



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 10 March 2016**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Clinical Nurse Consultant**

**Registered Nurse Level 3 Grade 2 \$109,381, Canberra (PN: TBA)**

Gazetted: 15 March 2016

Closing Date: 25 March 2016

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

Contact Officer: Fiona Carruthers [fiona.carruthers@calvary-act.com.au](mailto:fiona.carruthers@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)**

#### **People and Organisational Governance**

##### **CIT Yurauna Centre**

##### **Student Support Coordinator**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 17035)**

Gazetted: 15 March 2016

Closing Date: 31 March 2016

Details: As the Indigenous Student Support Coordinator the focus of your role will be course completions for Indigenous students across the Institute. You will be required to develop and implement a range of customised projects to assist Indigenous students in an adult learning context to access appropriate educational opportunities, overcome barriers to complete their study programs successfully. You will be required to plan and implement a variety of activities and resources to address the varied needs of a diverse student group, then may include school-leavers, disengaged youth, mature-age learners and students from diverse Indigenous cultural groups across Australia.

Eligibility/Other Requirements: Mandatory registrations/licensing: Possession of a current driver's licence. 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). Desirable: Possession of or working towards vocational or tertiary level qualifications in one or more of the following, Career Counselling, Youth Work, Teaching, Community Work, Social Welfare or Community Development. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for 12 months. This is an Indigenous Australian Identified position.

Contact Officer: Caroline Hughes (02) 6207 3308 [caroline.hughes@cit.edu.au](mailto:caroline.hughes@cit.edu.au)

#### **People and Organisational Governance**

##### **CIT Yurauna Centre**

##### **Cultural Arts Teacher**

**Teacher Level 1 \$67,439 - \$89,984, Canberra (PN: 55556)**

Gazetted: 15 March 2016

Closing Date: 31 March 2016

Details: Under the general direction of the Director, CIT Yurauna Centre you will be required to teach up to the number of hours prescribed in the relevant industrial award. Maintain roll books, attendance records, student records including develop, establish and implement suitable lesson plans to meet learning outcomes, subject guides, assessment tasks, including regular research of current information to ensure industry standards within the

classroom whilst teaching in line with Institute policy and procedures. Engage with diverse Aboriginal and Torres Strait Islander people that are disengaged from education – ranging from youth to mature age. Keep abreast of current issues in the VET area, particularly learning strategies for Aboriginal and Torres Strait Islander people disengaged from education that may be seeking a positive learning environment. Liaise across the Institute, Community, Industry, ACT and Australian Government agencies and departments to identify contract opportunities and write tenders. Perform educational and administration tasks and other duties as directed by the Centre Director.

Eligibility/Other Requirements: Mandatory qualifications/registrations/licensing: 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 TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). 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). Desirable: Relevant qualifications in Art and Design. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: This is an Indigenous Australian Identified position. This is a part-time temporary position available at 29.40 hours for two years with the possibility of extension. "Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices".

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

## **People and Organisational Governance**

### **CIT Yurauna Centre**

#### **Cultural and Community Studies Teacher**

**Teacher Level 1 \$67,439 - \$89,984, Canberra (PN: 51218)**

Gazetted: 15 March 2016

Closing Date: 31 March 2016

Details: Under the general direction of the Director, CIT Yurauna Centre you will be required to teach up to the number of hours prescribed in the relevant industrial award. Maintain roll books, attendance records, student records including develop, establish and implement suitable lesson plans to meet learning outcomes, subject guides, assessment tasks, including regular research of current information to ensure industry standards within the classroom whilst teaching in line with Institute policy and procedures. Engage with diverse Aboriginal and Torres Strait Islander people that are disengaged from education – ranging from youth to mature age. Keep abreast of current issues in the VET area, particularly learning strategies for Aboriginal and Torres Strait Islander people disengaged from education that may be seeking a positive learning environment. Liaise across the Institute, Community, Industry, ACT and Australian Government agencies and departments to identify contract opportunities and write tenders. Perform educational and administration tasks and other duties as directed by the Centre Director.

Eligibility/Other Requirements: Mandatory qualifications/registrations/licensing: 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 TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). 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). Desirable: Tertiary qualifications relevant to teaching Community Services, Mental Health, Aboriginal Studies. CIT and the ACT Public Service are committed

to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Notes: This is an Indigenous Australian Identified position.

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

## **People and Organisational Governance**

### **CIT Yurauna Centre**

#### **Office Manager**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 54617)**

Gazetted: 15 March 2016

Closing Date: 31 March 2016

Details: This role is responsible for the coordination of all Centre operations, including the first point of contact for all inquiries, general counter services, student enrolments/re-enrolments and Indigenous Scholarships. Provision of administrative support, i.e. minute taking and report writing. Assisting in the delivery of support services to Aboriginal and Torres Strait Islander students and engage and travel as required across CIT campuses and the ACT to promote CIT and CIT Yurauna Centre to students and prospective Aboriginal and Torres Strait Islander clients.

Eligibility/Other Requirements: Mandatory registrations/licensing: Current Driver's Licence, Working with Vulnerable People Registration. Desirable: Qualifications in Business Administration would be highly regarded. This is an Indigenous Australian Identified position.

CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of the commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@cit.edu.au

## **Director**

### **Manager Education Level 2 \$132,002, Canberra (PN: 14853, several)**

Gazetted: 11 March 2016

Closing Date: 1 April 2016

Details: Canberra Institute of Technology (CIT) is seeking a vibrant leader able to champion CIT vision for enhancing the student experience and ensuring significant employer engagement in various College areas. CIT is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra. The various College Director positions are for CIT Technology and Design, CIT Business, Tourism and Accounting, CIT Pathways College, and CIT Health, Community and Science. All the Colleges offer VET training programs from certificate II through to diploma. Working as a College Director, success in this role requires significant collaboration with industry, community and government, and cultivation of a workforce to embody a culture of innovation and high performance.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: All Managers at Manager Education Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: Relevant industry experience is highly desirable, though does not have to be in the discipline being supervised.

Highly Desirable: Bachelor of Education, Management or relevant higher level qualification Additional postgraduate qualifications.

Note: These positions are temporary available until 31 December 2016 with the possibility of extension.

Contact Officer: Carolyn Grayson (02) 6207 4955 carolyn.grayson@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.

## **Capital Metro**

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

**Commercial**

**Director, Legal**

**Executive Level 1.1 \$186,178 - \$194,751 depending on current superannuation arrangements, Canberra (PN: E846)**

Gazetted: 15 March 2016

Closing Date: 29 March 2016

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro project and is responsible for the design, procurement and delivery of a 12km light rail service between Gungahlin and the City.

Reporting initially to the Executive Director, Commercial, the Director, Legal will liaise closely with the ACT Government Solicitors Office, the CMA Executive and other personnel, and the CMA's external legal advisors.

Duties of the Director, Legal may include contract management activities and the development of internal manuals, processes and procedures which align to the Territory's obligations under various significant contracts, including the Capital Metro PPP contract.

This is a full-time position, however part-time arrangements may be considered for the right applicant.

Remuneration: The position attracts a remuneration package ranging from \$186,178 to \$194,751, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$142,889.

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

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

Contact Officer: Emma Thomas (02) 6207 8658 [emma.thomas@act.gov.au](mailto:emma.thomas@act.gov.au)

**Chief Minister, Treasury and Economic Development**

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

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

**VisitCanberra**

**International**

**Business Development Manager - Partnerships**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36791)**

Gazetted: 10 March 2016

Closing Date: 28 March 2016

Details: The Business Development Manager – Partnerships is required to undertake the following duties:

Contribute to the implementation of key international and domestic programs for the ACT and Canberra region, in line with the Tourism 2020 Strategy and the VisitCanberra annual Business Plan. Lead the promotion of cooperative opportunities to the ACT and Canberra region tourism industry to increase participation in VisitCanberra's international programs. Manage key relationships and partnerships with online travel agencies, key distribution partners, business events sector, inbound tourism operators, travel trade representatives, peak industry bodies, Tourism Australia and other relevant internal and external stakeholders. Manage VisitCanberra's participation and presence at tourism trade and business to business events including the Australian Tourism Exchange. Manage the involvement of the ACT and Canberra region tourism businesses in relevant international programs. Develop and share knowledge by proactively contributing to other areas of the organisation. Advocate key Canberra and the region tourism experiences and messages to internal and external stakeholders and key influencers.

Contact Officer: Jo Verden (02) 6205 0554 [jo.verden@act.gov.au](mailto:jo.verden@act.gov.au)

**Revenue Management Division**

**Property, Payroll and Debt**

**Assistant Manager**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36772)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: This position will manage and oversee the work of the Accounts Management Section including the provision of quality client service. This includes effectively managing a team of 10 people engaged in the administration of rates, land tax, City Centre Marketing and Improvements Levy and land rent accounts. This position will, among other things, ensure that Rates, Land Tax, Land Rent and City Centre Marketing and Improvement Levy assessment, instalment and reminder notices are issued in accordance with legislative requirements; identify and direct changes to be made in the property IT system to ensure innovative and continuous improvement; contribute to Accounts Management Section's input to the Revenue Collection Transformation Program; and prepare Ministerial correspondence.

Eligibility/Other Requirements: This position may be filled based on application and referee reports only.

Contact Officer: Brett Monger (02) 6207 0293 [brett.monger@act.gov.au](mailto:brett.monger@act.gov.au)

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

**VisitCanberra**

**Marketing**

**Campaign Manager - Partnerships**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36792)**

Gazetted: 11 March 2016

Closing Date: 29 March 2016

Details: The Campaign Manager – Partnerships is required to undertake the following duties: Manage the coordination, delivery and evaluation of tourism partnership campaigns for the ACT and Canberra region. Inform and drive domestic and international programs for the ACT and Canberra region, in line with the Tourism 2020 Strategy and the VisitCanberra annual Business Plan. Manage and implement a range of commercial partnership activations that include the delivery of advertising, public relations, media and online publishing activities designed to reach interstate and international audiences. Manage a suite of dedicated partnership program activities with a specific focus on tourism and aviation sectors. Develop and maintain strong working relationships with internal and external contacts to coordinate and deliver strategic marketing campaigns that encourage cooperative industry participation and visitation to the ACT and Canberra region. Monitor and evaluate partnership project plans, schedules and budgets in line with project objectives. Assist the Group Marketing Manager and Senior Manager International Partnerships with the project management, implementation and evaluation of VisitCanberra's destination marketing plans and strategies as needed. Lead and contribute cooperatively to a team environment to achieve organisational objectives, and communicate effectively VisitCanberra's business units.

Contact Officer: Kelly Ryan (02) 6205 6001 [kelly.ryan@act.gov.au](mailto:kelly.ryan@act.gov.au)

**Workforce Capability and Governance**

**Public Sector Management**

**Professional Standards Unit**

**Investigator**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 32539)**

Gazetted: 16 March 2016

Closing Date: 30 March 2016

Details: The successful applicant will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have highly developed analytical and research skills and attention to detail and the capacity to apply these skills in the investigative context. The role requires exceptional written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying excellent judgement, decision making and problem solving skills.

Eligibility/Other Requirements: Relevant qualifications such as Certificate IV in Government Investigations and/or a HR related disciplines are essential. Educational and professional qualifications checks may be undertaken prior to employment. Criminal history checks will be conducted prior to employment.

Contact Officer: Cheryl Condon (02) 6205 4699 [cheryl.condon@act.gov.au](mailto:cheryl.condon@act.gov.au)

**Corporate**

**Corporate Management**

**People and Capability**

**HR Advisor**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 14517)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: The People and Capability Branch is looking for a dynamic person with a can do attitude to undertake the role of Human Resource Advisor, Organisational Culture within a small team which delivers strategic human resource support to the Directorate. The incumbent will have the opportunity to increase the Directorate's capability by enhancing the employment programs for Graduate Administrative Assistants and apprentices and more broadly the Directorate's capability in recruitment and selection processes.

Contact Officer: Judy Tahapehi (02) 6205 3444 [judy.tahapehi@act.gov.au](mailto:judy.tahapehi@act.gov.au)

**Shared Services**

**Partnership Services Group**

**Health ICT Business Systems**

**Training and Support Lead**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 24310)**

Gazetted: 16 March 2016

Closing Date: 30 March 2016

Details: This role assists with establishing and maintaining a range of training and support capabilities that will deliver comprehensive training in computer based business applications to Health staff, in particular, ACT's Patient Administration, Clinical Information and Mental Health Systems. This role is pivotal in providing the supervision and leadership of staff delivering training and support services to the Health Directorate. Additionally this role will be responsible for providing leadership in investigating operational and business application problems including incident and problem resolution.

Eligibility/Other Requirements: Participation in the after hour's on-call roster for application support is mandatory. 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 is an expected permanent vacancy.

Contact Officer: Sara Brown (02) 6207 1288 [sara.brown@act.gov.au](mailto:sara.brown@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.

**Economic Development**

**Procurement and Capital Works**

**Finance and Reporting**

**Project Reports Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 36719)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: The Project Reports Officer is primarily responsible to manage financial project reporting and related process for the Procurement and Capital Works Division, including assisting in the preparation of financial statements and management of the annual audit process.

Eligibility/Other Requirements: Demonstrated experience in researching, preparing, analysing and interpreting financial data and reports and financial statements, including demonstrated high level Microsoft Excel skills.

Contact Officer: Richard Hutch (02) 6207 9956 [richard.hutch@act.gov.au](mailto:richard.hutch@act.gov.au)

**Revenue Management Division**

**Property, Payroll and Debt**

**Debt Management and Returns Officer**

**Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 36773)**

Gazetted: 10 March 2016

Closing Date: 24 March 2016

Details: As a team member undertake a range of operational and administrative tasks relating to return taxes, management of deferred duty accounts and the debt management function for rates, land tax, CCMIL, land rent, duty, FHOG, payroll tax and other taxes. This position will, among other things, provide advice and contribute to the formulation of ACT Revenue Office policy, programs and procedures, with particular reference to return taxes, deferred duty accounts and debt management operations, prepare appropriate reports, submissions and correspondence arising from management of return taxes, deferred duty accounts and debt management activity, interpret and apply relevant ACT taxation legislation, and answer enquiries from the public regarding ACT taxation matters, undertake relevant research duties, liaise with other Revenue Officers regarding return taxes matters, deferred duty accounts and debt management cases.

Eligibility/Other Requirements: This position may be filled based on application and referee reports only.

Contact Officer: Will Hogan (02) 6207 0110 will.hogan@act.gov.au

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

**VisitCanberra**

**International**

**Partnership Events Officer**

**Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 36793)**

Gazetted: 11 March 2016

Closing Date: 29 March 2016

Details: The Partnership Events Officer is required to undertake the following duties: Assist with the coordination and implementation of onshore and offshore tourism consumer and trade events and programs. Assist with the coordination and delivery of trade missions, trade shows, familiarisation tours and industry educational programs that align with the Tourism 2020 Strategy and the VisitCanberra annual Business Plan. Coordinate internal and external stakeholders to ensure that targeted industry focused projects and initiatives are delivered on time and within budget. Undertake event planning, coordination of logistics and event management responsibilities to implement the agreed programs and activities outlined in VisitCanberra's annual business plan. Assist the Partnerships team with the coordination, implementation and evaluation of other program activities as required.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

**Shared Services**

**Business Applications Management**

**Business Applications Management**

**Executive Assistant**

**Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 11843)**

Gazetted: 10 March 2016

Closing Date: 17 March 2016

Details: The Shared Services, Business Application Management Director is seeking a suitably experienced person to perform the role of Executive Assistant for the administration and support of the Business Applications Management Team. Duties include the planning coordination and management of the workflow through the Director's office, coordinate meetings and meeting appointments for the Director, meeting secretariat for multiple meetings, and financial and administrative support for the Business Applications Management Branch.

Note: This position is available 4 July 2016.

Contact Officer: Chris Tully (02) 6207 9678 chris.tully@act.gov.au

**Revenue Management Division**

**Property, Payroll and Debt**

**Debt Management and Returns Officer**

**Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 36774)**

Gazetted: 11 March 2016



Closing Date: 25 March 2016

**Details:** As a team member, undertake a range of operational and administrative tasks mainly relating to the maintenance of revenue accounts involving return taxes and undertake a range of debt management actions in relation to unpaid ACT taxation debts. This position will, among other things, undertake tasks relating to the assessment of return taxes, taxpayer registration and annual payroll tax reconciliations; initiate appropriate debt recovery action on overdue taxation matters and undertake a range of follow up actions to effectively deal with the management of individual cases; process related payments and journals to update or amend computer records to accurately reflect taxpayer account records and taxation liability; and answer enquiries from the public regarding ACT taxation matters, undertake relevant research duties, liaise with other Revenue Officers and prepare minor correspondence and reports as required.

**Eligibility/Other Requirements:** This position may be filled based on application and referee reports without going to interview.

Contact Officer: Will Hogan (02) 6207 0110 [will.hogan@act.gov.au](mailto:will.hogan@act.gov.au)

### **Shared Services**

#### **Human Resources**

#### **Payroll and Personnel Services**

#### **Payroll Officer – Payroll and Personnel Services**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 09471, several)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

**Details:** The successful applicant will work collaboratively in a team environment involved in the calculation and processing of salary, salary variations, allowances, leave, compensation and superannuation entitlements. The successful candidate will also deliver high level quality customer service and foster productive working relationships with stakeholders.

Contact Officer: Julie Vickery (02) 6205 1471 [julie.vickery@act.gov.au](mailto:julie.vickery@act.gov.au)

### **Access Canberra**

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

#### **Licence Registration**

#### **Licence and Registration Officer**

#### **Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 02098, several)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

**Details:** Under the general direction of the Manager, Licence and Registration: Provide leadership in providing high quality customer service to clients when assessing and investigating medical issues of licence holders and motor vehicle registration matters; Liaise with internal and external agencies in a professional manner via phone or in writing in a proactive and timely manner; Produce and process correspondence in an accurate, timely manner; Enter and retrieve information from databases in an accurate, timely manner; Work as a member of a team and provide on the job training in processes and procedures, operation of on-line computer systems and office software; Manage the resolution of difficult or complex enquiries and complaints with tact and discretion, and escalate matters as necessary. This position does not involve direct supervision of personnel.

Contact Officer: Peter Gibbs (02) 6207 9729 [peter.gibbs@act.gov.au](mailto:peter.gibbs@act.gov.au)

### **Land Development Agency**

#### **Land Development and Corporate**

#### **City to the Lake**

#### **Development Manager**

#### **Infrastructure Officer 5 \$136,524, Canberra (PN: 34717)**

Gazetted: 16 March 2016

Closing Date: 8 April 2016

**Details:** The Land Development Agency is seeking a Development Manager to deliver mixed-use precincts as part of the City to the Lake. The successful candidate will require knowledge and experience of land development, project management, planning, design and construction processes.

Eligibility/Other Requirements: Relevant tertiary qualifications or experience deemed equivalent is highly desirable.

Note: This is a temporary position available for up to two years with the possibility of permanency.

Contact Officer: Nicholas Hudson (02) 6205 5451 nicholas.hudson@act.gov.au

### **Workforce Capability and Governance**

#### **Public Sector Management**

#### **Professional Standards Unit**

#### **Investigations Manager**

#### **Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 31315)**

Gazetted: 10 March 2016

Closing Date: 24 March 2016

Details: Applicants must have highly developed analytical and research skills and attention to detail and the capacity to apply these skills in the investigative context. The role requires exceptional written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports and the ability to work as part of a small team under limited supervision, displaying excellent judgement, decision making and problem solving skills. The Professional Standards Unit (PSU) is seeking applications from enthusiastic innovative and committed individuals to fill the role of an Investigations Manager. The successful applicant will work collaboratively, as one of two Investigation Managers, supervising a number of Investigators to manage the day to day operations of the team. Principle responsibilities include staffing, reporting, training and client partnership relationships to ensure the team and individual objectives are achieved. This position requires active involvement in fostering relationships and development, management and participation in projects to improve processes across the ACT Government and in the Professional Standards Unit. The Investigations Manager may be required to represent PSU in a range of government and non-government forums, including Fair Work Australia and other tribunals as required.

Eligibility/Other Requirements: Formal investigative or managerial qualifications are essential. Educational and professional qualifications checks may be undertaken prior to employment. Criminal history checks will be conducted prior to employment.

Contact Officer: Cheryl Condon (02) 6205 4699 cheryl.condon@act.gov.au

### **Community Services**

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

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

#### **Housing and Community Services**

#### **Asset Management**

#### **Quality Improvement Unit**

#### **Team Leader**

#### **Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 09071)**

Gazetted: 15 March 2016

Closing Date: 25 March 2016

Details: The Team Leader, Complaints and Information Unit is responsible for providing assistance to the Manager with a range of duties including leading a team in the preparation and delivery of high quality responses to Freedom of Information requests, legal Subpoenas, Police requests and Statutory Oversight Agency enquiries, monitoring Housing and Community Services overdue complaint reporting, preparing reports and briefs and undertaking projects.

Note: This is a temporary position available until the 19 August 2016.

Contact Officer: Jenny Whichelo (02) 6207 8778 jenny.whichelo@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.

## 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)

### Education Strategy

#### Learning and Teaching

#### Curriculum

#### Project Officer

#### **Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 36633)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: The Learning and Teaching Branch is looking for candidates with demonstrated management skills including the ability to manage workloads, solve problems, handle competing priorities and meet deadlines. They must also have well developed oral and written communication skills, with demonstrated experience in developing and editing complex reports and briefings and display sound judgement and interpersonal skills, initiative and the ability to work individually or as part of a team to produce high quality work.

Note: The 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: Emma Taber (02) 6205 6869 [emma.taber@act.gov.au](mailto:emma.taber@act.gov.au)

### Office for Schools

#### Tuggeranong Network

#### Calwell High School

#### Mathematics/PE

#### **Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 08710)**

Gazetted: 16 March 2016

Closing Date: 30 March 2016

Details: Applications are invited from suitably qualified teachers of Mathematics and PE who have a background and interest in boys' education programs. Calwell High School delivers a highly successful Boys' initiative that pairs PE with Mathematics. In addition to an allocation of Mathematics classes, the Teacher will teach a year nine group of boys PE and Mathematics through to their graduation at the end of year 10.

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: Bruce McCourt (02) 6205 6833 [bruce.mccourt@ed.act.edu.au](mailto:bruce.mccourt@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

#### Florey Primary School

#### Classroom Teacher

#### **Classroom Teacher \$59,790 - \$94,517, Canberra (PN: 06642)**

Gazetted: 10 March 2016

Closing Date: 24 March 2016

Details: Florey Primary School is a P-6 Professional Learning Community (Dufour Model). We are seeking an outstanding and highly motivated Classroom Teacher who has a strong focus in teaching and learning, strong

classroom management skills and the ability to form positive relationships with students and their families. At Florey there is a strong focus on teacher collaboration, embedding ICT, differentiation and wellbeing. Early childhood applications are welcome but are not essential.

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 26 April 2016 to 26 January 2017.

Contact Officer: Felicity Bruce (02) 6205 8011 [felicity.bruce@ed.act.edu.au](mailto:felicity.bruce@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.

### **Education Strategy**

#### **Student Engagement**

#### **Transitions and Careers**

#### **Engagement Officer**

#### **School Leader C \$109,084, Canberra (PN: 32122)**

Gazetted: 11 March 2016

Closing Date: 15 April 2016

Details: The successful applicant will work within one of four multidisciplinary Network Student Engagement Teams and other teams in the Student Engagement Branch to support schools to achieve optimal social and educational outcomes and ongoing support for students who are experiencing difficulties remaining engaged with education. Key to this role is an understanding of how to support young people in their career development from as early as primary school and being able to use the Pathways Planning website as an effective tool.

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). Experience and Certificate IV or higher qualification in career development. 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).

Notes: This is a temporary position available until 26 January 2017 with the possibility of extension and or permanency. This is an Aboriginal and Torres Strait Islander identified position.

Contact Officer: Pene Butt (02) 6205 7873 [penelope.butt@act.gov.au](mailto:penelope.butt@act.gov.au)

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

### **Office for Schools**

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

#### **Neville Bonner Primary School**

#### **Executive Teacher**

#### **School Leader C \$109,084, Canberra (PN: 31539)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. 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: Fran Dawning (02) 6142 1201 [fran.dawning@ed.act.edu.au](mailto:fran.dawning@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  
Lyneham Primary School  
Executive Teacher  
School Leader C \$, Canberra (PN: 02209)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. 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/1804Notes](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804Notes):

Contact Officer: Annamaria Zuffo (02) 6205 6511 [annamaria.zuffo@ed.act.edu.au](mailto:annamaria.zuffo@ed.act.edu.au)

**Environment and Planning**

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

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

**Sustainability and Climate Change**

**Energy and Waste Policy**

**Senior Policy Officer**

**Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 35995, several)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: Australia's most innovative energy policy team is recruiting! Three positions are open at the SOGC level: Senior Policy Officer, Energy Policy; Senior Policy Officer, Energy Projects and Senior Policy Officer, Renewable Energy Industry Development. This would suit an experienced professional with a passion for working on at cutting edge of energy change, both in technology and regulatory reform.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Science, the Humanities or similar are highly desirable. Candidates citing tertiary qualifications achieved in the last four years should provide an academic transcript as part of their application.

Notes: These are temporary positions available for 12 months.

Contact Officer: Jon Sibley (02) 6205 1889 [jon.sibley@act.gov.au](mailto:jon.sibley@act.gov.au)

**Sustainability and Climate Change**

**Energy and Waste Policy**

**Renewable Energy Industry Development Officer**

**Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 30752)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: Australia's most innovative energy policy team is recruiting! A position at the Administrative Services Officer Class 6 is open. This role will be responsible for day-to-day management the program of Canberra's new \$12M Renewable Energy Innovation Fund. This job would suit an experienced professional with a passion for energy innovation and experience administering policies or programs that have a strong commercial focus.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Engineering, Science, the Humanities or similar are desirable. Candidates citing tertiary qualifications achieved in the last four years should provide an academic transcript as part of their application.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@act.gov.au

**Sustainability and Climate Change  
Energy and Waste Policy  
Manager**

**Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 25130, several)**

Gazetted: 11 March 2016

Closing Date: 25 March 2016

Details: Australia's most innovative energy policy team is recruiting! Two positions are open at the Senior Officer Grade B (Manager) level: Manager, Energy Policy and Manager, Energy Projects. Both positions will report to the Director, Energy and Waste Policy and each have two - three direct reports. They would suit an experienced Manager with a passion for leading teams of talented professionals to deliver exceptional policy outcomes.

Eligibility/Other Requirements: Tertiary qualifications in Economics or Engineering or similar or at least three years experience in an energy industry or in an economic policy discipline, is essential. Candidates citing tertiary qualifications achieved in the last four years should provide an academic transcript as part of their application.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@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>**

**Canberra Hospital and Health Services  
HealthCARE Improvement  
Patient Safety Unit**

**Clinical Safety System Coordinator**

**Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 04598, several)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: Are you a Registered Nurse looking for an opportunity to join the Patient Safety Team within the HealthCARE Improvement Division?

You will work as part of a dynamic team where you will use your clinical experience, incident investigation skills and passion for improving patient safety and quality of care to support staff within Canberra Hospital and Health Services. You will also have opportunity to assist with other initiatives within the Patient Safety Team that contribute to improving systems and processes to maintain the safety and quality of patient care and service delivery.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: There are currently four full-time positions available, two permanent and two temporary. To complete your application you must prepare responses to the Selection Criteria, provide a current curriculum vitae and provide the names of two recent referees, one which should be a current supervisor. It is expected if you progress to interview that written references will be provided. 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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<http://www.canberrayourfuture.com.au/>.

Contact Officer: Martin Monaghan (02) 6174 7948 martin.monaghan@act.gov.au

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

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

#### **Surgical Administration**

#### **Elective Surgery Liaison Nurse**

#### **Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 28583)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: we have an exciting opportunity for an experienced Registered Nurse to join the Surgical bookings Team.

The Elective Surgery Liaison Nurse manages the elective surgery patient journey from initial referral through to the day of surgery, including planning/booking of surgery and pre-operative assessments and investigations.

Essential skills and experience for this role include high level communication and negotiation skills, extensive clinical nursing skills, and an ability to work within a multidisciplinary team.

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

Notes: 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*.

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Contact Officer: Cathy Burns (02) 6244 2601 catherine.burns@act.gov.au

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

#### **HealthCARE Improvement**

#### **Patient Safety Unit**

#### **Deputy Director, Clinical Risk Management**

#### **Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 19182)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: Are you a Health Professional (includes nursing staff) looking for an opportunity to join the Patient Safety Team within the HealthCARE Improvement Division? You will work as part of a dynamic team where you will use your clinical experience, risk management expertise and passion for improving patient safety and quality of care to

support staff within Canberra Hospital and Health Services. You will also have opportunity to assist with other initiatives within the Patient Safety Team that contribute to minimising risks to patient safety.

Eligibility/Other Requirements: Registered or eligible to be registered to practice with the Australian Health Practitioner Regulation Agency (AHPRA) or eligible for membership of a professional association.

Notes: This is a full-time position based on the Canberra Hospital site. Applicants are requested to submit current CV. Response to the selection criteria and the names of two recent referees, one which must be a current supervisor. It is expected if you progress to interview that written references will be provided. Please note the recruitment process may be based on written application and referees alone. 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: Sharon Sheather (02) 6205 3280 [sharon.sheather@act.gov.au](mailto:sharon.sheather@act.gov.au)

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

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

##### **Surgical Administration**

##### **Operations Manager - Administration**

##### **Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 35658)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: Under the limited direction of the Executive Director Division of Surgery and Oral Health, the Operations Manager – Administration, will manage the administrative functions for the Division, across a variety of clinical settings. The Operations Manager - Administration will be an active member of the leadership team.

Eligibility/Other Requirements: Holds or working towards a qualification in Management or relevant field is 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.

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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For more information on our great city and your future, visit:<http://www.canberrayourfuture.com.au/>  
Contact Officer: Barbara Reid (02) 6244 3515 [barbara.reid@act.gov.au](mailto:barbara.reid@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Units**

**Registered Nurse Level 2 - Diabetes Educator**

**Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: 25202)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: The ACT Health Diabetes Service together with the Women Youth and Children Division are seeking a skilled and motivated diabetes educator to fill a permanent full time position within the Diabetes Pregnancy service. Part time applications will not be considered due to operational requirements. The successful applicant will provide high quality care and self management education and support to individuals and patient groups at risk of or affected by diabetes encouraging optimal self management using evidence based practices.

The Diabetes Pregnancy Service is provided by a multidisciplinary team of medical, nursing and allied health staff working across both north and south side health care facilities.

Eligibility/Other requirements: Registered with Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Must hold and maintain a current driver's licence. Holds or is working towards a tertiary or post graduate qualification in diabetes education. Qualification or experience in midwifery is highly desirable.

Note: This position(s) maybe required to participate in overtime, on call and/or rotation roster. 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. 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. 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: Vicki Mahood (02) 6174 7929 [vicki.mahood@act.gov.au](mailto:vicki.mahood@act.gov.au)

**Canberra Hospital and Health Services**

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

**ACT Wide Mental Health Services**

**Registered Nurse**

**Registered Nurse Level 2 \$84,393 - \$89,447, Canberra (PN: C08987)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Applications are invited from enthusiastic Registered Nurses who wish to work on a casual basis with the Crisis Assessment and Treatment Team (CATT) to backfill a 24-hour, 7-day per week roster. CATT provides 24 hour mental health care for residents of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent to practice as a Registered Nurse with current registration and/or eligibility for registration as a Registered Nurse with the Australian Health Practitioners Regulation Agency. A current driver's licence. Post Graduate Qualification in Mental Health Nursing is not essential but desired.

Notes: 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*.

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Contact Officer: Emily Beltrami 6205 8559 emily.beltrami@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Chronic Disease**

#### **Health Professional**

#### **Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 33458)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: The Obesity Management Service is looking to recruit a Health Professional with a special interest in chronic disease management to the position of psychologist, social worker or occupational therapist. A Psychologist is highly preferred for the role but Social Workers or Occupational Therapists will be considered. Located in the Belconnen Community Health Centre (BCHC), the Obesity Management Service (OMS) is a community based service which aims to support adults with class 3 obesity to improve their health and wellbeing. The OMS is led by a physician and the team includes Registered Nurses, Dietitians, Psychologists and Exercise Physiologists. The successful applicant will have proven experience in chronic disease management, excellent communication skills and experience in multidisciplinary work, and may have experience with eating disorders. The position reports to the OMS Coordinator and senior discipline specific allied health professional support will be provided as appropriate.

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. In addition for Psychology: Masters/Doctoral degree in Clinical Psychology. Area of Practice Endorsement in Clinical Psychology and AHPRA Board approved Psychology supervisor for Higher Degree students, Secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology Area of Practice Endorsement is highly desirable. Current driver's license is essential.

Notes: This is a full-time temporary position for approximately 12 months, part-time hours will be considered. 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.

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Contact Officer: Ana O'Rourke (02) 6205 5297 ana.o'rourke@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: 22168)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The successful applicant will be required to undertake complex mental health assessments and work as a Senior Clinician as a member of a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Social Work: Mandatory qualifications: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Mandatory qualifications: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: Mandatory qualifications: General Psychology registration with AHPRA. Applicants must also have a minimum of three years paid work experience in a related/relevant organisation/service. Current driver's licence. As this is a senior clinical role, previous experience working in acute mental health settings is highly regarded.

Notes: 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*.

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<http://www.canberrayourfuture.com.au/>

Contact Officer: Emily Beltrami (02) 6205 8559 [emily.beltrami@act.gov.au](mailto:emily.beltrami@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Unit**

**Physician Education Administrative Support Officer**

**Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 25023)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Applications are sought from enthusiastic and hard working individuals to fill the positions of Physician Education Administrative Support Officer within Division of Medicine. This role supports the Network Director of Physician Education and local Director of Physician Education with administrative tasks, manages the allocation of relief pool staff, provides assist with timesheets and leave management for physician trainees, roster management and some financial management tasks. The successful application must possess high level time management skills and the ability to work to strict deadlines.

Notes: 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*.

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Contact Officer: Aimee Divorty (02) 6244 3659 [aimee.divorty@act.gov.au](mailto:aimee.divorty@act.gov.au)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Womens and Babies**

**Personal Assistant**

**Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 21301)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Applications are being sought from a dynamic and motivated person interested in the position of Personal Assistant to the Director of Nursing, within the Division of Women, Youth and Children. The position provides high level administrative support to the Director of the Department of Nursing, Assistant Director of Nursing as well as support to clinical staff within the area. Applicants will be required to have excellent communication skills, ability to prioritise workloads, provide secretariat support to a number of committees, provide support to medical staff, book travel, conferences and meetings and coordinate the fluent administration of the Department of Nursing.

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Contact Officer: Maneesha Bhosale (02) 6174 7491 maneeshabhosale@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Gastroenterology and Hepatology**

##### **Liver Research Office Manager**

##### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 18645)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Expressions of interest are sought for an enthusiastic and professional individual to fill the position of Office Manager within the Liver Research unit, Division of Medicine. The Office Manager is required to manage the co-ordination and facilitation of the Liver Research Unit by providing administration support to its services.

Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels.

Notes: This is a part-time position at 30 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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

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

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Contact Officer: Aimee Divorcy (02) 6244 3659 aimee.divorcy@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Office Manager - Infectious Diseases**

##### **Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 17508)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Applications are sought for an enthusiastic and professional individual to fill the position of Office Manager within Infectious Diseases, Division of Medicine. The Office Manager is required to manage the coordination and facilitation of the Infectious Disease Department by providing administration support to its inpatient and outpatient services. Applicants will need to be professional and have excellent communication, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have the ability to liaise effectively with staff at all levels.

Eligibility/Other Requirements: Medical terminology is desirable.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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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: Aimee Divorty (02) 6244 3659 [aimee.divorty@act.gov.au](mailto:aimee.divorty@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medicine Unit**

#### **Podiatrist**

#### **Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 30679)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: The ACT Health Diabetes Service has a vacancy and is looking for a suitably qualified and experienced health professional to fill this position. The successful applicant will work within a multidisciplinary team providing diabetes podiatry services across tertiary and primary care centres. The position provides a range of podiatry services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups.

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Podiatry. Registered with the Australian Podiatry Board as a Podiatrist. A minimum of two years post-graduate experience. Holds a current drivers licence. The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a part-time temporary position available at 14:42 hours per week for 11 months. Prior to commencement successful candidates will be required to undergo a pre-employment Police Check.

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: Kate Storer (02) 6244 3794 or Chris Nolan (02) 6244 4224

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

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

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

#### **Health Professional**

#### **Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: C09110)**

Gazetted: 17 March 2016

Closing Date: 24 March 2016

Details: Applications are invited from enthusiastic Psychologists, Social Workers or Occupational Therapists who wish to work on a casual basis with the Crisis Assessment and Treatment Team (CATT) to backfill a 24-hour, 7-day per week roster. CATT provides 24 hour mental health care for residents of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess high-level clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current unconditional ACT 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: 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: Emily Beltrami (02) 6205 8559 [emily.beltrami@act.gov.au](mailto:emily.beltrami@act.gov.au)

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

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

#### **Women's and Children's Health Operational**

**Genetics Administrative Officer**

**Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 25972)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: An exciting opportunity exists for dynamic and motivated persons interested in the position of Genetics Administrative Officer within the Women, Youth and Children Outpatient Administration Team. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. The position provides administrative and general office support to the ACT Genetics Service with duties including booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organisational and time management skills with and an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is required. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary.

Notes: 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: Maneesha Bhosale (02) 6174 7491 maneeshabhosale@act.gov.au

**Canberra Hospital and Health Services**

**HealthCARE Improvement**

**Patient Safety Unit**

**Director, Clinical Safety System**

**Registered Nurse Level 5.3 \$124,882, Canberra (PN: 19564)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: Are you a Registered Nurse looking for an opportunity to join the Patient Safety Team within the HealthCARE Improvement Division? You will work as part of a dynamic team where you will use your strong clinical experience, leadership skills, strong interpersonal skills in liaising with clinicians, and passion for improving patient safety and quality of care to support staff within Canberra Hospital and Health Services. You will also have opportunity to assist with other initiatives within the Patient Safety Team that contribute to improving patient safety. For further information please contact Deborah Browne (02) 6174 7127 deborah.a.browne@act.gov.au

Eligibility/Other Requirements: Registered with the Australian Health Practitioners Regulation Agency (AHPRA).

Notes: This position is a full-time position based on the Canberra Hospital site. Applicants are requested to submit a Current CV, responses to the selection criteria and the names of two recent referees, one which must be a current supervisor. It is expected if you progress to interview that written references will be provided. Recruitment may be based on written application and referees alone. 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: Deborah Browne (02) 6174 7127 [deborah.a.browne@act.gov.au](mailto:deborah.a.browne@act.gov.au)

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

#### **HealthCARE Improvement**

#### **Patient Safety Unit**

#### **Deputy Director of Clinical Safety System**

#### **Registered Nurse Level 3.2 \$109,381, Canberra (PN: 16024)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: Are you a Registered Nurse looking for an opportunity to join the Patient Safety Team within the HealthCARE Improvement Division? You will work as part of a dynamic team where you will use your clinical experience, data analysis expertise, interpersonal skills in liaising with clinicians, and passion for improving patient safety and quality of care to support staff within Canberra Hospital and Health Services. You will also have opportunity to assist with other initiatives within the Patient Safety Team that contribute to improving patient safety.

Eligibility/Other Requirements: Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This is a permanent full-time position based on the Canberra Hospital site. Selection may be based on written application and referee reports only.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. Provide current Curriculum Vitae along with the names of two recent referees, one which must be a current supervisor. It is expected if you progress to interview that written references will be provided.

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Contact Officer: Sharon Sheather (02) 6205 3280 [sharon.sheather@act.gov.au](mailto:sharon.sheather@act.gov.au)

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Immunoassay**

#### **Senior Scientist**

**Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade), Canberra (PN: 26297)**

Gazetted: 17 March 2016

Closing Date: 31 March 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital.

Endocrinology is a subsection of the Clinical Chemistry Department of ACT Pathology. Services provided include thyroid function, cardiac markers, hormone analysis (reproductive hormones and androgens), bone markers, tumour markers, haematinics and immunosuppressive drugs. Instrumentation includes the Abbott Architect ci16200, Liaison XL and Cobas e411.

Under the direction of the Director of Clinical Chemistry and the Chief Scientist of Clinical Chemistry the successful applicant will be responsible for the day to day management of the diagnostic Endocrinology subsection of the department. The successful applicant will liaise with the leadership team (Clinical Directors, Principal Scientist and Chief Scientists) to provide leadership, strategic planning and optimal operational management.

Eligibility/Other Requirements: Mandatory: A science degree or equivalent relevant qualifications. Desirable: Experience in general clinical chemistry will be highly desirable. Prior to commencement the successful candidate will be required to undergo a pre-employment Police check.

Note: The successful applicant will be required to participate in the out of hour's rosters and must be committed to personal development.

Applicants must provide a written response addressing the Selection Criteria to be considered for this position.

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Contact Officer: Simon Newton (02) 6244 2843 [simon.newton@act.gov.au](mailto:simon.newton@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)**

#### **ACT Government Solicitor**

##### **Property and Commercial**

##### **Senior Solicitor**

**Government Solicitor 2 \$106,031 - \$127,227, Canberra (PN: 19438, several)**

Gazetted: 11 March 2016

Closing Date: 30 March 2016

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is seeking an experienced solicitor with at least four years PAE to work in the Land and Property Development Team. The focus of the practice will be to assist the Territory in achieving the Land Release Program including negotiating and preparing documents for: sale of Greenfield Crown leases; sale of urban infill and remediated sites; development of land consistent with the policy goals and planning requirements of the Territory; strategic acquisition of land including through negotiated acquisitions; and management of land owned or controlled by the Territory for various residential, commercial and rural purposes. The successful applicant should have extensive experience in the acquisition, sale and development of real property in the ACT, with demonstrated experience in large and complex land transactions. The successful applicant will work closely with the Territory entities responsible for land release and planning, including the Land Development Agency, ACT Planning and Land Authority, the Environment and Planning Directorate and the Chief Minister, Treasury and Economic Development Directorate.

Eligibility/Other Requirements: Applicants must be admitted as an Australian Legal Practitioner with at least four years PAE. Salary will be dependent upon relevant qualifications, experience and demonstrated ability against the selection criteria. An order of merit may be established for the purposes of recruiting similar positions over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Brendan Ding (02) 6205 3717 [brendan.ding@act.gov.au](mailto:brendan.ding@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**

##### **Biodiversity Project Officer**

**Professional Officer Class 2 \$76,337 - \$87,366, Canberra (PN: 42111)**

Gazetted: 10 March 2016

Closing Date: 11 April 2016

Details: As the Biodiversity Project Officer within the Parks and Conservation Service you will be responsible for development and implementing a Conservation Effectiveness Monitoring Program (CEMP) for the ACT reserve network. The CEMP will provide an overarching framework for the collection, analysis and reporting of ecological monitoring data to inform protected area management within the ACT. The CEMP requires detailed monitoring plans to be developed for eight representative ACT ecosystem units, including: Lowland native grasslands, Lowland woodlands, Lowland forests, Aquatic and riparian ecosystems, Upland native grasslands, Upland forests, Upland woodlands, Upland bogs and fens. Monitoring plans for two ecosystem units; Lowland Native Grasslands and for Aquatic and Riparian Ecosystems have been drafted. Under the broad guidance of a supervising Senior Ecologist and with input from a small steering group the Biodiversity Project Officer is responsible for: Finalising the development of the Conservation Effectiveness Monitoring Program (CEMP) that will provide an overarching framework for the collection, analysis and reporting of ecological monitoring data to inform protected area management within the ACT; Completion of detailed monitoring plans for the remaining six ecosystem units; Compile and analyse available monitoring data for indicators and metrics outlined in the Lowland Native Grassland Ecosystem Monitoring Plan

and the Aquatic and Riparian Ecosystem Monitoring Plan; and produce ecosystem report cards for the Lowland Native Grassland Ecosystems and the Aquatic and Riparian Ecosystems. The position is based at the ACT Environment and Planning Directorate's Conservation Research unit in Mitchell to take advantage of co-location with government ecologists, but also spends time working from Parks and Conservation Service depots throughout the ACT.

Eligibility/Other Requirements: Manual driver's licence.

Note: This is a temporary position available for 12 months with the possibility of extension. Selection may be based on application and referee reports only. Please include the contact details for two referees in your application.

Contact Officer: Julian Seddon (02) 6207 7757 julian.seddon@act.gov.au

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

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

### **Roads ACT**

#### **Road Maintenance**

##### **Road Worker**

#### **General Service Officer Level 5/6 \$49,918 - \$54,936, Canberra (PN: 01882)**

Gazetted: 15 March 2016

Closing Date: 29 March 2016

Details: Road Maintenance is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment.

Eligibility/Other Requirements: Construction Induction (White card) Asbestos Awareness training Current Vehicle Licence (Medium Rigid) Traffic Control Certificate (desirable).

Note: Position may be filled on application and referee reports only. This is a temporary position available for 12 months with the possibility of extension and/or permanency from this process. This position may include a compulsory component of shift work on average two weeks a month. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Contact Officer: Ross Schofield (02) 62075364 ross.schofield@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**

#### **Senior Officer Grade B \$113,150 - \$127,379**

Peter Brewer 789-47798, Section 68(1), 10 March 2016

#### **Senior Officer Grade A \$131,412**

Benjamin Bowman Morris 754-16932, Section 68(1), 4 April 2016

### **Community Services**

#### **Administrative Services Officer Class 4 \$63,744 - \$69,022**

Julia Christine Bowden 848-64446, Section 68(1), 19 April 2016

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

Stuart Dignall 844-00465, Section 68(1), 11 March 2016

### **Education and Training**

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

Suraiya Nargis 843-50891, Section 68(1), 15 March 2016

### **Health**

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

Gemma Imrie 845-21144, Section 68(1), 10 March 2016

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

William Raymond Mudford 850-41433, Section 68(1), 10 March 2016

### **Independent Competition and Regulatory Commission**

#### **Senior Officer Grade B \$113,150 - \$127,379**

Jayanthi Thennakoon 846-98089, Section 68(1), 14 March 2016

### **Justice and Community Safety**

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

Thomas Banson 848-64569, Section 68(1), 16 March 2016

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

Karly Yates 843-99417, Section 68(1), 16 March 2016

### **Territory and Municipal Services**

#### **General Service Officer Level 5/6 \$49,918 - \$54,936**

Brodie Alisha Menz 848-65692, Section 68(1), 16 March 2016

#### **TGSO5/TGSO6/TGSO7 Workshop Staff \$68,929 - \$77,665**

Matthew Timothy Taber 848-65369, Section 68(1), 15 March 2016

## **TRANSFERS**

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

#### **Michaela Watts: 784-56868**

From: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development

To: Senior Officer Grade B \$113,150 - \$127,379

Chief Minister, Treasury and Economic Development, Canberra (PN. 15090) (Gazetted 15 February 2016)

#### **Aimee Young: 789-44183**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35046) (Gazetted 2 February 2016)

**Education and Training**

**Helena Anne Williams: 844-76160**

From: School Assistant 2 \$43,090 - \$47,584

Education Directorate

To: School Assistant 2 \$43,090 - \$47,584

Education and Training, Canberra (PN. 21043) (Gazetted 22 December 2015)

**Health**

**Caroline Gorecki: 821-58441**

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

Health

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

Health, Canberra (PN. 19486) (Gazetted 17 December 2015)

**Pieta McCarthy: 780-54682**

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

Justice and Community Safety

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

Health, Canberra (PN. 24241) (Gazetted 11 February 2016)

**PROMOTIONS**

**Education and Training**

**Organisational Integrity**

**People and Performance**

**HR People Services**

**Parveen Kumar: 827-30014**

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

Education

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

Education, Canberra (PN. 30807) (Gazetted 4 December 2015)

**Office for Schools**

**North/Gungahlin Network**

**Ngunnawal**

**Kate North: 755-80118**

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

Education

To: School Leader C \$109,084

Education, Canberra (PN. 02790) (Gazetted 29 January 2016)

**Health**

**Canberra Hospital and Health Services**

**Medicine**

**Medicine Units**

**SANTOCHAN JOSEPH: 825-49186**

From: Registered Nurse Level 1 \$60,772 - \$81,180  
Health  
To: Registered Nurse Level 2 \$84,393 - \$89,447  
Health, Canberra (PN. 28375) (Gazetted 27 August 2015)

**Canberra Hospital and Health Services**

**Deputy Director General**

**Samantha Lang: 780-57103**

From: Administrative Services Officer Class 6 \$76,337 - \$87,366  
Health  
To: †Senior Officer Grade C \$96,073 - \$103,416  
Health, Canberra (PN. 13556) (Gazetted 30 July 2015)

**Canberra Hospital and Health Services**

**Critical Care**

**Helen Rodgers: 260-84839**

From: Registered Nurse Level 2 \$84,393 - \$89,447  
Health  
To: †Registered Nurse Level 3.1 \$96,756 - \$100,737  
Health, Canberra (PN. 17886) (Gazetted 21 January 2016)

**Office of the Director General**

**Internal Audit**

**Geetha Sivagurunatahn Mayooran: 835-92848**

From: Administrative Services Officer Class 5 \$70,844 - \$74,989  
Health  
To: Administrative Services Officer Class 6 \$76,337 - \$87,366  
Health, Canberra (PN. 36583) (Gazetted 28 January 2016)

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Cancer Nursing**

**James Slade: 821-26968**

From: Registered Nurse Level 2 \$84,393 - \$89,447  
Health  
To: †Registered Nurse Level 3.1 \$96,756 - \$100,737  
Health, Canberra (PN. 36558) (Gazetted 4 March 2016)

**Canberra Hospital and Health Services**

**Mandipeyi Denhere: 848-19952**

From: Registered Nurse Level 1 \$60,772 - \$81,180  
Calvary Health Care ACT (Public)  
To: Registered Nurse Level 2 \$84,393 - \$89,447  
Health, Canberra (PN: 26888) (Gazetted 14/01/2016)

**Territory and Municipal Services**

**Parks and Territory Services**

**Parks and Conservation Service**

**Urban Reserves - South**

**Nick Liosatos: 754-16633**

From: General Service Officer Level 5/6 \$49,918 - \$54,936  
Territory and Municipal Services  
To: General Service Officer Level 8 \$61,383 - \$64,862  
Territory and Municipal Services, Canberra (PN. 41757) (Gazetted 20 November 2015)