



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 11 February 2016**

## EXECUTIVE NOTICES

### Health

#### **Engagement**

Joanne Greenfield – Director, Health Improvement Branch (E711) Section 72 of the Public Sector Management Act 1994

## VACANCIES

### ACT Audit Office

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

#### **Financial Audit**

##### **Senior Auditor**

**Audit Band 1 - Senior Auditor \$77,093 - \$93,883, Canberra (PN: 42814, several)**

Gazetted: 17 February 2016

Closing Date: 29 February 2016

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Audit Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with good accounting and auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Senior Auditors are responsible for a range of functions including planning, managing, completing and reporting the results of financial statement audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues. As a Senior Auditor you will receive a salary between \$77,093 to \$93,883 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary Professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Institute of Chartered Accountants in Australia (CA) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Notes: These positions are temporary for a period of up to 12 months with the possibility of permanency from this process. Applicants must provide a written response to the selection criteria. Applicants shortlisted for interview will be asked to nominate two referees that can be contacted by the selection committee.

Contact Officer: David O'Toole (02) 6205 3087 [david.o'toole@act.gov.au](mailto:david.o'toole@act.gov.au)

### Calvary Health Care ACT (Public)

#### **Radiographer**

**Health Professional Level 3 \$83,445 - \$96,717, Canberra (PN: Various)**

Gazetted: 17 February 2016

Closing Date: 19 February 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Hammam Hijazi (02) 6201 6141 [hammam.hijazi@calvary-act.com.au](mailto:hammam.hijazi@calvary-act.com.au)

## **Canberra Institute of Technology**

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

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

### **Brand and Business Development**

#### **Marketing**

#### **Marketing Coordinator**

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 34291)**

Gazetted: 11 February 2016

Closing Date: 25 February 2016

Details: Under general direction, the successful candidate will have responsibility for planning, coordinating and implementing advertising and promotions activities for nominated colleges of CIT; work collaboratively as a member of the CIT Brand and Business Development team in planning and executing a range of marketing communications, including advertising, publications, direct marketing and branding; work collaboratively with nominated CIT colleges to develop appropriate marketing and communications strategies to support their delivery of quality vocational education and training; establish, promote and maintain effective networks and relationships with both internal and external clients; provide project management on a range of CIT initiatives, including both external and internal events, projects and the production of publications; perform market research for colleges in regards to industry/business opportunities to support commercial business development opportunities; assist in raising CIT's brand profile to existing and potential staff, students, industry and the general public in the ACT region; perform desktop publishing tasks using Microsoft Office suite including Microsoft Word, Excel and PowerPoint; and oversee print management for a range of marketing materials and other duties as appropriate to classification requested by the immediate supervisor. 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 and Torres Strait Islander peoples and/or people with a disability. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A – Appointment after Temporary Engagement – Canberra Institute of Technology – non-teaching offices".

Eligibility/Other Requirements: Desirable: Post-school studies in a related discipline and/or related work experience. Experience in Marketing/Communications. Graphic design skills.

Note: This is a temporary position available for a period of two years with the possibility of extension to a maximum of five years.

Contact Officer: Rebecca Sporcic (02) 6207 4073 [rebecca.sporcic@cit.edu.au](mailto:rebecca.sporcic@cit.edu.au)

### **Student and Academic Services**

#### **Library and Learning Services**

#### **Resource Access Officer**

#### **Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 54304)**

Gazetted: 15 February 2016

Closing Date: 29 February 2016

Details: Canberra Institute of Technology (CIT) is seeking an experienced Resource Access Officer to assist in the provision of technical services for the CIT Library. Applicants should have sound knowledge and experience in the acquisition and cataloguing of learning resources and experience in the use of a digital repository in an educational environment. 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 applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Ability to work shift as required. Tertiary qualifications relevant to the position are highly desirable.

Contact Officer: Helen Arch (02) 6207 3373 [helen.arch@cit.edu.au](mailto:helen.arch@cit.edu.au)

### **Pathways**

**English Language Centre**

**ELC /ESL Administration Officer**

**Administrative Services Officer Class 2/3 \$50,676 - \$61,793, Canberra (PN: 18285)**

Gazetted: 11 February 2016

Closing Date: 18 February 2016

Details: The Canberra Institute of Technology (CIT) requires an experienced Administration Officer to work in the CIT English Language Centre and CIT English as a Second Language. The focus of this position is excellent customer service to students, prospective students, staff, community and industry personnel. This position requires exercising judgement to interpret guidelines and procedures to seek resolution of issues arising from complex, but routine enquiries and work tasks. The incumbent will also need to maintain and interrogate local information management systems, files, databases and student enrolment systems. The ability to work effectively as a member of the College administration team 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: Desirable: Certificate IV in Business Administration or equivalent; Knowledge of CIT Skills Recognition processes. 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)

Note: This is a temporary position available from 12 March 2016 to 5 October 2016 with the possibility of extension.

Contact Officer: Irena Nikolic (02) 6207 3347 irena.nikolic@cit.edu.au

**CIT Trades Skills and Vocational Learning**

**TSVL Management**

**Executive Assistant**

**Administrative Services Officer Class 2/3 \$50,676 - \$61,793, Canberra (PN: 55021)**

Gazetted: 16 February 2016

Closing Date: 23 February 2016

Details: A short term vacancy is available for an experienced officer to provide Executive Support to two Co-Directors of CIT Trade Skills and Vocational Learning College. The successful applicant will have an ability to display and provide high quality ACTPS customer service principles, practices and attributes. Have a willingness to embrace change and to undertake new duties, to develop skills and aptitude to succeed in rapidly changing work environments. You will also be required to maintain accurate records and use computer based management system such as the CIT Student Administration System (BANNER), Customer Relations Management System (CRM) and the ability to interrogate such systems. CIT and the ACT Public Service are committed to building and inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal and Torres Strait Islander peoples and/or people with a disability, to apply.

Eligibility/Other Requirements: Desirable: Certificate IV in Business Administration or equivalent; Evidence of quality customer service skills; Understanding of User Choice/Apprenticeship requirements; Effective communication skills; and knowledge of CIT Skills Recognition process.

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

Contact Officer: Brian Coates (02) 6207 4124 brian.coates@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 and Corporate**

**Policy Projects and Legislation**

**Land Strategy and Policy**

**Policy Officer**

**Senior Officer Grade C/Senior Officer Grade B \$96,073 - \$127,379, Canberra (PN: 15090)**

Gazetted: 15 February 2016

Closing Date: 22 February 2016

Details: The Branch is seeking a Policy Officer to work independently to undertake high level analysis and provide strategic advice on land policy matters. You will be required to assist in investigating and drafting policy positions on land use matters and prepare submissions, responses and reports for Executives of Directorates, the LDA Board, Strategic Board and Government. You will also assist in managing all ministerial correspondence including coordinating Directorate comments, function briefs, and ministerial replies. The position will report directly to the Deputy Director.

Eligibility/Other Requirements: To be successful you will have relevant tertiary qualification. A background in planning and/or land policy is highly desirable. Applicants should also possess strong communication and management skills and have a track record of liaising effectively across Directorates.

Note: This position is temporary for six months with the possibility of extension or permanency from this process.

Contact Officer: Simon Tennent (02) 6205 4961 [simon.tennent@act.gov.au](mailto:simon.tennent@act.gov.au)

#### **Access Canberra**

##### **Policy, Governance and Support**

##### **Gambling and Racing Secretariat**

##### **Secretariat/Administration**

##### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 02045)**

Gazetted: 11 February 2016

Closing Date: 18 February 2016

Details: The position reports to the Assistant Manager, Coordination and Revenue, Gambling and Racing Commission, Access Canberra and is responsible for the administrative support and secretariat services of the Gambling and Racing Secretariat team and governing Board. In providing support, this position will coordinate activities across the policy and governance, regulatory compliance and licensing functions within Access Canberra, as they relate to the functions performed by the Commission Board. Under limited direction: provide secretariat services to the Commission Board and other Forums inclusive of compiling and distributing board papers, taking minutes of meetings and maintaining related records; draft routine correspondence/briefings; manage and coordinate the Commission's office systems including travel arrangements, filing, stationery and records management; represent the Commission in dealings with other government agencies, industry and the public as required; general office administration and projects as required; and maintain records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Contact Officer: Ron Leonard (02) 6207 0378 [ron.leonard@act.gov.au](mailto:ron.leonard@act.gov.au)

#### **Access Canberra**

##### **Community, Business and Transport Regulation**

##### **Business Engagement Education and Compliance**

##### **Inspector**

##### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 42494)**

Gazetted: 17 February 2016

Closing Date: 24 February 2016

Details: Access Canberra is looking for a team player who, under limited direction, can conduct regulatory compliance inspections and investigations in respect of legislative requirements. The officer will be required to liaise with stakeholders and assist the section by undertaking administrative tasks and analytical work. To be successful in this role you will be able to interpret and apply legislation, have good written and oral communication skills and a demonstrated ability to manage personal work priorities. Duties and Responsibilities: The position reports to the Senior Inspector, Business Engagement, Education and Compliance, Access Canberra and is responsible for conducting inspections and investigations within the ACT in line with Access Canberra's compliance programs. Under limited direction: Undertake compliance audits, inspections and investigations related to Access Canberra's statutory responsibilities in either in a team environment or individually; Collect, collate, research, and analyse data; Prepare reports, briefing papers and general correspondence on a range of issues; Liaise with industry stakeholders in relation to compliance issues including the provision of educational information; Undertake other administrative duties as required; and maintain records in accordance with the *Territory Records Act 2002*. In carrying out the duties of the position, the incumbent is required to apply Workplace Diversity, OHS and participative work practices and principles to Access Canberra's management of staff and work practices.

Note: Selection may be based on written application and referee reports only.  
Contact Officer: Janelle Grattidge (02) 6207 0067 [janelle.grattidge@act.gov.au](mailto:janelle.grattidge@act.gov.au)

### **Access Canberra**

#### **Community, Business and Transport Regulation**

##### **Land Titles**

##### **Client Service Officer**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 22823, several)**

Gazetted: 16 February 2016

Closing Date: 23 February 2016

Details: Under the general direction of the Manager; Provide high level client service, either at the counter, over the phone, or in writing; Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office; Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts; Resolve more complex issues for clients and staff; Accept and account for a range of fees by exercising responsibilities as a collector of public monies; May assist with the supervision, management, training and development of other staff within a business unit; Maintain accurate records managed in a variety of databases and manual registers; Contribute to Access Canberra operations and perform other duties as directed; Maintain records in accordance with the *Territory Records Act 2002*; Contribute to efficient work practices and sound corporate governance; Contribute to workplace diversity, participative work practices and promote WHS principles; Assist senior staff members with work in the unit to ensure objectives are achieved. This position may be required to rotate through other Business Units within Community, Business and Transport Regulation Division.

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

Contact Officer: Sandra Salcedo (02) 6207 0481 [sandra.salcedo@act.gov.au](mailto:sandra.salcedo@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)**

#### **Office for Children, Youth and Family Support**

##### **Child and Youth Protection Services**

##### **North/South/Intake**

##### **Team Leader**

#### **Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 07521, several)**

Gazetted: 11 February 2016

Closing Date: 25 February 2016

Details: The Team Leader role is focussed on providing strong leadership to build an integrated multidisciplinary team that supports effective service delivery to meet our statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications in Social Work, Psychology, Social Welfare, Social Science or a related discipline. At least five years experience in human service delivery. Current driver's licence.

Notes: This is a temporary position available for 12 months. Selection maybe based on application and referee reports only. A merit list will be established to fill identical long-term and short-term positions in Child and Youth Protection Services Operations North, South and Intake teams. Applications must be sent to [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au). 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: Anita Chettur (02) 6207 1069 [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au)

### **Education**

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

**Organisational Integrity**

**Infrastructure and Capital Works**

**Director's Office**

**Executive Support Officer**

**Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 16296)**

Gazetted: 17 February 2016

Closing Date: 2 March 2016

Details: The successful applicant will provide high level administrative support to the Director and the Branch. The successful applicant will demonstrate well developed organisational and administrative skills, including sound decision making skills, with the proven ability to work under pressure, prioritise work and meet deadlines under minimal supervision.

Contact Officer: Caitlin McGarvey (02) 6205 2360 [caitlin.mcgarvey@act.gov.au](mailto:caitlin.mcgarvey@act.gov.au)

**Organisational Integrity**

**Planning and Performance Branch**

**Administrative Support Officer**

**Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 36703)**

Gazetted: 17 February 2016

Closing Date: 2 March 2016

Details: The Planning and Performance Branch is seeking applications from suitable Administrative Support Officer's. The successful applicant will be responsible for: planning, coordinating and manage the work flow in and out of the Director's office and Branch; organising meetings and presentations to support the Branch's operations; managing the Branch administrative and staffing budget, including processing payments; establishing and maintain records to support the Branch's administrative and staffing arrangements; managing the Branch weekly and monthly reporting requirements; liaising with schools, Directorate Branches, external agencies and Minister's Office as required; drafting correspondence and undertake research and/or analysis as required; and managing branch stationery and general supply needs.

Eligibility/Other Requirements: Highly Desirable: Experience with TRIM and government.

Contact Officer: Caitlin McGarvey (02) 6205 2360 [caitlin.mcgarvey@act.gov.au](mailto:caitlin.mcgarvey@act.gov.au)

**Office for Schools**

**South/Weston Network**

**Alfred Deakin High School**

**Classroom Teacher: Dance + 1 other subject area**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06810)**

Gazetted: 15 February 2016

Closing Date: 29 February 2016

Details: Alfred Deakin High School is a comprehensive Year 7 – 10 School in the inner south of Canberra. We are seeking a highly motivated and experienced Dance Teacher to join the school's dynamic and future focussed staff. Applicants should demonstrate an ability to collaborate with others to maximise student potential.

Eligibility/Other Requirements: A second teaching area is highly desirable. 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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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)

Note: The position commences term two.

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

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

**Office for Schools**

**South/Weston Network**

**Alfred Deakin High School**

**Classroom Teacher: English/HaSS**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 18018)**

Gazetted: 16 February 2016

Closing Date: 1 March 2016

Details: Alfred Deakin High School is a comprehensive Year 7 – 10 School in the inner south of Canberra. An opportunity exists for an experienced English/HaSS teacher to join the school's dynamic and future focussed staff. Applicants should demonstrate an ability to collaborate with others to maximise student potential.

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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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)

Note: The position commences in term two.

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

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

**Office for Schools**

**North/Gungahlin Network**

**Gold Creek School**

**Preschool Teacher**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06188)**

Gazetted: 15 February 2016

Closing Date: 29 February 2016

Details: Gold Creek School is a P-10 school in the Gungahlin area that supports individualised learning through the implementation of International Baccalaureate programmes. We are committed to professional learning opportunities, collaboration, differentiation, inclusivity and working with our community. An opportunity exists for an experienced Early Years qualified Teacher to join our Early Years team to maximise student potential.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised early childhood school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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)

Note: This is a temporary position available 26 April 2016 until 26 January 2017 with the possibility of extension.

The position is part-time at 22:03 hours per week.

Contact Officer: Jacqui Chapman (02) 6205 2955 [jacqueline.chapman@ed.act.edu.au](mailto:jacqueline.chapman@ed.act.edu.au)

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)

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**

**Gungahlin College**

**Inclusion Support Teacher**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 34676)**

Gazetted: 17 February 2016

Closing Date: 2 March 2016



Details: Gungahlin College is seeking a highly motivated and dynamic Inclusion Support Teacher. This role includes supporting students with individualised learning programs as well as working with teachers in a mainstream college setting.

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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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)

Note: This is a temporary position available until 26 January 2017.

Contact Officer: John Alston-Campbell (02) 6142 1000 john.alston-campbell@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.

### **Organisational Integrity**

#### **Infrastructure and Capital Works**

##### **Asset Strategies**

##### **Policy Officer**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36654)**

Gazetted: 15 February 2016

Closing Date: 7 March 2016

Details: The Education Directorate is seeking an infrastructure Policy Officer to join a highly skilled and diverse team. The successful applicant will undertake research, analysis and planning in relation to infrastructure assets at Canberra public schools. High level writing and communication skills, organisation, coordination of tasks and initiative will be required in this role.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable.

Contact Officer: Robyn Lewis (02) 6207 5377 robyn.lewis@act.gov.au

### **Education Strategy**

#### **Learning and Teaching**

##### **Curriculum**

##### **Program Manager**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36645)**

Gazetted: 11 February 2016

Closing Date: 25 February 2016

Details: Applications are sought from suitable Program Managers to be a part of the Curriculum Section, Learning and Teaching Branch, ACT Education and Training Directorate. The successful applicant will be responsible for coordinating and managing a diverse range of projects and requires demonstrated experience in complex project management including practical experience in procurement and writing for government. The candidate must possess high level negotiation, liaison and consultation skills with the ability to exercise sound judgement.

Eligibility/Other Requirements: Qualifications or demonstrated experience in education, policy development and project management desirable.

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

Successful applicant may be selected from application and referee report only. A merit list will be generated from this recruitment process to fill any positions that become available within the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [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: Martin Hine (02) 6205 4685 martin.hine@act.gov.au

### **Organisational Integrity**

#### **People and Performance**

##### **HR People Services**

##### **Data Analyst**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 04418)**

Gazetted: 16 February 2016

Closing Date: 23 February 2016

Details: The successful applicant will provide data analysis expertise within the People and Performance branch.

Eligibility/Other Requirements: Successful applicant may be selected from application and referee reports only.

Contact Officer: Cathy Crook (02) 6205 9242 cathy.crook@act.gov.au

**Office for Schools**

**North/Gungahlin Network**

**Gungahlin College**

**English Teacher**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 34497)**

Gazetted: 16 February 2016

Closing Date: 1 March 2016

Details: Gungahlin College is seeking a highly motivated English Teacher. The ability to teach at college level in another discipline would be considered highly desirable.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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).

Note: This is a temporary position available from 28 March 2016 until 26 January 2017.

Contact Officer: John Alston-Campbell (02) 6142 1000 john.alston-campbell@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**

**Gungahlin College**

**Teacher Librarian**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 19694)**

Gazetted: 17 February 2016

Closing Date: 2 March 2016

Details: Gungahlin College is seeking a highly motivated and dynamic Teacher librarian. The role involves providing library services to staff and students in addition to delivering a class. The ability to teach in English or the Humanities at college level would be highly desirable.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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)

Note: This is temporary position available 7 March 2016 until 26 January 2017.

Contact Officer: John Alston-Campbell (02) 6142 1000 john.alston-campbell@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**

**South/Weston Network**

**Hughes Primary School**

**Teacher K-6**

**Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 08805)**

Gazetted: 16 February 2016

Closing Date: 1 March 2016

Details: Hughes Primary School has a focus for team teaching, differentiation, visible learning and ICT across all learning areas.

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). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. 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: Kate Smith (02) 6205 5699 [kate.smith@ed.act.edu.au](mailto:kate.smith@ed.act.edu.au)

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

## **Office for Schools**

### **Belconnen Network**

#### **Miles Franklin Primary School**

##### **Classroom Teacher**

##### **Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 05182)**

Gazetted: 11 February 2016

Closing Date: 18 February 2016

Details: An opportunity exists for a Classroom Teacher to provide relief to our two Preschool Teachers. We are an International Baccalaureate school. We have excellent ICT resources, our teams plan and work collaboratively 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: An Early Childhood Degree is required for this position.

A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised early childhood school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary part-time position available until 16 December 2016 and is negotiable for either two or three days per week.

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.

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

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

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

##### **Alcohol and Drug Program**

##### **Registered Nurse – Opioid Treatment Service**

##### **Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 28469)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: We have an exciting opportunity for an experienced Registered Nurse to join the Alcohol and Drug Program (ADP) to act in a leadership role within the Opioid Treatment Service. This role is part of a multidisciplinary team that provides opiate substitution treatment to people in the ACT. The clinic provides treatment and support, and aims to improve the health of consumers, improve the social functioning of the consumers, reduce harmful opioid and other drug users, reduce the spread of blood-borne disease, reduce opioid-

related mortality and morbidity and reduce opioid drug-related criminal activity. The successful applicant will have excellent communication skills and experience in the alcohol and drug related fields. They will also have the ability to provide leadership, direction, support, supervision and education to ADS Nurses.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Approved tertiary qualifications or equivalent in nursing. 12 months recent nursing experience in a Alcohol and Drug facility, and sound understanding of alcohol and other drugs. Desirable: Post Graduate Qualification in AOD Nursing or working towards such. Current driver's licence.

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

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

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: Sally Billington (02) 6174 7966 [sally.billington@act.gov.au](mailto:sally.billington@act.gov.au)

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

#### **Cancer Ambulatory and Community Health Support**

#### **Cancer Nursing**

#### **Advanced Practice Nurse - Cancer Services Rapid Assessment Unit**

#### **Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 36233)**

Gazetted: 18 February 2016

Closing Date: 25 February 2016

Details: An exciting opportunity exists for an enthusiastic Advanced Practice Nurse (APN) to join our team in the Cancer Services Rapid Assessment Unit. The successful applicant will work alongside the Nurse Practitioner in providing a co-ordinated approach in the assessment, management and education of acutely unwell patients who present to the Cancer Services Rapid Assessment Unit. The APN will provide telephone triage support for patients and families and facilitate the assessment, planning and implementation of necessary interventions. The APN will also be responsible for the transition of patients to inpatient care or discharge to home, including organising follow up appointment or referral other services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds or is working towards post graduate nursing qualifications, and is able to demonstrate current advanced clinical knowledge, skills and experience in the area of Oncology practice Holds or is working towards post graduate nursing qualifications, and is able to demonstrate current advanced clinical knowledge, skills and experience in the area of Oncology practice.

Notes: This is a full-time permanent position, working Monday to Friday.

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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: Denise Breust (02) 6174 8557 [denise.breust@act.gov.au](mailto:denise.breust@act.gov.au)

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

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

#### **Business Analyst**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 22021)**

Gazetted: 18 February 2016

Closing Date: 25 February 2016

Details: Applications are welcomed for a Business Analyst within the Business Management and Efficiency team.

This position will provide support to the Director, Business Management and Efficiency and the Senior Business Analyst.

Notes: The successful applicant may be selected 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: Craig Kellar (02) 6174 7264 [craig.kellar@act.gov.au](mailto:craig.kellar@act.gov.au)

### **Strategy and Corporate**

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

#### **Mental Health Policy**

#### **Community Development Officer**

#### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 23705)**

Gazetted: 18 February 2016

Closing Date: 25 February 2016

Details: Suitably qualified and experienced candidates are sought to apply for the Senior Officer Grade C position within the Mental Health Policy Unit. The Community Development Officer position offers an opportunity to work at a population level towards the territory's vision for mental health "For the people of the ACT to achieve and maintain mental health and wellbeing". The position is part of a small team responsible for strategic policy and planning for mental health in the ACT. The successful applicant must be self-motivated, possess highly developed communication skills, both written and verbal, strong liaison skills and demonstrate a proven ability to meet tight deadlines.

Eligibility/Other Requirements: Relevant qualifications or experience in Population Health or Mental Health promotion and Community Development is required.

Notes: This is a temporary full-time position available until 24 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. Applicants are required to submit a response to the selection criteria, plus their Curriculum Vitae with contact details for two referees, it is preferred that one referee is a current or very recent supervisor.

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Contact Officer: Richard Bromhead (02) 6207 1066 richard.bromhead@act.gov.au

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

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

#### **Alcohol and Drug Program**

#### **Registered Nurse - Opioid Treatment Service**

#### **Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 14114)**

Gazetted: 18 February 2016

Closing Date: 25 February 2016

Details: Applications are invited from suitably experienced Registered Nurses interested in a permanent position within the Alcohol and Drug Service (ADS). The current vacancy sits within the Opioid Treatment Service. The Opioid Treatment Service provides comprehensive care in a clinic setting to clients enrolled on the Opioid Maintenance program. This program includes opioid replacement therapy, client case management, women's and Hep B/BVV clinics, health promotion initiatives and withdrawal management. The successful applicant will need to demonstrate skills and knowledge of alcohol and other drug issues, excellent communication skills and an ability to work, flexibly, within a multidisciplinary team. ADS has a comprehensive orientation program available to support area specific training needs.

Eligibility/Other Requirements: Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse with the Nursing and Midwifery Board of Australia. 12 months recent nursing experience in a Alcohol and Drug facility, and sound understanding of Alcohol and Other Drugs. Desirable: Current driver's licence; holds or is working towards qualifications either at a certificate or postgraduate level.

Notes: This is permanent part-time at 24 hours per week. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health 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, or People with Disability, to apply for all positions. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

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

#### **Medicine**

#### **Gastroenterology and Hepatology**

#### **Nurse - Inflammatory Bowel Disease Team**

#### **Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 29110)**

Gazetted: 18 February 2016

Closing Date: 25 February 2016

Details: Applications are invited from Registered Nurses with highly developed interpersonal skills to work as member of the multi-disciplinary Inflammatory Bowel Disease (IBD) team based at Canberra Hospital. This position provides clinical nursing care and education for patients with IBD, and is an ideal opportunity for nurses who are keen to expand their knowledge base working in the rewarding area of IBD nursing.

Eligibility/Other Requirements: Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse.

Notes: This is a part-time temporary position available until the 30 January 2017 at 32 hours per week. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health 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, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, 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. Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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Contact Officer: Cristee Cruz (02) 6244 3977 cristee.cruz@act.gov.au

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

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

#### **ACT Wide Mental Health Services**

#### **Case Manager**

#### **Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 25541, several)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: Mental Health, Justice Health, Alcohol and Drug Service (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by the principals of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the EN1 and EN2 level as well as Recovery Support Officers and support your Team Leader and the Clinical Nurse Consultant in change processes. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The Mobile Intensive Treatment Team North (MITT North) is a contemporary, recovery focused, community mental health

service. The team currently works with people with first episode psychosis and those with psychosis who have complex needs. MITT North also provides an in-home medication supervision service (morning and evening) for mental health consumers within designated regions of Canberra. MITT North operates from 08:30 am until 21:00 pm seven days per week from the Belconnen Extended Community Health Centre.

Eligibility/Other requirements: Current registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse. Tertiary qualifications or equivalent in Mental Health Nursing and twelve months post graduate experience. Current driver's licence is essential.

Note: This is a shift work position requiring the successful candidate to work evenings and weekends. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace.

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Contact Officer: Bridget Dillon (02) 6205 1655 [bridget.dillon@act.gov.au](mailto:bridget.dillon@act.gov.au)

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

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

#### **ACT Wide Mental Health Services**

#### **Health Professional**

#### **Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 16183)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: The Mobile Intensive Treatment Team is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The Supported Accommodation Team will provide intensive clinical input for up to 20 mental health consumers living with significant chronic and severe mental health issues in various supported accommodations. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to all staff participating in the roster and support the Team Leader in change processes. You will be required to undertake professional development and supervision; participate in quality initiatives and contribute to the multidisciplinary team processes. In this position you are also expected to uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable, and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a part-time position at 22.03 hours per week.

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: Bridget Dillon (02) 6205 1655 [bridget.dillon@act.gov.au](mailto:bridget.dillon@act.gov.au)

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Medical Imaging**

#### **Radiographer**

**Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 21308, several expected vacancies)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: The successful applicants will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer Grade 5 in the area.

Eligibility/Other Requirements: Eligible for membership with the Australian Institute of Radiography. Mandatory registration with the ACT Medical Radiation Scientists Board, and possess a Radiation Licence from the ACT Health Protection Service.

Note: Participate in weekend, out of hours and on-call rosters. An order of merit will be formed from this selection process and will be utilised to fill any full time/part time, temporary positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held.

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: Shane Robinson or Terry Rafferty (02) 6244 4362 [terry.rafferty@act.gov.au](mailto:terry.rafferty@act.gov.au)

## **Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Rehabilitation Allied Health**

**Senior Physiotherapist - Rehabilitation at Home**

**Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 36099)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: An exciting opportunity exists for a suitably qualified Health Professional Level 3 Senior Physiotherapist to join a newly developed Rehabilitation at Home (RDH) service within the Canberra Hospital and Health Service. Rehabilitation at Home is a specialised multidisciplinary Allied Health team incorporating Allied Health Professionals and Allied Health Assistants. The service provides goal-orientated home and community based rehabilitation to persons over the age of 18 residing in the ACT community. The Rehabilitation at Home service is in the early stages of service implementation and an initial role of the position will be to work with the Team Leader and the Senior Occupational Therapist to further develop clinical and operational components of the service. The RaH service will be supported by its Team Leader. Professional support and supervision will be provided via a close association with the Rehabilitation and Aged Care Physiotherapy team. This is a large team of highly motivated Physiotherapists providing evidence based care to an elderly or rehabilitation population across a number of inpatient and community based services. Future opportunities may exist to work as part of these other rehabilitation and aged care services to facilitate development and maintenance of a broad knowledge and skill mix.

Eligibility/Other Requirements: A Degree or Diploma in Physiotherapy or recognised equivalent qualification.

Registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence.

Note: This is a permanent full-time position, with hours likely to include provision of service on a weekend roster into the future. This position may also participate in an over-time, on call, and/or rotation roster. This recruitment process may be used to fill any permanent, temporary or casual Health Professional Level 3 Physiotherapy positions that become available within the next 12 months within either the Rehabilitation at Home or Rehabilitation and Aged Care Physiotherapy service. 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.

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Contact Officer: Michelle Bennett (02) 6207 7428 or 0403 127 056 [michelle.bennett@act.gov.au](mailto:michelle.bennett@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Psychologist**

**Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 12193)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: We currently have vacancies (full-time and/or part-time, up to 1.6 FTE) for Psychologists who are interested in working with a dynamic and experienced team within Acute Support at the Canberra Hospital. The Psychology team consists of clinical psychologists, neuropsychologists and registrars working towards Area of Practice Endorsement. We work with patients of the Canberra Hospital and the Centenary Hospital for Women

and Children, providing assessment and intervention, and supporting them adapt to the impact of illness, injury or health-related problems. We provide an inpatient service, as well as short term follow up for outpatients. Supervision is provided by senior clinicians who are approved by the Psychology Board of Australia, and we can support you to meet the requirements of your Registrar program.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Psychology, at least 12 months of General Psychology registration with the Australian Health Practitioner Regulation Agency (AHPRA); Area of Practice Endorsement in Clinical Psychology desirable. Current driver's licence.

Note: Applications must include two written referee reports, including one from a current supervisor. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

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

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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: Jo Cole (02) 6244 2045 [jo.cole@act.gov.au](mailto:jo.cole@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Service**

#### **Aboriginal Liaison Officer Assistant**

#### **Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 35277)**

Gazetted: 18 February 2016

Closing Date: 3 March 2016

Details: The successful applicant will provide support to the Aboriginal and Torres Strait Islander Liaison Service to work with inpatients, outpatients and their families. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way. A knowledge of local Aboriginal and Torres Strait Islander communities and health issues is a requirement.

Eligibility/Other Requirements: This is a designated position and only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginality will be required before appointment to this position. The successful applicant will be required to hold a 'Working with Vulnerable' check. Current driver's license is also required.

Notes: This is a temporary part-time position for a period of six months with the possibility of extension, working 25 hours per week.

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.

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Contact Officer: Joyce Graham (02) 6244 2316 [joyce.graham@act.gov.au](mailto:joyce.graham@act.gov.au)

**Strategy and Corporate**

**Business and Infrastructure**

**Security and Emergency Preparation**

**Security Administrative Officer**

**Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 25031)**

Gazetted: 18 February 2016

Closing Date: 25 February 2016

Details: Security Operations are responsible for access arrangements for ACT Health acute and non-acute sites. The Security Administration Office is located at the Canberra Hospital campus. This role is responsible for administrative tasks associated with the delivery of access through effective provision of photo identification cards and access cards. Provision of high level customer service timely response to all clientele. Effective communication with the manager and key stakeholders. In accordance with the ACT Government Security Vetting Policy this role is deemed to be a 'Position of Trust' and the successful applicant will need to satisfy the appropriate police checks and or security clearances.

Eligibility/Other Requirements: Duties of the position include the requirement to occasionally drive vehicles therefore possession of an unencumbered driver's licence is important.

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

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

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

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Contact Officer: Peter Butler (02) 6244 4070 [peter.j.butler@act.gov.au](mailto:peter.j.butler@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**

**Guardian**

**Professional Officer Class 2 \$76,337 - \$87,366, Canberra (PN: 15522)**

Gazetted: 17 February 2016

Closing Date: 24 February 2016

Details: The Public Advocate is seeking applications from suitably qualified and experienced applicants for the position of Guardian. The Guardianship Unit undertakes a statutory guardianship role, including representing the interests of people with impaired decision-making capacity where the Public Advocate is appointed as guardian. Selection may be based on applications only.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in a relevant area are essential.

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: Pam Jenkins (02) 6207 0707 [pam.jenkins@act.gov.au](mailto:pam.jenkins@act.gov.au)

## **Executive**

### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 19719)**

Gazetted: 15 February 2016

Closing Date: 29 February 2016

Details: Justice and Community Safety Executive is seeking someone suitable for the role of Executive Assistant to the Deputy Director General Community Safety who can provide administrative and secretarial support of a high level to the Deputy Director General, Community Safety including: Examining, recording and registering incoming correspondence and initiate appropriate action; Screen and classify incoming telephone calls; Preparation of draft correspondence, reports and statistics as necessary; Word processing including cabinet and highly protected documents, agreements and spreadsheet creation and maintenance; Manage the appointment diary, which includes arranging appointments and scheduling of conferences and meetings; Maintain appropriate records for meetings including updating of diaries; Arrange travel and accommodation bookings for the Executives when required; Attend to and take appropriate action on enquiries relating to the Executive's functions; and coordinate Ministerial and brief responses. The applicant will effectively liaise between other offices of the Justice and Community Safety Directorate, other Directorates and external organisations, organise and prioritise own workload, provide assistance to other officers within Corporate and be willing to act as a member of a team. Provide secretariat support to a number of working committees including preparation of agenda and taking/transcribing of minutes and undertaking minor research and project roles when required.

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

## **ACT Corrective Services**

### **Custodial Operations**

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

##### **Clinician**

#### **Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 35024)**

Gazetted: 16 February 2016

Closing Date: 2 March 2016

Details: ACT Corrective Services is looking for a highly motivated, passionate and suitably qualified person with demonstrated clinical experience and exceptional communication skills to become a Clinician 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. This position is based at the Alexander Maconochie Centre in Hume. The successful applicant will be employed as Health Professional Officer 2, to provide a range of assessment and interventions using established principles, techniques and methods, including completing clinical and administrative data collection and evaluation to standard. The successful applicant will be expected to promote positive client outcomes through the provision of high quality therapeutic, psychosocial services and rehabilitation promotion activities, provide individual or group service delivery and apply knowledge, skills, and professional judgement in the delivery of routine services. The successful applicant will also undertake other duties appropriate, within the approved scope of clinical practice, which contribute to the operations of the section.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy. Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation, is required. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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). Also successful applicants will be required to undergo a Pre-employment Medical Assessment and a Police Record Check.

Note: To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (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.

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)

#### **Parks and Territory Services**

##### **Parks and Conservation Service**

##### **Urban Reserves – Environmental Offsets**

##### **Project Officer – Environmental Offsets**

##### **Technical Officer Level 4 \$76,337 - \$87,366, Canberra (PN: 32762)**

Gazetted: 16 February 2016

Closing Date: 3 March 2016

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 Project Officer we are seeking a highly motivated self-driven Technical Officer to assist coordinate the planning of a range of natural and cultural resource management programs associated with the delivery of environmental offsets.

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 a manual driver's licence is essential. Relevant tertiary qualifications in Natural and Cultural Resource Management/Park Management or proven and extensive land management experience is desirable.

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

Contact Officer: Clare McInnes (02) 6205 4680 [clare.mcinnnes@act.gov.au](mailto:clare.mcinnnes@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 6 \$76,337 - \$87,366**

Kyle Forsyth 848-63718, Section 68(1), 15 February 2016

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

Deborah Hannigan 846-93819, Section 68(1), 27 January 2016

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

Adrian Ison 797-55915, Section 68(1), 12 February 2016

#### **Information Technology Officer Class 1 \$61,793 - \$70,341**

Shilpa Kalra 846-89043, Section 68(1), 11 February 2016

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

Mark Richard Usherwood 848-63961, Section 68(1), 15 February 2016

### **Community Services**

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

Jemima Beaumont 844-83942, Section 68(1), 23 March 2016

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

Lisa Fay 844-77390, Section 68(1), 11 February 2016

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

Sarah Trevillian 847-04952, Section 68(1), 15 February 2016

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

Isobel Turner 836-15237, Section 68(1), 11 February 2016

**Environment and Planning**

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

Kate Harrison 846-97625, Section 68(1), 15 February 2016

**Health**

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

Smithamol Chako 834-45223, Section 68(1), 25 February 2016

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

Margaret Anne McLachlan 847-04821, Section 68(1), 15 February 2016

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

Annette Osman 842-88186, Section 68(1), 27 February 2016

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

Ashleigh Walker 844-35051, Section 68(1), 29 February 2016

**Justice and Community Safety**

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

Timothy Peter Clear 847-05285, Section 68(1), 1 March 2016

**TRANSFERS**

**Community Services**

**Karen Elizabeth Cooper: 824-53782**

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

Education and Training

To: Professional Officer Class 2 \$76,337 - \$87,366

Community Services, Canberra (PN. 36138) (Gazetted 3 December 2015)

**Alison Louise DeCure: 781-6824**

From: School Psychologist \$72,107 - \$103,481

Education and Training

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

Community Services, Canberra (PN. 36150) (Gazetted 3 December 2015)

### **Education and Training**

**Jessica Summerrell: 821-07468**

From: Senior Officer Grade A \$131,412

Health

To: Senior Officer Grade A \$131,412

Education and Training, Canberra (PN. 09444) (Gazetted 30 November 2015)

### **Health**

**Gemma Robyn Ellis: 827-59511**

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

Health

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

Health, Canberra (PN. 24260) (Gazetted 26 November 2015)

**Bradley O'Donnell 786-44121**

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

Health

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

Health, Canberra (PN. 22320) (Gazetted 3 December 2015)

### **Justice and Community Safety**

**Kumudahasini Samarakoon: 836-08299**

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

Chief Minister, Treasury and Economic Development

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

Justice and Community Safety, Canberra (PN. 43766) (Gazetted 25 November 2015)

## **PROMOTIONS**

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

**Shared Services**

**Shared Services Human Resources**

**Information, Data and Recruitment**

**Rebecca Furlan: 778-77046**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33491) (Gazetted 12 October 2015)

**Access Canberra**

**Customer Coordination Division**

**Event Approval Team**

**Vittoria Louise Gioffre: 827-4595**

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

Access Canberra

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35590) (Gazetted 10 December 2015)



## Health

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

#### **Patrice Murray: 827-12342**

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

Health

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

Health, Canberra (PN. 16804) (Gazetted 3 December 2015)

### **Strategy and Corporate**

#### **Performance Information**

#### **Health Economics**

#### **Anh Tam Nguyen: 844-82480**

From: Graduate Administrative Assistant \$63,744 - \$65,699

Health

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

Health, Canberra (PN. 04573) (Gazetted 14 January 2016)

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

#### **Surgery, Oral Health and Imaging**

#### **Debra Smith: 827-30081**

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

Health

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

Health, Canberra (PN. 04477)

## Territory and Municipal Services

### **Parks and Territory Services**

#### **Libraries ACT**

#### **Tracy Simmonson: 827-37371**

From: Administrative Services Officer Class 3 \$57,417 - \$61,793

Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 46066) (Gazetted 18 November 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.

## **CORRIGENDA**

### Education

General Service Officer Level 6 \$52,549 - \$54,936

Brad Timothy Graeme Barrett 846-92859, Section 68(1), 5 February 2016

Note: Correction to the AGS number originally published in the gazette of 11 February 2016.