Day (02) 6207 5223 michael.day@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 Territory Services**

**Parks and Territory Services**

**Community and Visitor Programs**

**ParkCare Support Officer**

**Technical Officer Level 3 \$65,150 - \$73,627, Canberra (PN: 09898)**

Gazetted: 24 July 2015

Closing Date: 7 August 2015

Details: The position is based at Stromlo Depot and is responsible for providing operational support for ParkCare and recreational volunteer groups to assist them to undertake activities to enhance biodiversity and recreational opportunities across the Parks and City Services estate. The main duties of the position include the planning and development of annual work plans for volunteer groups, assisting with on-ground volunteer activities, conducting induction sessions and skills training, coordinating events, attending open days, promotion and recruitment of volunteers and administrative support. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability to apply.

Eligibility/Other Requirements: All applicants are required to address the Selection Criteria as well as provide an updated Resume. This is a fire designated position and applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training. Demonstrated knowledge and experience in natural and cultural resource management and experience in coordination of volunteers undertaking land management activities. Applicants must be prepared to work a roster which includes weekends. This position may be filled from written application and referee reports only.

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: Odile Arman (02) 6207 5570 [odile.arman@act.gov.au](mailto:odile.arman@act.gov.au)

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

## **APPOINTMENTS**

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

**Administrative Services Officer Class 5 \$69,797 - \$73,881**

Marina Lukatela 846-89123, Section 68(1), 27 July 2015

### **Community Services**

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)**

Patricia Antrum 846-89262, Section 68(1), 10 August 2015

**Senior Officer Grade C \$94,653 - \$101,888**

Vicki Hogarth 844-02196, Section 68(1), 27 July 2015

**Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)**

Robin Sale 843-98107, Section 68(1), 23 July 2015

### **Health**



**Registered Nurse Level 2 \$83,146 - \$88,125**

Lisa Marie Burling 846-88796, Section 68(1), 20 July 2015

**Registered Nurse Level 2 \$83,146 - \$88,125**

Michelle Daniel 834-53821, Section 68(1), 27 July 2015

**Registered Nurse Level 1 \$59,874 - \$79,980**

Cincy Jacob 824-32703, Section 68(1), 22 July 2015

**Registered Nurse Level 1 \$59,874 - \$79,980**

Anand Jakate 824-32711, Section 68(1), 30 July 2015

**Health Service Officer Level 3 \$45,588 - \$47,070**

Mark Moro 845-20360, Section 68(1), 30 July 2015

**Health Professional Level 2 \$58,212 - \$79,912**

Sally Oughton 844-33558, Section 68(1), 27 July 2015

**Registered Nurse Level 2 \$83,146 - \$88,125**

Elizabeth Pedley 845-21558, Section 68(1), 17 July 2015

**Radiation Therapist Grade 2 \$60,667 - \$83,852**

Sonia Phelps 846-87507, Section 68(1), 23 July 2015

**Registered Nurse Level 1 \$59,874 - \$79,980**

Belinda Robson 846-89764, Section 68(1), 30 July 2015

**Registered Nurse Level 1 \$59,874 - \$79,980**

Pavitter Singh 825-50099, Section 68(1), 23 July 2015

**Administrative Services Officer Class 3 \$56,568 - \$60,880**

Colleen St Clair 846-89684, Section 68(1), 27 July 2015

**Administrative Services Officer Class 5 \$69,797 - \$73,881**

Halina Steele 844-31253, Section 68(1), 21 July 2015

**Registered Nurse Level 1 \$59,874 - \$79,980**

Meilian Xiao 825-49119, Section 68(1), 21 July 2015

**Registered Nurse Level 1 \$59,874 - \$79,980**

Guoxin Zeng 842-88725, Section 68(1), 17 July 2015

**Justice and Community Safety**

**Administrative Services Officer Class 5 \$69,797 - \$73,881**

Stefanie Schweiger 844-81904, Section 68(1), 24 July 2015

**Territory and Municipal Services**

**General Service Officer Level 3/4 \$44,365 - \$48,446**

Aydon Driscoll 836-05637, Section 68(1), 27 July 2015

**General Service Officer Level 3/4 \$44,365 - \$48,446**

Tyler Harris 844-76400, Section 68(1), 14 July 2015

**Administrative Services Officer Class 2 \$49,927 - \$55,130**

Kowshik Paul 844-00705, Section 68(1), 24 July 2015

## **PROMOTIONS**

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

#### **Expenditure Review Division**

##### **Morgan Moa: 827-60520**

From: Administrative Services Officer Class 6 \$75,209 - \$86,075

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$94,653 - \$101,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 33132) (Gazetted 25 May 2015)

### **Education and Training**

#### **Office for Schools**

##### **Belconnen Network**

##### **Weetangera Primary School**

##### **Belinda Brown: 787-64182**

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 03751) (Gazetted 30 July 2015)

#### **Office for Schools**

##### **South Weston Network**

##### **Alfred Deakin High School**

##### **Katrina Meddemmen: 787-47200**

From: School Assistant 2/3 \$42,453 - \$51,770

Education and Training

To: Administrative Services Officer Class 4 \$62,802 - \$68,002

Education and Training, Canberra (PN. 22866) (Gazetted 4 June 2015)

### **Health**

#### **Strategy and Corporate**

##### **Business and Infrastructure**

##### **Vasil Angeloski: 789-41812**

From: Facilities Service Officer Level 5 \$49,565 - \$52,029

Health

To: Building Trade \$62,715 - \$66,330

Health, Canberra (PN. 20067) (Gazetted 21 May 2015)

**Strategy and Corporate  
Business and Infrastructure  
Logistics Support**

**Bogdan Bjelic: 816-84670**

From: Stores Supervisor \$52,525 - \$55,128

Health

To: Senior Stores Supervisor Level 2 \$62,802 - \$64,728

Health, Canberra (PN. 26244) (Gazetted 23 April 2015)

**Canberra Hospital and Health Services  
Cancer Nursing**

**Lisa Castle-Burns: 261-52141**

From: Registered Nurse Level 1 \$59,874 - \$79,980

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 28060) (Gazetted 18 June 2015)

**Strategy and Corporate  
Business and Infrastructure  
Logistics Support**

**Daniel Cattermole: 789-41564**

From: Health Service Officer Level 4/5 \$47,070 - \$52,029

Health

To: Senior Stores Supervisor Level 2 \$62,802 - \$64,728

Health, Canberra (PN. 19958) (Gazetted 23 April 2015)

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Mental Health Director of Nursing**

**Joanna McDougal: 844-33240**

From: Registered Nurse Level 2 \$83,146 - \$88,125

Calvary Health Care ACT (Public)

To: †Registered Nurse Level 4.1 \$107,764

Health, Canberra (PN. 10736) (Gazetted 4 June 2015)

**Canberra Hospital and Health Services  
Cancer Nursing**

**Kathryn Reid: 821-21497**

From: Registered Nurse Level 1 \$59,874 - \$79,980

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 17179) (Gazetted 18 June 2015)

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Child and Adolescent Mental Health**

**Stacey Sloan: 799-87038**

From: Registered Nurse Level 1 \$59,874 - \$79,980

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 34324) (Gazetted 25 June 2015)

**Population Health**

**Health Protection Service**

**Environmental Health Program**

**Rebecca Stones: 820-94281**

From: Senior Officer Grade C \$94,653 - \$101,888

Health

To: †Health Professional Level 5 \$111,478 - \$125,497

Health, Canberra (PN. 24302) (Gazetted 9 July 2015)

**Strategy and Corporate**

**Business and Infrastructure**

**Logistics Support**

**Anthony Taylor: 829-68196**

From: Health Service Officer Level 4/5 \$47,070 - \$52,029

Health

To: Senior Stores Supervisor Level 2 \$62,802 - \$64,728

Health, Canberra (PN. 26153) (Gazetted 23 April 2015)

**Justice and Community Safety**

**Office of Regulatory Services**

**Transport Regulation**

**Audit**

**Christopher Polzin: 827-44758**

From: Administrative Services Officer Class 4 \$62,802 - \$68,002

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$69,797 - \$73,881

Justice and Community Safety, Canberra (PN. 21239) (Gazetted 9 October 2014)

**RETIREMENTS and DISMISSALS**

**Justice and Community Safety**

*Section 122 of the Public Sector Management Act 1994 – Brian Seal: 791-54802, 24 July 2015*