



ACT Government Gazette

Gazetted Notices for the week beginning 26 May 2016

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Variation – Assignment

Fiona Barbaro – Director, Office of Industrial Relations (E309) Section 80A(1)(b) of the Public Sector Management Act 1994

Health Directorate

Engagement

Elizabeth Chatham – Executive Director, Women, Youth and Children (E625) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Social Work and Psychology

Psychology

Psychologist

Health Professional Level 3 (Year 1 to Year 3) \$84,697 - \$89,244, Canberra (PN: TBA)

Gazetted: 27 May 2016

Closing Date: 8 June 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.

Eligibility/Other Requirements: AHPRA Registration, Psychology Board of Australia.

Contact Officer: Michelle Greene (02) 6201 6314 michelle.greene@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Ward 4 West

Registered Nurse

Registered Nurse Level 2 Year 1 \$85,659 - \$85,659, Canberra (PN: TBA)

Gazetted: 27 May 2016

Closing Date: 14 June 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.

Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Anne Eade (02) 6201 6878 anne.eade@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Ward 4 West

Clinical Development Nurse

Registered Nurse Level 2 Year 3 \$89,080 - \$89,080(pro rata), Canberra (PN: TBA)

Gazetted: 27 May 2016

Closing Date: 14 June 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>
Eligibility/Other Requirements: AHPRA Registration.
Contact Officer: Anne Eade (02) 6201 6878 anne.eade@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Stroke Service

Registered Nurse

Registered Nurse Level 1 (Year 3 - Year 8) \$66,718 - \$82,398, Canberra (PN: TBA)

Gazetted: 27 May 2016

Closing Date: 7 June 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.
Eligibility/Other Requirements: AHPRA Registration.

Contact Officer: Koushik Gowda (02) 6201 6111 koushik.gowda@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Social Work and Psychology

Social Work

Health Professional Level 3 \$84,697- \$89,244 (pro rata), Canberra (PN: TBA)

Gazetted: 27 May 2016

Closing Date: 7 June 2016

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au>.
Eligibility/Other Requirements: Appropriate degree or required qualification in Social Work.

Contact Officer: Michelle Greene (02) 6201 6314 michelle.greene@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.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

CIT Business, Tourism and Accounting

Tourism, Hospitality and Events

Hotel and Hospitality Management Teacher

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51554)

Gazetted: 27 May 2016

Closing Date: 10 June 2016

Details: CIT Tourism, Hospitality and Events are seeking an experienced professional to fill a dual role which involves teaching in the hospitality and hotel management program area and also coordinating the business development of traineeships within the College of Business, Tourism and Accounting. In addition to teaching the number of hours prescribed in the relevant industrial award, you will also be committed to innovation in teaching and delivery assessment and be able to demonstrate proficiency across all areas of traineeships in the Business, Tourism and Accounting College including funding, standards and compliance. Other duties include; maintaining and supporting student progression; maintaining accurate student records in accordance with legislation and established procedures; establishing new and maintaining existing working relationships with industry and key stakeholders; and developing comprehensive and critical knowledge of current practices in vocational and adult education. Demonstrated leadership experience, a high level of self-motivation, the ability to work in a team and also with a minimum of supervision are also key requirements of this role. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licencing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7. Must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable Appropriate tertiary qualifications in Hotel Management, Hospitality and/or other relevant disciplines appropriate to teaching programs within the Colleges' scope at Advanced Diploma level. A comprehensive knowledge of ACT traineeships, funding and compliance requirements.

Notes: This position is for temporary filling for a period of two years with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices.

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

CIT Student and Academic Services

CIT Student Support

Education Advisor, Disability

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51787, several)

Gazetted: 31 May 2016

Closing Date: 7 June 2016

Details: CIT is seeking to fill two positions to perform the following professional educational, administrative and training duties associated with the provision of support services to students with a disability including; Identification, negotiation and coordination of student support services and staff for equity groups particularly students with a disability. Provide information, advocacy and referral to students regarding a range of educational and inclusion issues in accordance with CIT policies. Provision of case management for students and determination of the effects of the disability or welfare concern on students' study and participation. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Working with Vulnerable People Registration. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Current driver's licence is desirable.

Notes: There is one permanent position and one temporary position available from mid July 2016 until 30 December 2016 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further

information on Working with Vulnerable People registration refer to -
https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804
Contact Officer: Maeve Castles (02) 6207 3289 maeve.castles@cit.edu.au

CIT Corporate Services

CIT Business Support

Business Support Officer

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 29013)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: CIT is seeking an enthusiastic individual to provide administrative support in accounts, purchasing and office services, purchasing and procurement, including preparation of purchase requests, obtaining of quotes, and making purchases via corporate credit cards; preparing journals, accounts payable and accounts receivable transactions for processing through Shared Services; processing and actioning travel requests and acquittals; maintenance of appropriate records, documentation and filing systems. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Tiina Wilson (02) 6207 3448 tiina.wilson@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Applications can be sent via email to: jobs@act.gov.au

Shared Services ICT

Technology Services

Technical Services Delivery

Manager Technical Services Delivery

Senior Officer Grade A \$133,383, Canberra (PN: 14463)

Gazetted: 01 June 2016

Closing Date: 15 June 2016

Details: To lead Shared Services ICT's Technical Services Delivery section in the provision of Windows and UNIX Server infrastructure and remote computing facilities to the ACT Government by building, managing and supporting robust, fit-for-purpose core infrastructure and server-based computing solutions. This position is also responsible for implementing cloud based IaaS.

Contact Officer: Mick Kegel (02) 6205 3531 mick.kegel@act.gov.au

Shared Services ICT

Technology Services

Applications Service Delivery

Manager Applications Service Delivery

Senior Officer Grade A \$133,383, Canberra (PN: 31051)

Gazetted: 30 May 2016

Closing Date: 13 June 2016

Details: Lead Shared Services ICT's Applications Service Delivery section in the provision of end-user desktop computing services to the ACT Government.

Contact Officer: Mick Kegel (02) 6205 3531 mick.kegel@act.gov.au

**Land Development and Corporate
Public Housing Renewal Taskforce
Capital Delivery**

Senior Project Manager – Capital Delivery

Infrastructure Officer 4 \$115,838 - \$131,609, Canberra (PN: 35453)

Gazetted: 30 May 2016

Closing Date: 13 June 2016

Details: The Public Housing Renewal Taskforce is looking for a motivated and experienced individual to deliver public housing construction projects and lead the Taskforce's Capital Delivery team. The successful candidate will be expected to work closely with other agencies and manage construction projects, with a strong focus on Work Health and Safety. Applicants should have experience in delivering construction projects and in undertaking contract and project management. Knowledge of ACT Government procurement processes is desirable and the successful candidate will be expected to oversee a range of projects and exercise their financial delegation in accordance with the *Financial Management Act 1996*. This role offers the opportunity for the successful candidate to play a significant part in delivering a high profile program for the ACT Government.

Eligibility/Other Requirements: Qualifications in Construction or Design disciplines will be well regarded.

Applicants should hold a current driver's licence.

Note: This is a temporary position available until June 2019.

Contact Officer: Franco Frino (02) 6205 0751 franco.frino@act.gov.au

Enterprise Canberra

Innovate Canberra

Skills Canberra/Governance and Strategic Services

Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 07251)

Gazetted: 31 May 2016

Closing Date: 7 June 2016

Details: The Governance and Strategic Services Unit is seeking a Manager to lead the Governance and Assurance Team in the development and application of strategies to identify and manage risk, governance and quality assurance within the branch. The successful applicant will have a demonstrated ability to lead program analysis and evaluation, high level liaison, oral and written communication skills and an ability to represent the Directorate at a high level.

Eligibility/Other Requirements: Experience working in VET and/or formal qualifications in Management, Quality Auditing, Project Management or any other related field, is highly desirable.

Note: This is a temporary position available from 1 July 2016 to 30 June 2017 with the possibility of extension.

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

Economic and Financial Group

Economic and Financial Analysis

Economic and Policy Regulation

Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 55458)

Gazetted: 30 May 2016

Closing Date: 13 June 2016

Details: In consultation with the Senior Manager, the successful applicant will take a lead role in the day to day management, coaching and development of the team. To be successful in this position you will have relevant tertiary qualifications with demonstrated experience in leading economic analysis and policy development in a challenging environment. The prospective applicant should also possess strong communication and management skills.

Eligibility/Other Requirements: Degree qualified in Economics, Commerce or other relevant field.

Contact Officer: Margaret Lee (02) 6205 4967 margareta.lee@act.gov.au

Economic Development

ACT Property Group

Contracts

Contract Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35139)

Gazetted: 01 June 2016

Closing Date: 8 June 2016

Details: The Works Contracts Delivery team is primarily responsible for procurement including contract management, purchasing, tendering and monitoring of contracts in accordance with ACT Government Procurement legislation guidelines and procedures. This position will establish and manage contracts to ensure the delivery of projects, service and work programs for the ACT Property Group and its customers through and in consultation with Shared Services Procurement.

Eligibility/Other Requirements: Government Purchasing Certificate IV, or equivalent contract management experience.

Contact Officer: Mike Brown (02) 6207 6908 mike.brown@act.gov.au

Enterprise Canberra

Innovate Canberra

Skills Canberra/Governance and Strategic Services

Internal Services Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 34461)

Gazetted: 01 June 2016

Closing Date: 15 June 2016

Details: The Governance and Strategic Services unit is seeking an Internal Services Manager to lead a team in delivering high level financial reports including budget and forecasting analysis and the development of an internal governance framework focussing on centralised procurement services and program evaluation.

Eligibility/Other Requirements: Experience working in vocational education and training (VET) and/or formal qualifications in Finance, Project Management or any other related field is highly desirable.

Note: This is a temporary position available until 30 June 2017 with possibility of extension.

Contact Officer: Jodie Kafer (02) 6205 8421 jodie.kafer@act.gov.au

Enterprise Canberra

Executive

Executive Assistant

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 24866)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: Enterprise Canberra is seeking a highly motivated and organised individual to undertake the permanent role of Executive Assistant to the Deputy Director-General. The successful candidate will be required to manage the office of the Deputy Director-General by providing high level and efficient executive support, including management of the appointment diary, coordinating complex and detailed travel arrangements, manage workflows and be comfortable acting as the first point of contact for enquiries for both the Deputy Director-General and the Division. The role requires the ability to exercise good judgment in a variety of situations, possess exceptional written and verbal communication, administrative, and organisational skills, with the ability to work under pressure and discreetly handle a wide range of confidential matters. The position is also required to provide high level liaison with the Ministers' offices', senior government and public officials, and stakeholders. This opportunity would suit a self motivated candidate with an eye for detail, great communication skills and a team player.

Eligibility/Other Requirements: Previous Executive Assistant experience would be desirable.

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

Contact Officer: Jeff House (02) 6205 8332 jeff.house@act.gov.au

Corporate

Corporate Management

Governance

Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35903)

Gazetted: 01 June 2016

Closing Date: 15 June 2016

Details: Corporate Management is seeking to fill a Project Officer position whose role involves supporting the coordination and processing of requests made under the *Freedom of Information Act 1989* (FOI Act); assisting with administrative functions and key coordination tasks, including the production and coordination of the Directorate's Annual Report and Budget Statement; development and implementation of governance policies, procedures and protocols; and provision of business support services to the ACT Executive (ACT Government Ministers and their staff).

Contact Officer: Chris Cole (02) 6207 5883 chrisj.cole@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Business Licensing

Licensing Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 33281)

Gazetted: 27 May 2016

Closing Date: 3 June 2016

Details: Under the broad direction of the Manager, Business Licensing: Interpret and apply legislation and policies administered by the Office; Assess and process permit and licence applications and maintain the section's database systems; Assist with the supervision and development of staff involved in the assessment and processing of applications and licensees' compliance with their reporting and tax obligations; Assist in the conduct of projects, the assessment of licensee tax reporting, the preparation of correspondence and reports and the review of procedures and practices; Liaise with stakeholders as required; Deal appropriately with confidential and sensitive information; Participate in fostering an environment of working together across the various disciplines within Access Canberra; and Maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Note: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Lesley Maloney (02) 6207 0069 lesley.maloney@act.gov.au

Shared Services

Shared Services ICT

Online Services

Web Administrator

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 05205)

Gazetted: 27 May 2016

Closing Date: 14 June 2016

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

Eligibility/Other Requirements: Proficiency with HTML, CSS and using a Content Management System are mandatory. Experience with JavaScript and Squiz Matrix is highly desirable but not mandatory.

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

Contact Officer: Janette Luke (02) 6205 4484 janette.luke@act.gov.au

Access Canberra

Community, Business, Transport Division

Business Licensing

Licensing Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 42495, several)

Gazetted: 31 May 2016

Closing Date: 7 June 2016

Details: Under the broad direction of the Manager, Business Licensing: Interpret and apply legislation and policies administered by the Office; Assess and process permit and licence applications and maintain the section's database systems; Assist in the conduct of projects, the assessment of licensee tax reporting, the preparation of correspondence and reports and the review of procedures and practices; Liaise with stakeholders as required; Deal appropriately with confidential and sensitive information; Participate in fostering an environment of working together across the various disciplines within Access Canberra; and Maintain records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*. These positions do not involve direct supervision of personnel.

Note: These are temporary positions available for a period of 12 months with the possibility of extension.

Contact Officer: Lesley Maloney (02) 6207 0069 lesley.maloney@act.gov.au

Corporate

Corporate Management

Corporate Services

Facilities and Fleet Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 42158)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: Corporate Services is seeking an organised and enthusiastic officer to fill the position of Facilities and Fleet Officer. In support to the Facilities and Fleet Manager, the role provides a coordination point for CMTEDD facilities and fleet matters, and supports the security management of the Canberra Nara Centre and other buildings. The successful candidate will have excellent liaison and prioritisation skills.

Contact Officer: Imogen Davis (02) 6207 7661 imogen.davis@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

Service Strategy and Community Building

People Management

Employee Relations

Senior Employee Relations Advisor

Administrative Services Officer Class 6/Senior Officer Grade C \$77,482 - \$104,967, Canberra (PN: 37048)

Gazetted: 31 May 2016

Closing Date: 7 June 2016

Details: The position is within the Employee Relations Section in People Management Branch and is responsible for establishing and maintaining effective working relationships with Executive Directors, Directors, managers and staff within Community Services Directorate (CSD). The position advises on: the fair, balanced and effective application of the Workplace Values and Behaviours provision of CSD's Enterprise Agreements; and implementation of the Respect, Equity and Diversity Framework and CSD's human resources policies.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Experience in a human resources field and/or a relevant tertiary qualification. Experience in public sector workplace investigations.

Note: This is a temporary position available asap until December 2016. This position may be filled at either an Administration Services Officer Grade 6 or Senior Officer Grade C classification dependent on qualifications and experience of the successful applicant.

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

Applications should be sent to the contact officer.

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@act.gov.au

Office for Children Youth and Family Support

Child and Youth Protection Services

Operational Support

Operational Support Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 00606, several)

Gazetted: 30 May 2016

Closing Date: 13 June 2016

Details: Child and Youth Protection Services (CYPS) is seeking highly motivated Operational Support Officer. The successful applicant will be focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support across a range of functions (including special projects). Resilience, Integrity, Flexibility, Teamwork and Relationship Building are key to being successful in this position.

Eligibility/Other Requirements: Proficiency with Microsoft products and database systems. A current driver's licence. Experience and/or desire to work in a community services environment.

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

Contact Officer: Sheree McMillan (02) 6207 4792 sheree.mcmillan@act.gov.au

Office for Children Youth and Family Support

Child and Youth Protection Services

Operational Support

Case Aid

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 33808, several)

Gazetted: 30 May 2016

Closing Date: 13 June 2016

Details: Child and Youth Protection Services (CYPS) is seeking highly motivated Operational Support Staff. The successful applicant will be focussed on supporting CYPS to deliver the best possible life outcomes for children and young people through administrative support across a range of functions. Resilience, Integrity, Flexibility, Teamwork and Relationship Building are key to being successful in this position.

Eligibility/Other Requirements: Proficiency with Microsoft products and database systems. A current driver's licence. Experience and/or desire to work in a community services environment.

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

Contact Officer: Sheree McMillan (02) 6207 4792 sheree.mcmillan@act.gov.au

Education

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

Applications can be sent via email to: jobs@act.gov.au

Office for Schools

North/Gungahlin Network

Palmerston District Primary School

Deputy Principal

School Leader B \$128,917, Canberra (PN: 23546)

Gazetted: 01 June 2016

Closing Date: 15 June 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. 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.

Contact Officer: Melissa Travers (02) 6205 7241 melissa.travers@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

Community Coordinator

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37021)

Gazetted: 31 May 2016

Closing Date: 14 June 2016

Details: Florey Primary School is seeking a Community Coordinator who is able to provide strategic and analytical support to our staff, students and families collaboratively with the Student Wellbeing Team. The successful applicant will work closely with students and families who are experiencing difficulty connecting to school and engaging with education. They will build community development opportunities, work in partnership with families, foster relationships across government and community sectors and work collaboratively with external agencies to provide support to children and their families.

Eligibility/Other Requirements: 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.

Minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised qualification including social work, community development, health and or education is highly desirable. Experience working with families as part of a multidisciplinary team.

Notes: This is a temporary position available from 18 July 2016 to 26 January 2017 with the possibility of an extension.

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

Office for Schools

Belconnen Network

University of Canberra Senior Secondary College, Lake Ginninderra

Mathematics

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 37075)

Gazetted: 31 May 2016

Closing Date: 14 June 2016

Details: The University of Canberra Senior Secondary College, Lake Ginninderra provides high quality and comprehensive curriculum delivery to Year 11 and 12 for the award of the ACT Senior Secondary Certificate. Qualified, professional, innovative and highly motivated applicants are sought for a Mathematics teaching position. Ideally the successful applicant will also have experience in Gifted and Talented and/or Student Support programs. Other areas of teaching expertise should be noted. The successful applicant will join a dynamic college staff and must be skilled in the delivery of senior Mathematics for all ability levels and show a willingness to participate enthusiastically in targeted programs and college-wide, value-add and partnership initiatives. Interested teachers should contact the college prior to lodging an application.

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.

Contact Officer: Gerard Barrett (02) 6142 0222 gerard.barrett@ed.act.edu.au

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

Office for Schools

South/Weston Network

Alfred Deakin High School

French Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 18090)

Gazetted: 31 May 2016

Closing Date: 14 June 2016

Details: Alfred Deakin High School is a comprehensive Year 7 – 10 School in the inner south of Canberra. An opportunity exists for an experienced French Teacher to join the school's dynamic and future focussed staff. Applicants should demonstrate an ability to work closely with others to maximise student potential. A second teaching area is desirable. The position commences term three.

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.

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

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

Office for Schools

Tuggeranong Network

Wanniassa School

7/8 Science/Maths Student Engagement

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 06752)

Gazetted: 27 May 2016

Closing Date: 10 June 2016

Details: Wanniassa School is a P to 10 School that operates within the Wanniassa Cluster in the Tuggeranong Network of Schools. Wanniassa School presently runs a Student Engagement Program where a team of teachers work closely to design rich learning activities in literacy, numeracy and social skilling for targeted 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.

Contact Officer: Shane Gorman (02) 6205 6200 shane.gorman@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

Weetangera Primary School

Classroom Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 10028)

Gazetted: 31 May 2016

Closing Date: 14 June 2016

Details: We are seeking a dynamic and highly motivated Teacher to join our senior team, working in a three teacher open plan unit. The successful candidate will demonstrate a commitment to working in a highly collaborative learning environment, with an emphasis on team planning, team teaching, and differentiation.

Knowledge of formative assessment and integrated inquiry curriculum, and skills in implementing Scaffolding Literacy are desirable but 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.

Notes: This is a temporary position available from 27 June 2016 to 26 January 2017. Applications are to be sent to yvonne.piper@ed.act.edu.au

Contact Officer: James Barnett (02) 6205 7488 james.barnett@ed.act.edu.au.

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

Office for Schools

South Weston Network

Charles Weston School - Coombs

Classroom Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 35809)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: Charles Weston School Coombs is Canberra's newest School having opened in February 2016. Currently we have a small and steadily growing enrolment and are operating multi-aged classes across the School from Preschool – Year 6. We are looking for a Classroom Teacher willing to work from Kindergarten to Year 6. We require a Teacher who has the ability to work in a highly collaboratively team based teaching role. A Teacher who has an interest in inquiry based pedagogy, is flexible and wants to help develop the systems and practices of our school as a foundation staff member. The School is an integral part of the local community and as such requires staff to build relationships with all students, parents and staff.

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.

Contact Officer: Kate McMahon (02) 6142 0404 charlesweston@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Physics/Chemistry Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 26938)

Gazetted: 01 June 2016

Closing Date: 15 June 2016

Details: Lake Tuggeranong College is seeking a Year 11/12 Physics and Chemistry teacher for a 0.6 load. Experience in Google Apps for Education and innovative pedagogy would be highly valued in potential applicants.

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.

Note: This is a part-time position at 22:03 hours per week.

Contact Officer: David Briggs (02) 6142 3667 david.briggs@ed.act.edu.au

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

Office for Schools

Belconnen Network

Kingsford Smith School

Classroom Teacher

Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 15809)

Gazetted: 01 June 2016

Closing Date: 15 June 2016

Details: Kingsford Smith School is a P-10 with approximately 880 enrolments. We operate as Professional Learning Community with a focus on collaboration, evidence informed practices and high levels of learning for all students. We are seeking a dynamic Classroom Teacher to join our primary school team. Experience in early childhood education settings is preferred. Our School has a strong focus on developing our students' literacy and numeracy skills within a contemporary learning environment. We implement Response to Intervention (RTI) as a model to support all children to learn at high levels. Our HERO (Harmony, Excellence, Respect, and Optimism) school values form the basis of our social and emotional learning programs.

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.

Contact Officer: Simon Barker (02) 6142 3399 simon.barker@ed.act.edu.au

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

Office for Schools

South and Weston Network

Garran Primary School

School Administrative Assistant

School Assistant 2 \$43,736 - \$48,298, Canberra (PN: 37017)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: Garran Primary School is a fast paced, multifaceted environment with over 600 students enrolled in 2016. We are looking for an experienced administrative assistant/receptionist to be responsible for a variety of administrative tasks that supports the efficient, flexible and responsive front office team. The successful applicant will contribute effectively by providing excellence in customer service and demonstrating competence in managing and prioritising administrative tasks. Duties include proficient use of information technology software and equipment. This role is often the first point of contact for students and visitors to the school and requires excellent relationship management skills, time management, written and verbal communications skills.

Eligibility/Other Requirements: Applicants are strongly encouraged to contact the Principal for further information regarding this position. Desirable: Working knowledge of the MAZE management systems. First Aid qualifications or willingness to undertake appropriate training. 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

Note: This is a temporary position available until 31 August 2016 with the possibility of extension. This position may lead to permanent appointment. Selection may be based on application and referee reports only.

Contact Officer: Jenny Priest (02) 6205 5844 jenny.priest@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**

Sustainability and Climate Change

Executive Director, Sustainability and Climate Change

Executive Level 2.4 \$245,200 - \$256,966 depending on current superannuation arrangements, Canberra (PN: E692)

Gazetted: 26 May 2016

Closing Date: 14 June 2016

Details: The Environment and Planning Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, constructions services, transport planning, heritage and water. The Directorate is also responsible for spatial planning, planning approvals, sustainable urban design and administers the Territory Plan.

As the Executive Director, Sustainability and Climate Change, you will take a Senior Executive role within the Directorate. Your application will illustrate leadership and executive management skills backed with the ability to support the culture and direction of the Directorate.

In framing your application you should establish capabilities in administration and strategic public policy related to sustainability, energy policy, climate change and inter-governmental relations. Experience at an executive level in financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships and issue management is essential.

Remuneration: The position attracts a remuneration package ranging from \$245,200 to \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091. ACTPS Executive salaries will increase by 2.5% effective 1 July 2016.

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

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

Contact Officer: Ann Lyons Wright (02) 6207 6357 ann.lyonswright@act.gov.au

Finance and Operational Support

Governance

Assistant Governance Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36550)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: The Assistant Governance Manager role is focused around managing the Directorate's internal audit program, including monitoring and delivery of agreed audits, managing and reporting of audit outcomes, undertaking internal audits, providing secretarial and other support to the Audit Committee, and undertaking a range of other research, policy development and other activities relevant to the work of the Directorate.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or extensive experience in Business Management or a related field would be valued.

Note: This is a part-time, temporary position available three days per week, until 23 December 2016 with the possibility of extension and/or permanency from this process.

Contact Officer: Geoff Stannard (02) 6207 7472 geoff.stannard@act.gov.au

Office of the Director General

Government Services, Communications and Legislation Services

Government Services

Cabinet Liaison Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36387)

Gazetted: 01 June 2016

Closing Date: 8 June 2016

Details: The Government Services section of Environment and Planning Directorate (EPD) is looking for a motivated and organised person to take on the critical role of Cabinet Liaison Officer for the Directorate. This position is responsible for managing the efficient functioning of EPD's Cabinet program and in doing so, is responsible for providing advice and support to EPD managers with regard to Cabinet and related machinery of government

processes. We are looking for an individual with knowledge of government processes, an ability to develop good working relationships and a commitment to timely and efficient delivery of our Cabinet program.

Note: This is a temporary position available until 30 June 2017 with possibility of extension. Selection may be based on written application and referee reports only.

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

Environment

Catchment Management and Water Policy

Catchment Management

Program Officer, Catchment Education

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37027)

Gazetted: 26 May 2016

Closing Date: 24 June 2016

Details: Applications are invited to fill the position of Program Officer to manage the delivery of the ACT and Region Stormwater Education Program as part of the Catchment Management team. The successful applicant will have proven experience in coordinating and delivering education and behaviour change programs with high level written and oral communication skills. The person will have proven representation, coordination, negotiation and liaison skills in a variety of media. The Environment and Planning Directorate is a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position.

Eligibility/Other Requirements: Relevant qualifications and experience in Environmental and/or Natural Resource Management or Project Management, Community Engagement or Communications is desirable.

Note: This is a temporary position available to the 30 June 2019. Some weekend or after hours work may be required.

Contact Officer: John Feint (02) 6205 9023 john.feint@act.gov.au

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Business Support Mental Health

Operational Director - Rehabilitation and Specialty Mental Health Services

Senior Officer Grade A \$133,383, Canberra (PN: 26265)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health, Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program utilising the matrix document at Attachment A. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential. Postgraduate qualifications in management field are highly desirable.

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

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

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: Katrina Bracher (02) 6205 1313 katrina.bracher@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

E-Health

Change Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 23486, several)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: The ACT Government Health Directorate is implementing a range of information and communication technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These initiatives will support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. ACT Government Health Directorate is currently looking for experienced Change Managers to support the successful implementation of these e-Health initiatives. The key responsibilities of these positions will be to interact with key business stakeholders on a day to day basis and implement change management techniques to ensure the technical changes are accepted positively by the end business users.

Eligibility/Other Requirements: Desirable: Change Management experience in a health care setting. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These are temporary non-ongoing full-time positions ranging from 6 month to 18 month contracts depending on the project the Change Manager is allocated to. There is the possibility of a six month extension from the original contract allocation. Projects currently requiring change management in varying capacities are e-Orders for Pathology, EMM, Mental Health, Justice Health and Alcohol and Drug Electronic Clinical Record. There may be a requirement to assist in other projects within the Clinical Systems Program on a part-time basis.

Applicants are to address the selection criteria, provide a resume and two referees. Selection can be made on written application and referee reports only. 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: Sandra Cook (02) 6205 1451 sandra.cook@act.gov.au

Transformation reform Program

System Innovation Group

Manager, Commercial Advice

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 36889)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: ACT Health's System Innovation Group (SIG) is seeking applicants for the position of Manager, Commercial Advice to assist in the support and delivery of ACT Health's innovation agenda. The successful applicant will work across many enabling service areas including strategic partnerships, infrastructure, business services and digital innovation. The successful applicant will be an innovative thinker with experience in public sector reform and health policy, contract and project management and an understanding of contemporary delivery of support services in the context of the public health sector. The successful applicant will also need to be able to manage multiple competing priorities, engage with public and private sector leaders and work closely with stakeholders to ensure success.

Eligibility/Other Requirements: Public sector procurement and/or contract management experience is required. Tertiary qualifications in a relevant field will be highly regarded. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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://health.act.gov.au/employment/enterprise-agreements/>.

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Contact Officer: Brad Burch (02) 6244 3137 brad.burch@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

Advanced Practice Nurse

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: C09612, several)

Gazetted: 02 June 2016

Closing Date: 9 June 2016

Details: An opportunity exists for experienced Registered Nurses with extensive primary care and/or emergency care to join the team of nurses in the Nurse led Walk-in Centre in the ACT. A number of casual positions are available. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the Canberra Community. It has been a well received and supported service to the community of the ACT for the last six years. The Walk-in Centres are located at Belconnen and Tuggeranong. The role of the Advanced Practice Nurse is to work within the protocols to provide, episodic, timely, expert health care and education to clients presenting to the ACT Health Walk-in Centre. The Advanced Practice Nurse contributes to the ongoing support, education and research for the whole team.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioners Regulation Agency. Post Graduate tertiary nursing qualification in acute and/or primary care relevant to nursing in a Walk-in Centre desirable. Demonstrated extensive clinical experience in a relevant acute and/or primary care area.

Notes: These are casual positions. These positions could be located at any Walk-in Centre. 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.

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Contact Officer: Tim Keun (02) 6205 4485 or Michelle Lambert (02) 6205 3457 timothy.keun@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

Recurring Supplies and Maintenance

ICU System Administrator

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 30595, expected vacancy)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: System Administrator ICU Meta Vision - ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure eHealth systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems team in the Information, Communication and Technology Branch is looking for an enthusiastic, motivated individual to provide systems administration for the clinical information system (CIS) MetaVision that is used in ICU at Canberra Hospital and ICU/CCU at Calvary Hospital. As the Systems Administrator, you will work as part of a team and report to the System Support Manager within the Clinical Systems Program, to provide advanced support, troubleshoot application components, and liaise with end users, technical staff, vendors and SSICT regarding upgrades and enhancements. The candidate should have strong interpersonal, leadership, communication, organisations and problem solving skills. They should be registered as a Registered Nurse with the Australian Health Practitioner Regulations Agency (APHRA) and have recent experience working in ICU.

Eligibility/Other Requirements: Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA). Have or is working towards a Critical Care post-graduate qualification. Desirable: Minimum of three years full-time equivalent post registration experience. Please note prior to commencement successful candidate(s) will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for 12 months with the possibility of extension or permanency.

Applicants are to address the selection criteria, provide a resume and two referees. Applicants may be selected on written application and referee reports only. 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:

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Contact Officer: Chris Jeffrey (02) 6207 9427 chris.jeffrey@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Youth Counsellor

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 20236)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: The Alcohol and Drug Service is a multidisciplinary service within ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Counselling and Treatment Service (CTS), Alcohol and Drug Service is a part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. CTS is a free outpatient government service that provides central telephone intake assessment services for all programs offered by Alcohol and Drug Services as well as information and referral to other local and interstate alcohol and other drug treatment services. The core business of CTS is the provision of counselling, psychotherapy and a range of psycho educational and therapeutic groups. Services are offered to people from 12 years throughout the lifespan, with hazardous or harmful alcohol and other drug use as well as substance abuse and substance disorders. CTS also offers treatment for a range of psychosocial problems that either result in or derive from the presenting substance use difficulties. Brief interventions are available for people affected by the substance use of a loved one. CTS utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment. The Youth Drug and Alcohol Program (YDAP) is a tertiary service for young people from 12 -25 years with complex alcohol and drug issues. This is a mandatory qualified position and will work with a multi skilled team of health professionals to provide a range of psychosocial interventions and services to young people, primarily from 12 -18 years, both within a custodial environment and community health centres. The successful applicant will be required to have recent demonstrated experience in the provision of comprehensive assessments, counselling, group work and liaison with case management services. Experience working with young people with complex needs would be strongly preferred. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. Current driver's licence. Mandatory

Qualifications: Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. For Social Work: Tertiary qualification in Social Work; Eligibility for membership of the Australian Association of Social Workers. For Psychology: A minimum of a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1); General Psychology registration with the Psychology Board of Australia (AHPRA); Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship and 5+1 program. For Counselling: Eligible qualification pathways:
Pathway 1

Minimum five-year full-time (or part-time equivalent) sequence of study made up of:

(i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered relevant)

AND

(ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course;

OR

(iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model.

Pathway 2

Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course

AND

(i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course

OR

(ii) Three-year part-time ANZAP training in the Conversational Model.

Desirable: Current driver's licence. Prior to commencement successful candidates will be required to have current registration issued under the ACT *Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Notes: This position(s) maybe required to participate in an overtime, on call and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

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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: Carmel McBride (02) 6205 1609 carmel.mcbride@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Dialectical Behaviour Therapy Clinician

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 27822)

Gazetted: 02 June 2016

Closing Date: 9 June 2016

Details: The Child and Adolescent Mental Health Service (CAMHS), Dialectical Behaviour Therapy (DBT) Program is seeking a suitably trained Clinician with demonstrated experience in DBT, to participate in the CAMHS DBT Program. The program involves the implementation of a comprehensive DBT adolescent program, as well as active participation in evaluating outcomes for consumers and their parents. A suitable Clinician will have attended DBT training, and have a thorough understanding and ability to apply the theoretical underpinnings and functions of DBT. They will have an interest and ability to provide individual therapy and skills group facilitation and a

demonstrated commitment to working within the DBT model, and will actively participate in the CAMHS DBT consult group.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Psychology, Occupational Therapy or Social Work with current Australian Health Practitioner Regulation Agency (AHPRA) registration and/or eligibility for membership of the appropriate professional organisation.

Note: This is a temporary position available until 30 November 2016. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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

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

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

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

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Contact Officer: Elissa See (02) 6205 1128 elissa.see@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

National Health Services Directory

HSD System Administrator

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 30677, expected vacancy)

Gazetted: 02 June 2016

Closing Date: 9 June 2016

Details: An exciting opportunity is available within the E-Health and Clinical Records branch. The successful applicant will provide high-level System Administration support for the National Health Services Directory; they will also manage the Find a Health Service website and mobile application for ACT Health. This position is responsible for actively engaging with numerous health services or agencies (private and public) from across Canberra to include them into the services directory, as well as regularly updating the listings and other daily content management tasks. The position involves website publishing responsibilities, data entry tasks, liaison and engagement with health professions or business owners and undertaking general administrative work as required. Eligibility/Other Requirements: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a full-time temporary position available for 12 months with the possibility of extension. Applicants are to address the selection criteria, provide a resume and two referees. 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.

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

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Contact Officer: Roxanna Howel (02) 6207 9692 roxanna.howell@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Child, Youth and Women Health Program

Maternal and Child Health Nurse, Professional Development Pathway

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 28300, several)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: Women Youth Children, Community Health Programs is offering a professional development opportunity for suitably qualified and experienced Nurses who aspire to work as Maternal and Child Health Nurses. These temporary positions support and transition staff to work autonomously within Maternal and Child Health.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Holds, or nearing completion of, postgraduate qualifications in Maternal, Child or Family Health. Current driver's licence

Highly desirable: Qualifications and recent experience in midwifery/paediatrics or a related primary health setting.

Notes: These are temporary positions available for a period of up to six months. Full and part-time positions are negotiable, however commitment to work full time for the initial training period is required. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

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Contact Officer: Sally Campbell (02) 6205 1827 sally.campbell@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Adult Community and Older Persons

Outpatient Services Registered Nurse

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 17834)

Gazetted: 02 June 2016

Closing Date: 16 June 2016

Details: As part of the Outpatient Services Clinical Support team the successful applicant will, in conjunction with Health Professionals provide a coordinated approach to clinic activities and facilitation of patient education and clinical support for services provided in the Outpatient Setting.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Notes: This is a temporary position available for a period of twelve months. 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 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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Contact Officer: Kandas Miller (02) 6174 5870 kandas.p.miller@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Social Worker

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 23953)

Gazetted: 02 June 2016

Closing Date: 9 June 2016

Details: Applications are invited from enthusiastic Social Workers who would like to work with the Tuggeranong Mental Health Team. Tuggeranong Mental Health Team is a part of Adult Community Mental Health Services. We aim to provide collaborative care for, and with people experiencing moderate to severe mental health issues, including their families, carers and other key services. The person who wins the position will play a key role in providing contemporary and evidence-based mental health care in a community setting, guided by the principles of Recovery. At this level, it is expected that you will provide skilled assessment and interventions with a view for achieving positive clinical outcomes. It is an expectation that you will contribute your expertise to the multidisciplinary team; and provide supervision to students, and more junior staff, as required. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Social Workers, Recovery Support Officer, Administration Service Officer, Psychiatry Registrar and Consultant Psychiatrists.

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

Applicants must have a minimum of 12 months paid post graduate professional work experience in a related/relevant organisation/service. Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a full-time permanent position. 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*.

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

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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.

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Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

Canberra Hospital and Health Services

Pathology

Pathology Admin

Technical Officer - ACT Pathology Quality Team

Technical Officer Level 1 \$53,114 - \$55,686, Canberra (PN: 13934)

Gazetted: 02 June 2016

Closing Date: 9 June 2016

Details: A permanent part-time position is available within the ACT Pathology Quality Team. The position would suit someone who is attentive to detail, is able to work as part of a small team, and has good organisational and communication skills.

Eligibility/Other Requirements: Desirable: A TAFE level certificate in Pathology Techniques or equivalent. Please note prior to commencement, successful candidates will be required to: undergo a pre-employment Police Check. Note: This is a permanent part-time position at 22 hours per week. It is anticipated that the successful applicant will work between the hours of 9:30am and 2:30pm Monday to Friday, however this may be negotiable with the manager. 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: Lloyd Allen (02) 6244 4004 lloyd.allen@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

ACT Corrective Services

Community Corrections

Probation and Parole

Bail Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 14150)

Gazetted: 26 May 2016

Closing Date: 15 June 2016

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Bail Officer within Community Corrections. Under the direction of the Team Leader, the successful applicant will be responsible for managing the compliance of individuals subject to supervised bail orders, in accordance with Court ordered bail conditions, with the objective of reducing risk to the community. The successful applicant will also manage appropriate breach action in response to non-compliance and provide written and verbal reports and advice to Courts and stakeholders as required. In addition to this, you will also consult with community and government agencies and representatives to assist with best practice risk management and maintain accurate administrative records including case notes, e-records, databases and official files. To be successful in this role you will be able to display high level communication skills and demonstrate a capacity to work as part of a team. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities, in addition to displaying probity and ethical behaviour.

Eligibility/Other Requirements: Experience working with offenders is highly desirable. Eligible applicants will be required to undergo a pre employment Police Record check and a pre employment medical. Eligible applicants may undergo pre employment psychological testing. Current registration issued under the *Working with Vulnerable People Act 2011* is essential. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Current driver's licence is highly desirable.

Contact Officer: Kate Milner (02) 6207 0205 kate.milner@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.

**Public Trustee and Guardian
Financial Management Services Unit
Trust Officer**

Trust Officer Level 1 \$64,088 - \$73,382, Canberra (PN: 33600)

Gazetted: 26 May 2016

Closing Date: 2 June 2016

Details: The Public Trustee and Guardian is Canberra's largest local professional trustee. We provide various services to the ACT Community, including management of property and financial affairs for people with impaired decision making capacity, will making and administration of deceased estates. We currently have vacancy in the Financial Management Unit. Due to the unique duties of the position training will be provided, however the applicants will need to have a relevant work background that will enable them to readily acquire the skills necessary to undertake the duties of the positions.

Eligibility/Other Requirements: A current driver's licence and the ability to use computer applications are considered essential. Completion or partial completion of legal studies, accounting or other recognised trustee industry qualification/experience.

Note: This is a permanent position. Applicants who are applying for a position in the Financial Management Services only need to address criteria 3,5,6,7,8 and 9. Applicants should provide their Resume together with a Statement addressing the Selection Criteria for the position being applied for. 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

Contact Officer: Jennifer Woolrych (02) 6207 9819 jennifer.woolrych@act.gov.au

Law Courts and Tribunal

Magistrates Court

Judiciary Staff

Associate to Magistrate Campbell

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 44062)

Gazetted: 26 May 2016

Closing Date: 17 June 2016

Details: Applications are sought for the above position, commencing in July 2016. The successful applicant will be engaged as a temporary employee in the ACT Public Service for a term of one year. The Associate's primary duties

are: Assisting Magistrate Campbell in Court; Undertaking legal and general research; Assisting with administrative tasks in the Magistrates Court.

Essential Qualifications: Law degree (completed by July 2016); Outstanding academic record and legal research skills; Excellent written skills and attention to detail in written work; Strong oral communication skills and ability to communicate with ease at all levels; Strong organisational skills and ability to prioritise and meet deadlines; Capacity to work well within a small team; Experience of roles requiring a high level of personal integrity and discretion.

Desirable Qualifications: Completion of graduate diploma in legal practice; Interest in advocacy.

Note: This is a temporary position available for a period of one year. The applications of unsuccessful applicants may be referred to other Magistrates for their consideration. If an applicant objects to this course, he or she should say so in the application.

How to Apply: Applicants should submit a one page cover letter, transcript of academic records and concise resume including names and contact details for two referees to Elizabeth Hard at elizabeth.hard@act.gov.au by 4:00pm Friday 17 June 2016.

Contact Officer: Elizabeth Hard (02) 6205 9562 elizabeth.hard@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**

Infrastructure Roads and Public Transport

Capital Works Design and Delivery

Infrastructure

Senior Project Manager

Infrastructure Officer 4 \$115,838 - \$131,609, Canberra (PN: 37061, several)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: We are looking for a motivated and dynamic team member with experience in high level project management within a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: A Civil Engineering University Degree/Diploma or relevant technical and project management qualifications.

Note: This is a temporary position available from July 2016 to 30 June 2018. Selection may be based on application and referee reports only.

Contact Officer: Uma Vasudevan (02) 6205 2748 uma.vasudevan@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

Capital Works Design and Delivery

Urban

Senior Project Manager

Infrastructure Officer 4 \$115,838 - \$131,609, Canberra (PN: 37059)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

Details: We are looking for a motivated and dynamic team member with experience in high level project management within a diverse organisation. You will also have a strong background in working with others to positively influence behaviour and drive change. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: A degree/diploma in Landscape Architecture, Architecture, Urban Planning, Resource Management or similar relevant area or relevant Technical and Project Management qualifications.
Note: This is a temporary position available July 2016 to June 2018. Selection may be based on application and referees reports only.

Contact Officer: Diana Hill (02) 6207 6911 diana.hill@act.gov.au

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

Parks and Territory Services

City Services

Place Management

Technical and Operational Support Officer

Technical Officer Level 3 \$67,119 - \$75,852, Canberra (PN: 33887)

Gazetted: 27 May 2016

Closing Date: 24 June 2016

Details: The successful candidate will have experience in and technical knowledge of urban open space management and maintenance. The role involves providing technical advice and assistance on Horticultural and Cleaning services to urban open space areas. The successful candidate will utilize their technical knowledge to manage contractors and projects. They will carry out investigations and provide technical reports, analysis and recommendations. They will be required to liaise effectively with staff, contractors, stakeholders and the general public to achieve successful outcomes. The successful candidate must also have an awareness of requirements for working in an industrial environment.

The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Certificate III in Horticulture or tertiary qualifications in Landscape Architecture, Agriculture, Natural Resource Management or Environmental Science or equivalent is essential. Certificate IV in Procurement or Contract Management or willingness to complete Certificate IV in Procurement or Contract Management.

Note: This recruitment process may be used to establish an order of merit to fill future permanent and temporary vacancies at level over the next 12 months.

Contact Officer: Julie Garbode (02) 6207 2283 julie.garbode@act.gov.au

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

Parks and Conservation Services

National Parks and Catchments

Tidbinbilla Nature Reserve

Deputy Senior Wildlife Officer

Technical Officer Level 2 \$57,493 - \$65,834, Canberra (PN: 09892)

Gazetted: 31 May 2016

Closing Date: 15 June 2016

Details: The ACT Parks and Conservation Service (PCS) are seeking a Deputy Senior Wildlife Officer (DSWO) to work on Tidbinbilla's flagship threatened species program. Tidbinbilla's program involves collaborative work to aid the conservation of highly endangered species, as well as engaging with and educating visitors about Australia's native wildlife. The DSWO will take a leading role with wildlife management, husbandry and fieldwork associated with the threatened species program, will build public engagement activities that relate to the threatened species program, will find innovative ways to engage with stakeholders and the public about Tidbinbilla, the threatened species program and Australia's native wildlife, and provide leadership, support and assistance to the team. The role includes staff supervision. On occasion, the person selected for this role will be required to carry out the duties of the Senior Wildlife Officer. The position will report to the Senior Wildlife Officer on a day-to-day basis. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Experience in wildlife management or training, wildlife tourism and/or qualifications in Wildlife Biology or similar are desirable. The successful applicant will be required to undertake incident management duties, work a shift roster and wear a uniform. A manual driver's licence essential. Note: An order of merit may be established from this process to fill both temporary and permanent vacancies at level over the next 12 months.

Contact Officer: Scott Ryan (02) 6205 1234 scott.ryan@act.gov.au

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

Parks and Territory Services

Parks and Conservation Service

Fire, Forests and Roads

Forester

Professional Officer Class 1 \$54,705 - \$75,852, Canberra (PN: 37054)

Gazetted: 27 May 2016

Closing Date: 10 June 2016

Details: The Parks and Conservation Service is a Branch within the Parks and Territory Services Division responsible for planning and management of parks and reserves and commercial forests. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves, and maintains the look of the city and its environs. Territory and Municipal Services (TAMS) invites applications from suitably skilled and qualified people interested in a career as a professional Forester with the ACT Parks and Conservation Service. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: This position is a Designated Fire Position. Mandatory tertiary qualifications apply to this position. Applicants must be eligible for membership of the Institute of Foresters of Australia (IFA).

Applicants must: Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; be able to meet and maintain the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually).

Note: This is a temporary position available for a period of three years.

Contact Officer: Neil Cooper (02) 6207 2488 neil.cooper@act.gov.au

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

Parks and Territory Services

Libraries ACT

Lifelong Learning

Family Literacy Coordinator

Professional Officer Class 1 \$54,705 - \$75,852, Canberra (PN: 36206)

Gazetted: 27 May 2016

Closing Date: 10 June 2016

Details: Are you passionate about working with people to meet their needs? We're looking for someone to broker, develop and implement literacy and learning programs and services for families. Key responsibilities include developing cross-sectoral partnerships, acting as a central point of contact in relation to literacy programs and services, and collaborating with library staff in literacy-related programs and services. The successful applicant must have proven experience and skills in community development and/or community engagement. Libraries ACT champions literacy, learning and the pleasure of reading, and inspires and connects people, engaging them with their community and the world. Libraries ACT champions literacy, learning and the pleasure of reading, and inspires and connects people, engaging them with their community and the world. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Applicant must possess relevant tertiary qualifications. Libraries ACT is a seven day service and applicants may be required to work weekends.

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

Contact Officer: Rachel Davis (02) 6205 9671 rachel.davis@act.gov.au

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

Parks and Territory Services

City Services

Place Management

General Service Officer

General Service Officer Level 3/4 \$45,706 - \$49,911, Canberra (PN: 25361, several)

Gazetted: 26 May 2016

Closing Date: 9 June 2016

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

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander indentified position and it is a genuine occupational requirement that the position be filled by an Aboriginal and Torres Strait Islander Person. Current manual driver's licence (preferably light rigid class). Ability to undertake the physical requirements of the tasks listed in the Position Description. Officers may be required to work from various Canberra regional depots. Be prepared to wear a uniform.

Note: These are temporary positions available for a period of up to twelve months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Tessa Roberts (02) 6207 5034 tessa.roberts@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$71,907 - \$76,114

Deslie Miles 846-86838, Section 68(1), 26 May 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114

Sarah Sledge 846-87515, Section 68(1), 30 May 2016

Community Services

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

Kayla Ball 848-64008, Section 68(1), 1 June 2016

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Kathryn Devitt 836-13522, Section 68(1), 31 May 2016

Education

Infrastructure Officer 2 \$77,574 - \$89,249

Leanne Hall 848-76551, Section 68(1), 6 June 2016

Senior Officer Grade C \$97,514 - \$104,967

Ann Rebecca Boon 848-75380, Section 68(1), 26 May 2016

Health

Administrative Services Officer Class 3 \$58,278 - \$62,720

Rachel Douglas 848-20857, Section 68(1), 30 May 2016

Assistant in Nursing \$47,454 - \$49,060

Shelley Murdoch 846-99065, Section 68(1), 2 June 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sareena Pereira 839-28196, Section 68(1), 27 May 2016

Health Professional Level 2 \$59,971 - \$82,328

Alexandra Rawson 843-90842, Section 68(1), 2 June 2016

Registered Nurse Level 2 \$85,659 - \$90,789

Parika Saini 843-90447, Section 68(1), 2 June 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Rosini Spyropoulos 847-26019, Section 68(1), 30 May 2016

Senior Professional Officer Grade C \$97,514 - \$104,967

Dianne Walton-Sonda 826-96426, Section 68(1), 13 June 2016

Assistant in Nursing \$47,454 - \$49,060

Lucy Washington 846-99057, Section 68(1), 2 June 2016

Territory and Municipal Services

Administrative Services Officer Class 4 \$64,700 - \$70,057

Jessica Begley 846-85034, Section 68(1), 1 June 2016

Bus Operator - Training \$64,269

Barinder Dhindsa 848-76308, Section 68(1), 28 May 2016

Bus Operator - Training \$64,269

Sachin Kumar 848-76033, Section 68(1), 28 May 2016

Bus Operator - Training \$64,269

Amrit Singh 848-76252, Section 68(1), 28 May 2016

Bus Operator - Training \$64,269

Gauravjit Singh 848-76279, Section 68(1), 28 May 2016

Bus Operator - Training \$64,269

Jaswant Singh 848-76244, Section 68(1), 28 May 2016

Bus Operator - Training \$64,269

Nirvar Singh 848-76084, Section 68(1), 28 May 2016

TRANSFERS

Health

Richard Talbot: 740-99752

From: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 36099) (Gazetted 18 February 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Injury Management and Safety

Elena Sione: 783-25112

From: Administrative Services Officer Class 5 \$71,907 - \$76,114
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676
Chief Minister, Treasury and Economic Development, Canberra (PN. 11103) (Gazetted 13 November 2016)

Community Services

Service Strategy and Community Building

People Management

Workforce Management

Andrew James Trevaskis: 827-26891

From: Administrative Services Officer Class 6 \$77,482 - \$88,676
Education

To: †Senior Officer Grade C \$97,514 - \$104,967
Community Services, Canberra (PN. 09169) (Gazetted 11 May 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Jason Morris: 843-89956

From: Registered Nurse Level 2 \$85,659 - \$90,789
Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249
Health, Canberra (PN. 26040) (Gazetted 5 May 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult and Community Mental Health Services

Nikki O'Dwyer: 827-22153

From: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Health

To: †Health Professional Level 4 \$97,514 - \$104,967
Health, Canberra (PN. 27587) (Gazetted 21 April 2016)