



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 21 January 2016**

## ***EXECUTIVE NOTICES***

### **Capital Metro**

#### **Engagement**

Cherie Hughes – Chief Operating Officer (E820) Section 72 of the Public Sector Management Act 1994

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

#### **Contract Cessation**

Jessica Ho – Director, Business Development (E484) – 21.01.2016

### **Education and Training**

#### **Contract Cessation**

Bethan Mitchell – Director, Aboriginal and Torres Strait Islander Education and Student Engagement (E307) – 18.01.2016

## ***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)**

#### **Health, Community and Science**

##### **Forensic Science**

##### **Senior Educator**

##### **Teacher Level 2 \$96,117, Canberra (PN: 36473)**

Gazetted: 25 January 2016

Closing Date: 8 February 2016

Details: The Forensic Science Department at the Canberra Institute of Technology (CIT) requires a highly skilled and motivated educator with experience in the vocational education and training sector to assist with leading and developing the Forensic Science Team. Experience and qualifications in either the Forensic or Biometrics industries is required. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Relevant higher level qualifications and experience with commercial program delivery.

Notes: This position is for temporary filling for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent employment 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 - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Contact Officer: Kym Turnbull (02) 6207 4157 kym.turnbull@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.

**Technology and Design  
Hair and Beauty Therapy  
Hairdressing Teacher**

**Teacher Level 1 \$67,439 - \$89,984, Canberra (PN: 51107)**

Gazetted: 25 January 2016

Closing Date: 1 February 2016

Details: The Hairdressing and Beauty Department at Canberra Institute of Technology (CIT), requires a vocational education training Teacher with professional experience as a hairdresser and make-up artist required for a full-time permanent teaching position. This role supports CIT's commitment to quality education through contextual and innovative approaches to competency-based learning and assessment. It requires the candidate to demonstrate entrepreneurial abilities to work in a team across CIT and externally to design best practice learning experiences for students and apprentices. This includes the ability to develop, design and facilitate across both program areas whilst ensuring compliance, quality assurance, continuous improvement and team work. Experience and knowledge of User Choice processes and compliance is essential. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Certificate IV in Make-up National affiliations with Hair and Make-up associations and governance bodies Local and regional connections.

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

Contact Officer: Angela Ryan (02) 6207 3223 angela.ryan@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)**

**Land Development Agency**

## **Strategic Finance**

### **Financial Controller**

#### **Senior Officer Grade A \$131,412, Canberra (PN: 36431)**

Gazetted: 22 January 2016

Closing Date: 2 February 2016

Details: The Land Development Agency (LDA) is seeking an experienced finance professional to join its Strategic Finance team. The position requires high level strategic financial, project and people management skills. It is responsible for overseeing internal and external budgets, audits, financial statements, annual reports, project reporting and coordinating the provision of complex commercial and taxation advice.

Eligibility/Other Requirements: The successful candidate will be a member of a professional accounting body in Australia, either the Chartered Accountants Australia and New Zealand or CPA Australia; have a minimum of five years experience in a senior finance role in the land/property development industry; demonstrated experience in effectively managing a team; and have highly developed skills in developing and communicating financial results to inform decision making by Executive Management teams and/or Boards.

Contact Officer: Anita Hargreaves (02) 6207 1295 [anita.hargreaves@act.gov.au](mailto:anita.hargreaves@act.gov.au)

## **Shared Services ICT**

### **ICT Contracts and Licensing**

#### **Manager, ICT Contracts**

#### **Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 31559)**

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: Shared Services ICT are seeking a highly skilled manager to lead the ICT Contracts team. The occupant will need to have commercial acumen and understand the relation of contract management to maintaining and delivering business requirements to support ACT Government outcomes.

Contact Officer: Damian Grovenor (02) 6207 9384 [damian.grovenor@act.gov.au](mailto:damian.grovenor@act.gov.au)

## **Access Canberra**

### **Customer Coordination Division**

#### **Manager, Events Approval team**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36626)**

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: Manage the day to day operations of the Event Team and provide leadership to deliver high quality customer service through effective, targeted and holistic case management of event approvals, including event approval coordination and advice on event planning matters. Provide professional guidance and advice to the Events Approval Team staff to assist with the management of complex cases; and to escalate issues when required. Provide support and advice to event organisers on regulatory requirements and risk management principles and practices to ensure safe and successful events. Effective people management of team members including: effectively managing performance; guiding professional and personal development; and facilitating employee motivation and engagement. Build, manage and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities including National Capital Authority and AFP and with event organisers. Assisting the Senior Manager to deliver on: strategies and major projects in support of the Government's policies; business process re-engineering and regulatory reform initiatives; and fostering innovation, continuous improvement and ease of doing business.

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

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: Nardia Cassidy (02) 6207 7889 [nardia.cassidy@act.gov.au](mailto:nardia.cassidy@act.gov.au)

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

### **Territory Venues**

**ICT Manager – Territory Venues**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36297)**

Gazetted: 25 January 2016

Closing Date: 8 February 2016

Details: Territory Venues is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. The role of ICT Manager will be responsible for the following key duties and responsibilities: Provide technical oversight for the procurement for all ICT Venue, Business and Administration requirements for Territory Venues and Events. Provide integration, implementation, operations and maintenance plans for the following (but not limited to) ICT systems, Public access wireless, Broadcast Integration, Ticketing Systems, Security and CCTV, Audio Visual and Production Equipment, ICT cabling and network infrastructure, Telephone and VOIP services, Video Replay boards and Digital signage. Provide a central liaison point to the contracted provider of Business and Administration ICT services. Ensure availability and performance of ICT systems through scheduled testing and maintenance. Provide lifecycle planning for ICT equipment. Maintain systems in accordance with vendor recommendations and supervise those key external relationships. Project Manage key ICT projects including Major Event installations, capital works programs and major maintenance and service projects. Please refer to the attached position description for further details.

Contact Officer: Matthew Elkins (02) 6256 6708 [matthew.elkins@act.gov.au](mailto:matthew.elkins@act.gov.au)

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Electrical Inspectorate**

**Inspector**

**Building Trade Inspector \$84,478 - \$96,073, Canberra (PN: 15132)**

Gazetted: 25 January 2016

Closing Date: 1 February 2016

Details: Under limited direction of the Senior Manager; Perform the functions of an Inspector Under: *ACT Electricity Safety Act 1971, Construction Occupations Licensing Act 2004 Utilities Act 2000* other associated laws of the ACT. Maintain records in accordance with the *Territory Records Act 2002*. Examine and provide compliance advice on electrical installation documents. Conduct complex onsite inspections for compliance with the *ACT Electricity Safety Act 1971, AS/NZS 3000* and related standards and codes. Carry out investigations, prepare documentation and represent Access Canberra on cases involving prosecutions and other disciplinary actions undertaken by the Construction Occupations Registrar, or other ACT Government agencies. On rotation, outside of normal business hours, will be the On-Call Electrical Inspector for fire and shock investigations. Provide advice to clients of the ACT Government and the construction industry in relation to the application of AS/NZS 3000 (Wiring Rules) and other relevant standards, codes and policies. Assist the Construction Occupations (Deputy) Registrar as directed by the Registrar. This position does not involve direct supervision of personnel, but on occasions may have an electrical apprentice/trainee to supervise.

Note: This is a casual position available for six months with the possibility of extension up to 12 months. Hours to be determined on commencement.

Contact Officer: Michael Mossler (02) 6207 7941 [michael.mossler@act.gov.au](mailto:michael.mossler@act.gov.au)

**Access Canberra**

**Construction, Environment and Workplace Protection**

**WorkSafe ACT**

**Inspector**

**ORS Inspector 6 \$76,337 - \$87,366, Canberra (PN: 05544, several)**

Gazetted: 27 January 2016

Closing Date: 3 February 2016

Details: Perform the functions of an authorised Inspector under relevant legislation as delegated. Conducting inspections of workplaces and providing advice in accordance with relevant legislation, including: Advising duty holders on requirements of the legislation and related technical issues; Ensuring understanding of and compliance by duty holders with legislation; Issuing enforcement notices to address breaches of work health and safety legislation; Preparing reports and briefs for prosecutions as required; and receiving and coordinating/drafting responses to incoming enquiries and complaints in accordance with procedures. Promoting health and safety

awareness and practices within workplaces to help minimise work-related injuries and illness. Representing WorkSafe ACT at Events planning forums and conducting work health and safety audits prior to and during events drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues. Participate in compliance activities and provide advice to ACT Business and Industry clients and stakeholders in accordance with relevant legislation. Liaising with industry, unions, employers, other Government Departments and work health and safety providers. Representing Access Canberra at forums within the ACT and interstate where required. Drafting and preparing guidance materials and articles on work health and safety issues. Contribute to the day-to-day operations in the Section. Contributing to the strategic direction of WorkSafe ACT and Access Canberra and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contributing to the development and achievement of targets and objectives of the WorkSafe ACT Strategic/Business Plans and team work plans. Facilitating a culture of performance and continuous improvement within Access Canberra. Contribute to efficient work practices and sound corporate governance. Positively participating in team meetings, planning and training activities to achieve corporate goals and targets. Contributing effectively to workplace diversity, participative practices and promotion of work health and safety principles. Maintaining records in accordance with the *Territory Records Act 2002*. Working cooperatively with managers and staff in WorkSafe ACT and Access Canberra more broadly educate the community on their rights, safety provisions and how these provisions effectively apply to their everyday working life; Actively participating in the development and application of relevant WorkSafe ACT promotional and educational materials. Actively promote relevant WorkSafe ACT promotional and educational materials to industry. Present at training, workshops, road shows and other such appropriate activities. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence mandatory. Willingness to wear a uniform. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an afterhours on-call and telephone roster when required participation in programmed after hour's compliance activities when required.

Contact Officer: Kevin McFadzen (02) 6205 0330 [kevin.mcfadzen@act.gov.au](mailto:kevin.mcfadzen@act.gov.au)

## **Shared Services**

### **Partnership Services Group**

#### **Projects Front Door and Partnerships**

##### **Administrative Support Officer**

##### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 36586)**

Gazetted: 22 January 2016

Closing Date: 5 February 2016

Details: Shared Services is currently seeking an Administrative Support Officer for its Projects Front Door. The role is based in Canberra City and undertakes essential administrative tasks including producing and maintaining procedures, maintaining a case register, monitoring progress of cases, preparing periodic reporting and financial reconciliations. It also provides research and coordination support to senior officers in the progress of individual cases. The successful applicant will demonstrate experience and attention to detail in providing administrative support to a business unit or significant work function and excellent customer service skills in dealing with technical and non-technical stakeholders.

Eligibility/Other Requirements: A background in ICT is desirable but not essential.

Contact Officer: Stan Callaghan (02) 6207 5881 [stan.callaghan@act.gov.au](mailto:stan.callaghan@act.gov.au)

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

### **Territory Venues**

#### **Territory Venues and Events**

##### **Production Coordinator**

##### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 09949)**

Gazetted: 27 January 2016

Closing Date: 15 February 2016

Details: Territory Venues is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. The role of Production Coordinator will be responsible for the following key duties and

responsibilities: Content producer and vision switch for major events including (but not limited to) Brumbies, Canberra Raiders, GWS Giants and community events; Design graphics and edit videos using Adobe Creative Suite for display across big screens, LED and IPTV; Work alongside production contractors as part of a broader team and assist with the management of assistants to this role; Conceive design ideas, concepts and campaigns; Design, produce and work with marketing in the creation of multifaceted communication materials across digital and print for a variety of events and projects; Maintain Territory Venues websites and social media accounts including uploading articles, images, photographs and marketing material; Modify and maintain web pages through CMS and Dreamweaver; Content monitoring, management, review and implementation of social media content and campaigns; Use analytics and statistics to improve campaigns and content; Develop strong business relationships with clients, contractors and hirers; and liaise regularly on issues and further development relating to content and production.

Note: Please refer to the attached position description for further details.

Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@act.gov.au

## **Shared Services**

### **Partnership Services Group**

#### **Health ICT Business Systems**

#### **Business Systems Support Officer**

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 13880)**

Gazetted: 25 January 2016

Closing Date: 8 February 2016

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Clinical Portal and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Participation in the afterhours on-call roster for application support is mandatory once skill set is developed. The possession of, or the ability to attain a baseline security clearance is a requirement. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Educational and professional qualifications checks may be undertaken prior to employment. Willingness to obtain qualifications in IT applications training would be an advantage.

Note: This temporary position is available for up to 12 months with the possibility of extension and/or permanent filling from this process. Selection may be based on application and referee reports only.

Contact Officer: Melinda Jeffery (02) 6205 2272 melinda.jeffery@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.

## **Access Canberra**

### **Business Systems and Reform**

#### **Business Information**

#### **Software Test Officer**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 21228)**

Gazetted: 22 January 2016

Closing Date: 5 February 2016

Details: Under the general direction of the Senior Software Test Officer: Analyse business and functional requirements documents and identify changes required to perform the testing process; Develop and write test plans, maintain or write new test scripts and test cases; Carry out comprehensive testing using various test tools and techniques to test the behaviour, functionality and integrity of computer software and document the results of tests in defect reports and related documentation; Report and record test progress and defects raised in accordance with agreed requirements and reporting timelines; Participate in test plan reviews and working groups to ensure the success of projects and defect resolution; Prepare comprehensive overview documentation for projects and defects for new and modified functionality; Provide advice and assistance to team members, other technical teams and business stakeholders; and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Several years experience as a software tester or a thorough understanding of the policies, procedures and business rules which impact on the Rego.act system and the ability to apply them in a test

environment. Relevant qualifications in Software Testing (e.g. ITSQB) and/or Information Technology will be highly desirable.

Note: This is a temporary position available 7 April 2016 to 15 December 2016 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Daniel Laundess (02) 6207 8307 daniel.laundess@act.gov.au

## **Revenue Management**

### **Compliance, Investigations and Awareness**

#### **Inspection Officer**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 05767)**

Gazetted: 21 January 2016

Closing Date: 4 February 2016

Details: The Compliance, Investigations and Awareness section develops compliance strategies and conducts investigations aimed at achieving maximum compliance by clients in relation to their statutory obligations. The section also plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The main functions of this position include undertaking investigations as an individual or as a team member into various revenue, taxation and legislative matters administered by the ACT Revenue Office. The role includes the preparation of appropriate assessments, reassessments, reports and adjustments to computer records arising from investigations.

Contact Officer: Rowena Mele (02) 6207 0099 rowena.mele@act.gov.au

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

### **Territory Venues**

#### **Operations Assistant**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: C10070)**

Gazetted: 25 January 2016

Closing Date: 10 February 2016

Details: Territory Venues is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park; and the management and operation of these venues. The role of Operations Assistant will be responsible for the following key Duties and Responsibilities. Perform the duties of Assistant Event Manager at GIO Stadium Canberra and other venues as required. Assist in the coordination and preparation of Canberra Stadium and other venues for major events, minor events, functions, meetings and conferences. This includes; but not limited to, room set ups, bump-in and bump-outs. Assist in coordinating external assistance and equipment including security, traffic management, fire services, car parking, signage control, AFP, cleaning, ticketing and repairs and maintenance as required. Undertake checks and tasks associated with event management and contractor support to ensure facilities are safe and effective prior to and post an event. Produce reports and provide details relevant to the performance of your duties as required. Assist with day to day tasks including managing additional venues as required, including liaising with relevant stakeholders. Please refer to the attached position description for further details.

Note: This is casual position.

Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@act.gov.au

## **Strategic Finance**

### **Finance Officer**

#### **Administrative Services Officer Class 4/5 \$63,744 - \$74,989, Canberra (PN: 31758)**

Gazetted: 25 January 2016

Closing Date: 8 February 2016

Details: The Strategic Finance team is seeking a Finance Officer. Under general direction, this officer will be required to assist with the: preparation of monthly, quarterly and annual financial reports, development of the Directorate's budget, forward estimates and associated budget documents; provision of administrative support, including research, report preparation and presentation of financial data; and other financial tasks as required. Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is required. Previous experience working with Finance Systems, in particular TM1, would be an advantage.



Notes: This position will be filled at either the Administrative Services Officer Class 4 or Administrative Services Officer Class 5 level depending on qualifications and experience. This position is available for temporary filling for a period of six months with the possibility of extension and/or permanency from this process.  
Contact Officer: Trang Tran (02) 6205 6841 [trang.tran@act.gov.au](mailto:trang.tran@act.gov.au)

## **Cultural Facilities Corporation**

### **ACT Museums and Galleries**

#### **Historic Places**

#### **Apprentice Gardener**

#### **First Year Apprentice \$21,128 - \$45,987, Canberra (PN: 017)**

Gazetted: 21 January 2016

Closing Date:

ACT Historic Places are seeking applications from a self-motivated and passionate 1st Year Apprentice Gardener to help maintain the highest standards in our three historical gardens. The successful applicant must be enthusiastic and willing to learn. They must also be willing to listen to instruction and work as part of a team. The position reports to the Team Leader, Horticultural Services. ACT Historic Places is part of ACT Museums & Galleries which incorporates the Canberra Museum & Gallery and the three historical properties of Lanyon, Calthorpes' House and Mugga - Mugga. We deliver diverse cultural experiences to our community through exhibitions, public and educational programs and the collection, conservation and presentation of the visual arts and cultural heritage of our region. ACT Museums and Galleries is part of the Cultural Facilities Corporation an ACT Government Enterprise. This is a temporary employment opportunity for the duration of the Apprenticeship from 2016 to 2020.

Eligibility/Other Requirements: Year 10 Certificate or equivalent with passes in English, Mathematics, preferably a credit pass in Science. The successful applicant will need to have the ability to attend CIT and be prepared to undertake and complete study and on the job training Current ACT Manual Drivers' Licence Ability to lift heavy materials (16-20kg), bend repeatedly and carry out a variety of other heavy manual work.

Note: Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Neil Walsh 6235 5677 [neilwalsh@act.gov.au](mailto:neilwalsh@act.gov.au)

Applications can be forwarded to: [CFC\\_HR@act.gov.au](mailto:CFC_HR@act.gov.au)

### **ACT Museums and Galleries**

#### **Historic Places**

#### **Director, ACT Historic Places**

#### **Senior Professional Officer Grade B \$113,150- \$127,379, Canberra (PN: 9009)**

Gazetted: 21 January 2016

Closing Date: 18 February 2016

We are seeking a dynamic individual with high level managerial skills in the context of historic buildings/sites/collections, to be part of our senior management team. The position is responsible for managing the ACT Historic Places: Lanyon, Calthorpes' House and Mugga Mugga. It involves leading a team of professional staff and dedicated volunteers in achieving outcomes. The successful individual will have high level ability to provide a strategic vision for ACT Historic Places and to contribute to corporate goals. This will involve implementing contemporary cultural heritage management practices, providing curatorial oversight of historic buildings/sites/collections, implementing current conservation and museum collection management procedures, and ensuring compliance with heritage legislation. High level skills in the management of people, finances and assets are an important requirement for this position.

Eligibility/Other Requirements: A degree in cultural heritage management, Australian social history or similar is highly desirable.

Note: Applicants must provide a written statement addressing the selection criteria.

Contact Officer: Shane Breynard (02) 6207 2694 [shane.breynard@act.gov.au](mailto:shane.breynard@act.gov.au)

Applications can be forwarded to: [CFC\\_HR@act.gov.au](mailto:CFC_HR@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**

#### **School Leadership**

#### **School Review**

#### **Executive Officer**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 34827)**

Gazetted: 21 January 2016

Closing Date: 28 January 2016

Details: An opportunity to work closely within a small team to: Support school network leaders and principals in the implementation of the ACT Education Directorate Strategic Plan 2014-2017 and national reform agenda. Provide support to School Network Leaders in the analysis of system data and school planning processes. Provide support to the Manager in the development and coordination of school board reporting and aspects of the Directorate's review process. Prepare briefings for Senior Executive as required.

Eligibility/Other Requirements: Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is essential. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Tertiary qualifications in education or other relevant field is desirable.

Notes: This is a temporary position available until 3 March 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: Dianne Grantham (02) 6205 7374 [dianne.grantham@act.gov.au](mailto:dianne.grantham@act.gov.au)

### **Deputy Director General**

#### **Governance and Assurance**

#### **Ministerial and Commonwealth Relations**

#### **Commonwealth Relations Officer**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 14966)**

Gazetted: 22 January 2016

Closing Date: 8 February 2016

Details: The Ministerial and Commonwealth Relations section has an exciting opportunity for a self-motivated Commonwealth Relations Officer. The successful applicant will be responsible for: providing and coordinating advice to the Minister and the Directorate's Senior Executive on the national education and training agenda, including on the National Partnership agreements; and for providing advice for ACT's representation on Ministerial Council and Senior Officials committees; undertaking research on the national education and training agenda; and providing leadership on matters relating to the national agenda.

Contact Officer: Cheryl Sizer (02) 6207 1317 [cheryl.sizer@act.gov.au](mailto:cheryl.sizer@act.gov.au)

### **Organisational Integrity**

#### **People and Performance**

#### **Health Safety and Wellbeing**

#### **Manager**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 16695)**

Gazetted: 27 January 2016

Closing Date: 10 February 2016

Details: The People and Performance branch is a fast paced, complex environment, which offers critical support and advice to schools. We are looking for a Manager of the Health, Safety and Wellbeing team to be responsible for providing safety advice and health awareness across the Directorate. This role is often the first point of contact

for internal and external stakeholders and requires excellent relationship management skills, safety management skills as well first rate written and verbal communications skills.

Eligibility/Other Requirements: Highly Desirable: Completed or enrolled in Certificate IV or Diploma in Workplace Health and Safety. Selection may be based on application and referee reports only.

Contact Officer: Coralie McAlister (02) 6205 9202 [coralie.mcalister@act.gov.au](mailto:coralie.mcalister@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>**

### **Population Health**

#### **Health Improvement**

#### **Health Promotion and Grants**

#### **Senior Manager**

#### **Senior Officer Grade A \$131,412, Canberra (PN: 29415)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: An exciting opportunity has arisen for an experienced Manager to provide Senior Leadership and Management in the development, delivery and evaluation of Health Promotion Policy and Programs for ACT Health. The successful applicant will be required to provide high-level advice on health promotion matters, supervision and management of health promotion programs and messages to the community, and leadership of a talented team of health promotion professionals. You may also be required to represent the ACT in a range of national and territory wide committees. The Senior Manager, Health Promotion is also a member of the Health Improvement Branch's Senior Managers team.

Eligibility/Other Requirements: A Master of Public Health, Health Administration, Management or similar qualification and/or extensive experience is preferable to cover a period of long service leave.

Note: This position is an expected temporary vacancy from April 2016 to January 2017.

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: Merryn Hare (02) 6205 1107

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

#### **Women, Youth and Children**

#### **Women's and Babies**

#### **Assistant Director of Nursing Neonatology and Paediatrics**

**Registered Nurse Level 4.3 \$124,882, Canberra (PN: 26098)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: An exciting opportunity exists for an Assistant Director of Nursing (ADON) to work with the Director of Nursing and Midwifery for the Division of Women Youth and Children. This role will provide leadership in the day-to-day operational management of the Neonatal and Paediatric Departments in the Centenary Hospital for Women and Children. The position holder will provide leadership for nurses in all aspects of clinical practice, models of care, professional development, education, research, teaching, workforce planning and a quality work environment.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with the Australian Health Practitioners Regulation Agency (AHPRA). Recent experience or post-graduate qualifications in Neonatal and/or Paediatric Nursing and/or Health Service Management or Midwifery, are highly 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 as a document to be uploaded and included with your application.

Employees of ACT Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available.

Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

ACT Health also provides employees with the opportunity to utilise tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

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Contact Officer: Margaret McLeod (02) 6174 7562 [margaret.mcleod@act.gov.au](mailto:margaret.mcleod@act.gov.au)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Operating Room**

**Patient Flow Coordinator Perioperative Services**

**Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 14825)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: Perioperative Services at the Canberra Hospital is seeking a dynamic Registered Nurse to join our team on a temporary basis as the Patient Flow Coordinator. This role is to facilitate the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Services Management Team. Our perioperative unit consists of a DOSA admissions unit, 13 operating theatres covering a wide range of surgical specialties, Post Anaesthetic Care Unit and an Extended Day Surgery Unit.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Hold or is working towards a tertiary level management qualification desirable.

Note: This is a temporary position available until 9 February 2017.

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: Kerri Reeves (02) 6244 2765 or (02) 6244 3051 [kerri.reeves@act.gov.au](mailto:kerri.reeves@act.gov.au)

**Population Health**

**Health Improvement**

**Policy Research and Evaluation**

**Evaluation and Research Coordinator**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 22138)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: The Research and Evaluation Section provides support and coordination for research and evaluation across the Population Health Division. The Section is responsible for implementing the Population Health Research Strategy and whole-of-government Healthy Weight Initiative Evaluation, and for providing input and advice on evaluation and research activities across the Population Health Division. The successful applicant will have demonstrated experience in developing and implementing complex evaluation methodologies and/or managing research activities within a public policy or program delivery setting.

Eligibility/Other Requirements: Demonstrated experience in developing and implementing complex evaluation methodologies and/or managing research activities within a public policy/program delivery setting. A tertiary qualification and experience in a field relevant to public/population health research and/or evaluation is highly 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: Erica Nixon (02) 6205 4709 [erica.nixon@act.gov.au](mailto:erica.nixon@act.gov.au)

**Population Health**

**Health Protection Service**

**Environmental Health**

**Environmental Health Officer**

**Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 29631, several)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

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. 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 including CV.

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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**

**Women, Youth and Children**

**Child, Youth and Women's Health Program**

**Psychologist/Social Worker**

**Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 27512)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: An opportunity has arisen for an experienced Psychologist or Social Worker to work with the Therapy team at the Child at Risk Health Unit (CARHU). The Therapy team provides specialised clinical counselling services to children who have been abused and/or neglected and their families/carers. The successful applicant will have current knowledge of Trauma Informed Care, Child Abuse Trauma, Child Health and Child Protection and experience in providing a range of therapeutic services to children and their carers.

Eligibility/Other Requirements: Tertiary qualification or equivalent, with eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required. Current experience with the relevant legislative, policy and procedural frameworks for professionals within the ACT Health Directorate is highly desirable. Current driver's licence.

Notes: This is a temporary position available from February to October 2016. Applicants interested in part-time work will be considered.

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: Cassandra Tinning (02) 6244 2712 [cassandra.tinning@act.gov.au](mailto:cassandra.tinning@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Occupational Therapist**

**Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 31520)**

Gazetted: 28 January 2016

Closing Date: 18 February 2016

Details: The Acute Occupational Therapy team at the Canberra Hospital pride themselves on the provision of high quality services to our health service and the people of Canberra and the surrounding district. We are a dedicated, thorough and supportive team of Therapists with a range of experience and diverse backgrounds. Currently we are seeking the skills of a Senior Therapist with a passion for the Emergency Department to join our team in this new and emerging area of Occupational Therapy practice. If the sound of this appeals to you then we would encourage you to apply for the position and look forward to receiving your application.

Eligibility/Other Requirements: Degree or diploma in Occupational Therapy and be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence.

Notes: This position may be required to participate in overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each 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: Domenico Tripodi (02) 6244 3286 [domenico.tripodi@act.gov.au](mailto:domenico.tripodi@act.gov.au)

**Population Health**

**Health Protection Service**

**Environmental Health Policy and Projects**

**Policy Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 33176)**

Gazetted: 28 January 2016

Closing Date: 4 February 2016

Details: An opportunity exists for an experienced candidate to join the Environmental Health Policy and Projects team as a Policy Officer. The Environmental Health Policy and Projects team is a section of the Health Protection Service responsible for providing regulatory policy advice, input and information on a wide range of environmental health issues. These include food safety, tobacco control, safety of recreational water and drinking water, health care facility licensing, cooling towers and other environmental factors that may impact on health.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to Public Health are highly 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: Vojkan Stefanovic (02) 6205 1727 [vojkan.stefanovic@act.gov.au](mailto:vojkan.stefanovic@act.gov.au)

**Office of Director General**

**Internal Audit, Risk Management and Compliance**

**Audit and Risk Management**

**Senior Internal Auditor**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 15722)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: Internal Audit, Risk Management and Compliance Branch is looking for a dynamic individual with strong and effective verbal and written communication skills to fill the position of Senior Internal Auditor. The successful applicant will also have a strong customer focus and the ability to work as part of a small team.

Eligibility/Other Requirements: Essential: Driver's licence. Proficiency across the Microsoft Office Suite. More than five years audit experience. Tertiary qualifications (or studying towards) either Accounting or Commerce 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: Sarwan Kumar (02) 6207 5755

**Office of the Director General**

**Internal Audit**

**Senior Risk Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 36583)**

Gazetted: 28 January 2016

Closing Date: 4 February 2016



Details: ACT Health Audit and Risk Management Branch is looking for a dynamic individual with risk management experience and expertise to fill the position of Senior Risk Officer. The successful applicant will also have a strong customer focus and the ability to work as part of a team.

Eligibility/Other Requirements: Experience in Risk Management and a current driver's licence are essential. A qualification in (or studying towards) Commerce / Accounting or Risk Management are highly desirable. Risk Management experience in a health setting would be highly regarded.

Notes: The attached duty statement and selection criteria provide further information regarding this role.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application. Selection may be based on application and references only.

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 christopher.borg@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

**Intensive Care Unit**

**Intensive Care Unit Nurse**

**Registered Nurse Level 1 \$60,772 - \$81,180, Canberra (PN: 23930, several)**

Gazetted: 28 January 2016

Closing Date: 4 February 2016

Details: An opportunity is available for suitably qualified Registered Nurses to apply for permanent positions within the Intensive Care Unit at Canberra Hospital.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This is a full-time position involving working a 24/7 rotating roster including weekends and nightshift.

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

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 more than two pages) as well as the names of two professional referees and upload this as part of your application.

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Contact Officer: Judy Morgan (02) 6244 2756 judy.morgan@act.gov.au

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Medical Laboratory Scientist**

**Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 28609)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: ACT Pathology is a department of the Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology Laboratory, both at the Canberra Hospital and at Calvary Hospital, operate 24 hours 7 days a week, offering a wide range of Haematology, Coagulation, Transfusion and Immunophenotyping procedures. The successful applicant will be required to perform Haematology, Coagulation and Transfusion procedures.

Eligibility/Other Requirements: An appropriate degree in applied Science or equivalent relevant qualification.

Note: The successful applicant will be required to work 24/7 shifts including weekends.

Applications must include: a written response to the Selection Criteria, current curriculum vitae, and two written referee reports including one from a current manager or supervisor. This recruitment round may be used to fill future identical full-time, part-time, permanent and temporary positions. Applicants must quote the above position number when applying.

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: Kerrie Andriolo (02) 6244 2034 kerrie.andriolo@act.gov.au

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**Mental Health Clinician - Southside**

**Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 21570)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence-based mental health services guided by the principles of recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. The successful

applicant will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from allied health professionals who have experience in providing therapeutic interventions for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation. Mental health experience is desirable, but not essential.

Notes: This is a temporary position available for a period of six to 12 months. A merit list from this process will be used to list to fill future part-time temporary vacancies with the same duty statement and selection criteria across either the North or South Community Teams within a 12 month period.

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: Rochelle Morrison (02) 6205 1469 [rochelle.morrison@act.gov.au](mailto:rochelle.morrison@act.gov.au)

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**CAMHS Mental Health Clinician**

**Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 17612)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence based Mental Health Services guided by the principles of Recovery. Mental Health Services collaborates with consumers, works respectfully with their carers and with the government sector, primary providers and community agencies to promote recovery. Mental Health Services provide services congruent with national and territory plans and policies. The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment, treatment and clinical management within a recovery focused framework. The successful applicant will perform clinical management, therapeutic intervention, assessment, intake and triage duties. Applications are sort from allied health professionals who have experience in providing therapeutic interventions for children, young people and their families.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current registration where applicable and/or eligibility for membership of the appropriate professional organisation. Mental health experience is desirable, but not essential.

Notes: The CAMHS North side team located in Belconnen currently have a 12 month temporary full-time position. Successful applicants may be kept on a merit list to fill future part-time temporary vacancies with the same duty statement and selection criteria across either the North or South Community Teams within a 12 month period.

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Contact Officer: Eloise Barry or Vicky Bowrah (02) 6205 1050 [elloise.j.barry@act.gov.au](mailto:elloise.j.barry@act.gov.au)

**Strategy and Corporate**

**E-Health and Clinical Records**

**ISB Management and Strategy**

**Registry and Data Quality Officer**

**Administrative Services Officer Class 2/3 \$50,676 - \$61,793, Canberra (PN: 25116)**

Gazetted: 28 January 2016

Closing Date: 4 February 2016

Details: The Clinical Record Service, based at Canberra Hospital, is seeking an enthusiastic person with excellent communication skills and an eye for detail to work in our Registry and Data Quality Team. The successful applicant will be a self motivated individual committed to progressive, positive change by working to reduce the duplication of patient registrations and ensuring the quality of the data being entered into the Patient Administration System meets the standards required. The successful applicant requires good skills in a range of software applications including Word, Excel and Outlook. The successful applicant will also be trained to use a number of specialised information systems.

Notes: Selection may be based on application and referee reports only. 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: Gloria Spyropoulos (02) 6244 3331 [gloria.spyropoulos@act.gov.au](mailto:gloria.spyropoulos@act.gov.au)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Care Program**

**Allied Health Assistant**

**Allied Health Assistant 2 \$47,854 - \$54,863, Canberra (PN: 15018)**

Gazetted: 28 January 2016

Closing Date: 11 February 2016

Details: There is an exciting opportunity for a suitably qualified, Allied Health Assistant, to join the Community Care Physiotherapy team. This is a full-time permanent position.

As a Physiotherapy Assistant, you will work under the direction of a Physiotherapist to provide prescribed exercise regimes on an individual basis and in group settings. This role involves providing walking aides, maintaining stock levels and some general administrative tasks. Services are provided across the ACT and include some home visits. The Physiotherapy team is a friendly and supportive team that meet regularly to share and develop skills and knowledge. We pride ourselves in our high level of professional care and customer service.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Physiotherapy) or equivalent. Current driver's licence is essential.

Notes: Applications must include a written response to selection criteria and two written referee reports. This position may be required to participate in overtime, on call, and/or rotation roster. This recruitment round may be used to fill future full-time and part-time Physiotherapy Assistant vacancies at this level across the Division of Rehabilitation, Aged and Community Care. It is recommended that all prospective applicants contact the Contact Officer to discuss the position prior to submitting an 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: Dominic Furphy (02) 6205 3808 [dominic.furphy@act.gov.au](mailto:dominic.furphy@act.gov.au)

**Justice and Community Safety**

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

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

**Public Advocate for the ACT**

**Public Advocacy**

**Complex Needs**

**Senior Advocate**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 43658, expected vacancy)**

Gazetted: 27 January 2016

Closing Date: 10 February 2016

Details: The Public Advocate of the ACT is seeking applications from suitably qualified and experienced applicants for the position of Senior Advocate for Complex Needs. The Senior Advocate for Complex Needs provides advocacy to protect and uphold the rights and best interests of client's with a disability in settings which include courts, tribunals, case conferences and meetings. The Senior Advocate for Complex Needs will also provide an Executive Officer role to the Management Assessment Panel (MAP) and administration support to the ACT Care Coordinator in relation to Community Care Orders (CCO) made by the ACT Civil and Administrative Tribunal (ACAT).

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Social Work, Human Services, Psychology, and/or related disciplines are desirable. This is a position of trust and applicants must be aware of confidentiality and privacy concerns. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on

Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Edward Reilly (02) 6207 0707 edward.reilly@act.gov.au

## **ACT Law Courts and Tribunal Administration**

### **Registry Operations**

#### **Team Leader**

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 42341, several)**

Gazetted: 22 January 2016

Closing Date: 5 February 2016

Details: The ACT Law Courts and Tribunals Registry Team Leaders perform key roles and provide leadership to staff in supporting the work of the ACT Law Courts and Tribunals including: Assisting the Unit Managers in the work of the Courts and Tribunals including performing duties in various areas of the registry in both Magistrates and Supreme Court as needed; Providing direct services to Courts' clients including the management of more complex enquiries and correspondence; and performing and supervising the performance of a range of duties to support the operation of the Courts registry, such as collection of monies, enforcement of orders, after court services etc.

Note: The order of merit established from this process may be used to permanently or temporarily fill other identical Registry Support Officer positions over the next 12 months

Contact Officer: Renae Myers (02) 6207 1326 renae.myers@act.gov.au

## **ACT Law Courts and Tribunal Administration**

### **Corporate and Strategic Services**

#### **Sheriff's Office**

#### **Sheriff's Assistant**

#### **Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 43647, several)**

Gazetted: 22 January 2016

Closing Date: 5 February 2016

Details: Applications are being sought for a Sheriff's Officer position within the Law Courts and tribunal Administration Sheriff's Office. This position will start immediately. The Sheriff's Assistant engages with high level stakeholders, including judiciary and legal practitioners to manage a range of operational functions and services for the ACT Law Courts and Tribunals. The Sheriff's Office is seeking a motivated person who possesses excellent interpersonal and communication skills. The successful applicant will be required to perform a wide variety of tasks including: Act as a Court orderly; Prepare Court rooms and jury rooms for hearings and manage exhibits; Assist with the administrative arrangements for preparing jury panels and provide support and guidance to jury panels placed in their charge; Execute and serve court process and prepare correspondence and reports including updating and maintaining relevant databases; Operate court based technology (remote witness equipment, radios, audio visual systems); Provide assistance and information to members of the legal profession and the public; Conduct tours and lectures for schools and members of the public; and adhere and comply with relevant legislation, policy and procedures of the Courts and Territory. The position documentation is available for further information and guidance. If you require any further information please contact the Contact Officer.

Eligibility/Other Requirements: The Sheriff's Assistant is required to wear a uniform and conform with dress code and personal appearance guidelines. The occupant of this position is required to hold a current Class C driver's licence.

Note: How to apply: Please submit your application addressing the Selection Criteria, a copy of your current curriculum vitae and the name and contact details of two referees to the Contact Officer.

Contact Officer: Yvette Garcia (02) 6207 1171 yvette.garcia@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 Territory Services**

#### **Libraries ACT**

#### **Lifelong Learning**

#### **Manager, Lifelong Learning**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 20112)**

Gazetted: 25 January 2016

Closing Date: 1 February 2016

Details: The Lifelong Learning Manager facilitates the library's lifelong learning services and partnerships throughout the ACT. They work collaboratively with staff and stakeholders to plan, implement and evaluate engaging activities to address literacy and learning, and to promote reading in the community. Responsibilities during this period of acting may include activities associated with: the library's quarterly program cycle, an adult literacy volunteers project, a tutoring project, general management of the Lifelong Learning team and other tasks as required.

Note: This is a temporary position available until 28 February 2016.

How to Apply: Enquiries and one page expressions of interest summarising why you are interested and believe you are the person best suited to the role should be sent to the contact officer by close of business 1 February 2016.

Applications should be sent to the contact officer

Contact Officer: Sarah Steed (02) 6207 5156 [sarah.steed@act.gov.au](mailto:sarah.steed@act.gov.au)

## ***APPOINTMENTS***

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

#### **Senior Officer Grade C \$96,073 - \$103,416**

Margaret Therese Barnes 835-60715, Section 68(1), 27 January 2016

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989**

Robyn-lee Burger 844-81154, Section 68(1), 20 January 2016

### **Education and Training**

#### **Administrative Services Officer Class 3 \$57,417 - \$61,793**

Naomi Wearne 844-00166, Section 68(1), 27 January 2016

### **Health**

#### **Administrative Services Officer Class 3 \$57,417 - \$61,793**

Madeline Claire Frampton 846-98476, Section 68(1), 28 January 2016

#### **Health Professional Level 2 \$59,085 - \$81,111**

Antonio Garrido 847-26756, Section 68(1), 28 January 2016

#### **Registered Nurse Level 1 \$60,772 - \$81,180**

Sandra Graham 844-35182, Section 68(1), 21 January 2016

**Registered Nurse Level 1 \$60,772 - \$81,180**

Paul Guevarra 834-45207, Section 68(1), 28 January 2016

**Registered Nurse Level 1 \$60,772 - \$81,180**

Charls Jose 842-87589, Section 68(1), 28 January 2016

**Health Professional Level 2 \$59,085 - \$81,111**

Natalie Lehmann 846-98150, Section 68(1), 28 January 2016

**Registered Nurse Level 1 \$60,772 - \$81,180**

Gillian McIntosh 762-85276, Section 68(1), 28 January 2016

**Registered Nurse Level 1 \$60,772 - \$81,180**

Roxanne Orford-Dunne 844-34999, Section 68(1), 28 January 2016

**Assistant in Nursing \$46,752 - \$48,335**

Marissa Welsby 831-22221, Section 68(1), 25 January 2016

**Staff Specialist 1-5 \$147,465 - \$181,976**

Chiyau Lau, 847-10885 Section 68(1), 22 January 2016

**Staff Specialist 1-5 \$147,465 - \$181,976**

Gary Chew, 788-07840 Section 68(1), 18 January 2016

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$76,337 - \$87,366**

Sean Wiles 835-85082, Section 68(1), 22 January 2016

**Territory and Municipal Services**

**General Service Officer Level 9 \$66,127 - \$74,731**

Muhammad Irfan Akram 846-88358, Section 68(1), 25 January 2016

**Administrative Services Officer Class 5 \$70,844 - \$74,989**

Thomas Evan Chapman Hughes 836-09902, Section 68(1), 28 January 2016

**Senior Professional Officer Grade C \$96,073 - \$103,416**

Anthony Scherl 846-98580, Section 68(1), 22 January 2016

***PROMOTIONS***

**Chief Minister, Treasury and Economic Development**

Shared Services ICT  
Business Development  
Program Office



**Julie Elizabeth Collins: 835-84610**

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$70,844 - \$74,989

Chief Minister, Treasury and Economic Development, Canberra (PN. 35875) (Gazetted 20 November 2015)

**Community Services**

**Housing and Community Services**

**Housing ACT**

**Housing Initiatives**

**Declan Kane: 781-6798**

From: Administrative Services Officer Class 4 \$63,744 - \$69,022

Community Services

To: †Administrative Services Officer Class 5 \$70,844 - \$74,989

Community Services, Canberra (PN. 31772) (Gazetted 8 July 2015)

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.

**Education and Training**

**Education Strategy**

**Student Engagement**

**Transitions and Careers**

**Joanne Wisdom: 033-12835**

From: Classroom Teacher \$59,790 - \$94,517

Education and Training

To: †School Leader C \$109,084

Education and Training, Canberra (PN. 18698) (Gazetted 30 November 2015)

**Health**

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

**Justice Health Services**

**Cheryl Cuthbertson: 844-81023**

From: Registered Nurse Level 2 \$84,393 - \$89,447

Health

To: †Registered Nurse Level 3.1 \$96,756 - \$100,737

Health, Canberra (PN. 23984) (Gazetted 22 October 2015)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Nursing Administration**

**Dianne Lowe: 827-36213**

From: Enrolled Nurse Level 1 \$55,118 - \$58,888

Health

To: Registered Nurse Level 1 \$60,772 - \$81,180

Health, Canberra (PN. 23544)

This is a promotion to a non advertised vacancy in line with Section I, Clause 72.1 of the Nursing and Midwifery Enterprise Agreement 2013-2017

**Canberra Hospital and Health Services**

**Critical Care**

**Demand Management**

**Kim O'Connell: 827-52555**

From: Enrolled Nurse Level 1 \$55,118 - \$58,888

Health

To: Registered Nurse Level 1 \$60,772 - \$81,180

Health, Canberra (PN. 19464)

This is a promotion to a non advertised vacancy in line with Section I, Clause 72.1 of the Nursing and Midwifery Enterprise Agreement 2013-2017

**Canberra Hospital and Health Services**

**Critical Care**

**Demand Management**

**Mary O'Donoghue: 771-98924**

From: Enrolled Nurse Level 1 \$55,118 - \$58,888

Health

To: Registered Nurse Level 1 \$60,772 - \$81,180

Health, Canberra (PN. 18425)

This is a promotion to a non advertised vacancy in line with Section I, Clause 72.1 of the Nursing and Midwifery Enterprise Agreement 2013-2017

**Canberra Hospital and Health Services**

**Rebecca Rogers: 831-22184**

From: Enrolled Nurse Level 1 \$55,118 - \$58,888

Health

To: Registered Nurse Level 1 \$60,772 - \$81,180

Health, Canberra (PN. 32353)

**Justice and Community Safety**

**Emergency Services Agency**

**Risk and Planning**

**Robert Kilpatrick: 821-09308**

From: Administrative Services Officer Class 6 \$76,337 - \$87,366

Justice and Community Safety

To: †Senior Officer Grade C \$96,073 - \$103,416

Justice and Community Safety, Canberra (PN. 03598) (Gazetted 7 October 2015)

***CORRIGENDA***

**Health**

**Appointment**

Tharumini Wijekoon Bandara Mudiyansele

Notified with incorrect AGS number. Correct AGS is 847-05058

