



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 June 2016**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Nursing**

##### **Ward 4 East**

##### **Registered Nurse**

**Registered Nurse Level 1 Year 1 - Year 8 \$61,683 - \$82,398, Canberra (PN: TBA)**

Gazetted: 23 June 2016

Closing Date: 12 July 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: Lucy Liu 6201 6368 [lucy.liu@calvary-act.com.au](mailto:lucy.liu@calvary-act.com.au)

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

#### **Medical Practitioners**

##### **Emergency**

##### **Registrar**

**Registrar - Senior Registrar \$95,808 - \$119,709, Canberra (PN: TBA)**

Gazetted: 24 June 2016

Closing Date: 19 July 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: David Banfield (02) 6201 6252 [david.banfield@calvary-act.com.au](mailto:david.banfield@calvary-act.com.au) Applications can be forwarded

to: <https://calvary.mercury.com.au>

#### **Medical Practitioners**

##### **Critical Care**

##### **Senior Resident Medical Officer**

**Resident Medical Officer 1 - SRMO3 \$77,345 - \$103,819, Canberra (PN: TBA)**

Gazetted: 24 June 2016

Closing Date: 19 July 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: Cheryl Wood (02) 6201 6252 [cheryl.wood@calvary-act.com.au](mailto:cheryl.wood@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](mailto:jobs@act.gov.au)**

#### **Trade Skills and Vocational Learning**

##### **Electrical Trades**

##### **Electrical Trades Teacher**

**Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 32269)**

Gazetted: 29 June 2016

Closing Date: 13 July 2016

Details: Under general direction from the Head of Department, a Teacher Level 1 will perform professional educational, administrative and training duties such as: Teaching delivery across all Units of Competency within the Certificate III Electo Technology Electrician Trade and Certificate III in Air-conditioning and Refrigeration as prescribed in the relevant enterprise agreement. Use flexible, innovative and blended learning tools to deliver educational programs that provide opportunities to achieve required outcomes. Develop and apply valid theory, learning resources and practical assessment tools in a range of training environments to meet the changing needs of various clients and commercial groups and administration duties, as required by the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of a Registered Training Organisation are met. Obligations include training plan negotiations, enrolments, delivery, assessment and reporting progress to employers and funding agencies. 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: New Teachers at Teacher Level 1.1 to Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: 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. Other: Certificate III in Electro Technology Electrician (or equivalent) Certificate III in Air Conditioning and Refrigeration (or equivalent) Possess or able to obtain – ARctick – Refrigerant handling licence Possess or able to obtain – Full or Restricted (Disconnect Re-connect) electrical licence.

Note: This position is for temporary filling for a period of two years with the possibility of extension.

Contact Officer: Josephine Whitfield (02) 6207 3218 josephine.whitfield@cit.edu.au

## **CIT Trade Skills and Vocational Learning**

### **CIT Construction**

#### **Cabinetmaking Teacher**

**Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51371)**

Gazetted: 28 June 2016

Closing Date: 12 July 2016

Details: Canberra Institute of Technology (CIT) Construction is looking for an experienced Cabinetmaking Teacher who, under the general direction of the Head of Department, will teach delivery across all units of competency within the Certificate III Cabinetmaking programs. The successful applicant will be expected to use flexible, innovative and blended learning tools to deliver educational programs that provide the students with an opportunity to achieve required training outcomes. The Teacher will also be required to develop and apply valid theory, learning resources and practical assessment tools in a range of training environments to meet the needs of various clients and commercial groups. Additionally there are administration duties required by the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of a Registered Training Organisation (RTO) are met. 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: For mandatory qualifications and/or registrations and/or 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, such as a

Certificate III in Cabinetmaking or as specified in the applicable training package or accredited curriculum specifications.

Notes: This position is for temporary filling for a period of five years. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Peter Hansen (02) 6205 4239 peter.hansen@cit.edu.au

## **CIT People and Organisational Governance**

### **CIT Human Resources**

#### **Staffing Officer**

#### **Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 32458)**

Gazetted: 24 June 2016

Closing Date: 8 July 2016

Details: CIT Human Resources is seeking an enthusiastic and motivated person to work as part of a small team to support day to day activities related to the employee life cycle and projects associated with the Institutes HR function. You will contribute to day to day processing including entering casual teacher timesheets, preparation of advertisements and providing support to the Senior Staffing Advisers. Knowledge of and/or the ability to use HR systems/databases such as Banner, Chris21 and the Casual Teacher Self Service page are highly desirable and is crucial to 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: Desirable: Experience using information systems (such as Chris21 and Banner).

Note: This position is for temporary filling for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 53A, 53B and 71 and CIT Enterprise Agreements.

Contact Officer: Kate Browning (02) 6207 3318 kate.browning@cit.edu.au

## **CIT Trade Skills and Vocational Learning**

### **CIT Access Education**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 55035)**

Gazetted: 24 June 2016

Closing Date: 11 July 2016

Details: CIT Access Education is looking for a highly competent Administrative Support Officer who can provide quality customer service while attending to enquiries from staff, students, prospective students, community and industry personnel. The successful applicant will need to undertake a wide range of detailed and competing operational and administrative tasks to support the head of department. Additionally the officer will be required to maintain and interrogate local information management systems, files, databases and student enrolment 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.

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

Certificate III or IV in Business Administration or equivalent is desirable.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension of up to five years.

Contact Officer: Helene Weston (02) 6205 4772 helene.weston@cit.edu.au

### **Capital Metro**

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

#### **Strategy, Innovation and Customer Experience**

##### **Executive Director, Strategy, Innovation and Customer Experience**

**Executive Level 2.4 \$245,200 - \$256,966 depending on current superannuation arrangements, Canberra (PN: E875)**

Gazetted: 27 June 2016

Closing Date: 4 July 2016

Details: Transport Canberra and City Services (TCCS) will commence as a new ACT Government directorate from 1 July 2016. TCCS is seeking to fill a vacancy as the Executive Director, Strategy, Innovation and Customer Experience.

Reporting to the Director-General and working collaboratively with the Executive team, the Executive Director is accountable for active travel, business improvement, strategy, innovation trials, customer experience and engagement including marketing, surveys, complaint and compliment management.

The position requires the ability to think laterally and entrepreneurially and strong influencing and negotiation skills to demonstrate the value of innovative strategies. The successful applicant will demonstrate exceptional collaboration skills, visionary thinking and proven success through dynamic leadership and strategic communication skills.

Demonstrated exceptional insight into channels of customer engagement and how to target these effectively to improve business outcomes and customer experience are essential to this role.

Remuneration: The position attracts a remuneration package ranging from \$245,200 - \$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: Cherie Hughes (02) 6205 8316 [cherie.hughes@act.gov.au](mailto:cherie.hughes@act.gov.au)

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

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

#### **Corporate**

##### **Corporate People and Capability**

##### **Organisational Culture and Capability**

##### **Deputy Director, Organisational Culture and Capability**

**Senior Officer Grade A \$133,383, Canberra (PN: 31951)**

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: Chief Minister, Treasury and Economic Development Directorate is seeking an experienced HR professional to join Corporate People and Capability Branch as a Deputy Director. The position will operate with a high degree of independence and lead a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will provide expert support, strategic direction and leadership in the areas of learning and development, inclusion, performance management, workforce planning, recruitment and selection and HR reporting within a public sector environment. The successful applicant will have demonstrated high level experience in a HR leadership role; have a strategic and innovative approach to developing responses to current and emerging workforce issues; and, high level communication and interpersonal skills including proven

capability in the area of developing, nurturing and sustaining collaborative working relationships. They will enjoy working in a dynamic and complex environment.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Human Resource Management or related field.

Note: This is a temporary position available for an initial period of six months with the possibility of extension and/or permanency from this process.

Contact Officer: Michelle Wicks (02) 6207 1356 michelle.wicks@act.gov.au

## **Land Development Agency**

### **Strategic Finance**

#### **Senior HR Manager**

##### **Senior Officer Grade A \$133,383, Canberra (PN: 37148)**

Gazetted: 28 June 2016

Closing Date: 12 July 2016

Details: The Land Development Agency (LDA) is seeking an experienced Senior Human Resource (HR) professional to join its Strategic Finance Branch. The Branch is evolving and currently encompasses change management responsibilities and will be establishing HR and Governance functions. The position requires high level strategic HR policy skills, including in the areas of organisational culture and capability, with proven knowledge of the public sector context. It is responsible for establishing the HR function including the development, implementation, promotion and maintenance of contemporary strategic human resource frameworks, policies and procedures. The successful candidate will have demonstrated strategic HR experience with a demonstrated understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

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

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

## **Chief Minister**

### **Asbestos Response Taskforce**

#### **Program, Governance and Risk**

##### **Manager Technical, Regulation and Policy**

##### **Infrastructure Officer 4 \$115,838 - \$131,609, Canberra (PN: 35060)**

Gazetted: 27 June 2016

Closing Date: 4 July 2016

Details: A temporary position is available for an enthusiastic person at the Infrastructure Officer 4 level, to lead the Technical, Regulation and Policy function of the Taskforce. Expressions of interest are sought to temporarily fill the position of Manager Technical, Regulation and Policy supporting the operation of the Governance, Program and Risk Management Branch in the Asbestos Response Taskforce. The successful applicant will have a demonstrated ability to provide detailed expert technical advice to the Taskforce on asbestos safety and environmental matters. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contribution of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Eligibility/Other Requirements: Tertiary qualifications in, and expert knowledge of, work health and safety legislation. Specialist expertise in asbestos safety and technical matters. Demonstrated experience in leading a team.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Applicants should provide a written Expression of Interest of no longer than two A4 pages in total and a curriculum vitae, including the name and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Contact Officer: Chris Reynolds (02) 6207 5432 chris.reynolds@act.gov.au

## **Workforce Capability and Governance**

### **Public Sector Management**

#### **Inclusions Manager**

##### **Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 10288)**

Gazetted: 24 June 2016

Closing Date: 8 July 2016

Details: The Public Sector Management Group is seeking an experienced Inclusions Manager with a proven track record of effectively delivering inclusion employment initiatives. The successful candidate will have a demonstrated ability to build and maintain effective relationships with key stakeholders.

Notes: This is a temporary position available until 31 December 2016 with the possibility of extension and/or permanency from this process.

Contact Officer: Denise Ernst (02) 6207 5995 denise.ernst@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: 28 June 2016

Closing Date: 14 July 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.

Notes: This is a temporary position available until 30 June 2017 with the possibility of extension. This position is being re-advertised previous applicants need not re-apply as their applications will be considered as part of the process upon completion of this advertisement.

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

## **Partnership Services**

### **Service Centre**

#### **Service Desk**

##### **Assistant Service Desk Manager**

##### **Senior Information Technology Officer Grade C \$97,514 - \$104,967, Canberra (PN: 05099)**

Gazetted: 28 June 2016

Closing Date: 12 July 2016

Details: This role presents an opportunity to join a dynamic, customer focused service desk team providing advice to ACT employees on ICT, HR and Finance related matters primarily over the telephone and via email. The successful candidate will be responsible for developing the capability of the Service Desk by organising effective training and management of Service Desk staff. Applicants should have previous experience of delivering high quality customer service, preferably in a contact centre or service desk environment and be able to evidence excellent oral and written communication skills.

Note: This is a permanent position based in Gungahlin.

Contact Officer: George Abyad (02) 6207 7075 george.abiyad@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.

## **Communications**

### **Whole of Government**

#### **Senior Communications Officer**

##### **Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 55448)**

Gazetted: 24 June 2016

Closing Date: 1 July 2016

Details: The Whole of Government Communications unit is seeking a Senior Communications Professional with proven experience in developing highly effective communication strategies and campaigns designed for both

external and internal audiences. You will have excellent communications skills and an ability to develop strong relationships with internal and external stakeholders using your excellent client service, liaison and negotiation skills. Past experience managing complex projects and developing successful communications and engagement solutions is essential, as is an ability to work within a busy team environment and manage priorities and personal workload.

Eligibility/Other Requirements: Relevant tertiary qualifications, and/or a minimum of five years experience in a communications role are essential. Previous experience supervising staff is preferred.

Note: This is a temporary position available for a period of up to six months. Selection may be based on written application and referee reports only.

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: Nicole Mahar (02) 6205 9530 nicole.mahar@act.gov.au

### **Shared Services ICT**

#### **Strategic Business**

#### **WHoG Next Generation Business Program**

#### **Next Generation Program Technical Team Leader**

#### **Senior Information Technology Officer Grade C \$97,514 - \$104,967, Canberra (PN: 37156)**

Gazetted: 24 June 2016

Closing Date: 1 July 2016

Details: The Strategic Business Branch is seeking a Technical Team Leader within the WHoG Next Generation Business Program. The successful applicant will assist in the delivery of initiatives and products within the Next Generation Program body of works and with the supervision of Next Generation technical team staff.

Eligibility/Other Requirements: Educational and professional qualifications checks and /or police and security may be undertaken prior to employment. A level of security clearance may also be required for this position.

Note: This is a part-time temporary position available for a period 12 months from the beginning of July 2016 at a minimum of 21 hours per week. Potential candidates should include a supporting statement of no more than two pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae. Selection may be based on application and referee reports only.

Contact Officer: Deslie Miles (02) 6207 6171 deslie.miles@act.gov.au

### **Access Canberra**

#### **Projects, Governance and Support**

#### **Strategic ICT – Business Systems and Reform**

#### **Business Analyst**

#### **Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 20019, several)**

Gazetted: 27 June 2016

Closing Date: 11 July 2016

Details: Research, analyse and document Access Canberra business and functional requirements to enable the software development team to cost, program and implement application enhancements. Maintain use case functional specifications to reflect enhancements and changes to Access Canberra applications. Examine and report on the likely impact of proposed changes. Consult with stakeholders to ensure application enhancements comply with legislation and reflect efficient and effective business practices. Liaise with the software development team to ensure the software design and implementation is fit for purpose. Liaise with the user acceptance testing team to ensure test cases are developed to adequately test all system enhancements and changes. Assist in the preparation of quotes for the implementation of new software application initiatives.

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

Contact Officer: John Moore (02) 6205 7240 john.moore@act.gov.au



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

**Infrastructure Officer 2 \$77,574 - \$89,249, Canberra (PN: 37117)**

Gazetted: 27 June 2016

Closing Date: 18 July 2016

Details: The Public Housing Renewal Taskforce is looking for a motivated and capable individual to join the Capital Delivery team. This role presents an opportunity to be involved in a high profile program of construction and purchasing of homes for public housing. The successful candidate should have experience in residential construction and project management, be able to demonstrate their understanding of ACT Government procurement and contract management processes and demonstrate their ability to build productive working relationships. This role will be part of a small team and the successful candidate will be expected to work both independently and in conjunction with other team members.

Eligibility/Other Requirements: Hold a relevant professional qualification or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or have significant building or Infrastructure knowledge and/or project management experience. Current driver's licence is required. A General Construction Induction Card (White Card) is desirable.

Note: This is a temporary position available until 30 June 2019. Selection may be based on written application and referee reports only. This position is being readvertised; previous applicants will be considered and need not reapply.

Contact Officer: Lea Durie (02) 6205 0477 lea.durie@act.gov.au

**Corporate**

**Corporate Management**

**Information Management and Business Support**

**Business System Support Officer**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 17046)**

Gazetted: 28 June 2016

Closing Date: 14 July 2016

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking a highly motivated individual to fill the role of Business System Support Officer. The responsibilities of this position cross business system support, business analysis and improvement, information management and Directorate operational ICT support. The successful candidate will have demonstrated experience with business system support and administration, strong customer service, communication and liaison skills, be self-motivated, reliable and able to work in a busy environment and have a keen interest in business improvement.

Note: This is a temporary position available until the 30 June 2017 with the possibility of extension and/or permanency from this process.

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@act.gov.au

**Workplace Safety and Industrial Relations**

**Office of Industrial Affairs**

**Work Safety Policy**

**Policy Officer**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37072)**

Gazetted: 29 June 2016

Closing Date: 6 July 2016

Details: The person, under limited direction, will: provide advice on policy and program issues related to workplace health and safety; undertake research and analysis to assist with the review, improvement and development of policy and legislation; support the development and implementation of multiple key projects for the Division; draft ministerial reports, briefs, submissions and other complex documents for the Government, Ministers and the Directorate; liaise with stakeholders and clients, both internal and external to ACT Government, and build productive working relationships and represent the ACT Government and the Directorate as required.

Note: Selection may be based on written application and referee reports only.  
Contact Officer: John Rees (02) 6205 1398 john.rees@act.gov.au

**Enterprise Canberra**  
**Cultural Canberra**  
**National Arboretum Canberra**  
**Community Engagement Officer**  
**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 24502)**

Gazetted: 23 June 2016

Closing Date: 4 July 2016

Details: The National Arboretum Canberra is looking for a motivated and skilled officer to oversee all aspects of the volunteer coordination and liaison with the Arboretum's many dedicated and enthusiastic volunteers. You will have exemplary communications skills, be well organised and have an understanding of adult learning and training principles. You will put your supervisory skills to good use in overseeing front of house customer service staff and ensuring a seamless approach to providing information and service to the Arboretum visitors. Your interpersonal skills will allow you gain the trust and confidence of a range of stakeholders and other team members. Experience in similar roles would be an advantage.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension and/or permanency from process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Hannah Semler (02) 6205 3571 hannah.semmler@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.

**Enterprise Canberra**  
**Cultural Canberra**  
**National Arboretum Canberra**  
**Project Officer**  
**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 18233)**

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: The National Arboretum Canberra is looking for a motivated and skilled Project Officer to oversee the implementation of landscape and irrigation projects at the Arboretum. You will have strong project management, planning, liaison and organisational skills and exemplary communications skills. Your specialist skills and experience will allow you to contribute to future planning and project development that will allow the Arboretum to continue to flourish.

Eligibility/Other Requirements: Formal qualifications in project management, landscape design or other relevant fields will be an advantage.

Note: This is a temporary position available until 30 June 2017.

Contact Officer: Stephen Alegria (02) 6207 9833 stephen.alegria@act.gov.au

**Economic Development**  
**ACT Property Group**  
**Maintenance and Project Team**  
**Building Works Project Officer**  
**Administrative Services Officer Class 6/ General Service Officer 10 \$77,482 - \$88,676, Canberra (PN: 18973, several)**

Gazetted: 24 June 2016

Closing Date: 8 July 2016

Details: As a Building Works Project Officer, manage and oversee delivery of capital, minor works programs, maintenance and repair to ACT Property Group clients assets in accordance with client programs and expectations, relevant industry legislation, standards and guidelines.

Eligibility/Other Requirements: Current driver's licence is essential. One or more of the following qualifications are highly desirable: Technical/trade certificate in building related work; Certificate IV in Project Management; Certificate IV Work Health Safety; Contract Management. Knowledge of hazardous materials management/removal.

Note: Positions will be filled at either the Administrative Services Officer Class 6 or the General Service Officer Level 10 classification depending on the skills qualifications and experience of the successful applicant. Selection for this position may be based on application and referee reports only. These are temporary positions available for a period of more than six months with the possibility of extension and/or permanency from this process.

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

#### **Access Canberra**

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

##### **Infringement Plan Office**

##### **Assistant Manager**

##### **Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 32048)**

Gazetted: 28 June 2016

Closing Date: 5 July 2016

Details: Under general direction of the Manager, Infringement Plan Office; Supervise a team responsible for the assessment and entry of Infringement Notice Management Plan (INMP) or Work or Development Program (WDP) applications; Provide high level advice on client eligibility and qualification requirements for WDP's; Deal with complex customer enquiries and prepare high level correspondence and documentation; Liaise with community service organisations and clients regarding the provision of work and development programs; Initiate action to follow up clients that default on INMP's or WDP's; Monitor staff development, provide training, organise staff workloads and allocate priorities when required; Maintain records in accordance with the *Territory Records Act 2002*; This position does involve direct supervision of personnel.

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

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: Daniel Laundess (02) 6207 7299 daniel.laundess@act.gov.au

#### **Shared Services**

##### **Shared Services ICT**

##### **Executive**

##### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 14624)**

Gazetted: 28 June 2016

Closing Date: 12 July 2016

Details: The successful applicant will be required to provide confidential and effective administrative and secretarial support to the Shared Services ICT Executive Director. A demonstrated ability to examine, track, disseminate and monitor all correspondence and maintain appropriate filing systems is crucial.

Note: This is a temporary position available for a period of up to six months.

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

Applications should be sent to the Contact Officer.

Contact Officer: Danielle Rutter (02) 6207 8107 danielle.rutter@act.gov.au

#### **Shared Services**

##### **Partnership Services Group**

##### **Business Application Management**

##### **ICT Services Officer**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 14378)**

Gazetted: 27 June 2016

Closing Date: 4 July 2016

Details: The CMTEDD ICT Operations team is seeking a suitably experienced person for the temporary role of ICT Services Officer to provide ICT operational support to CMTEDD customers to enable the effective delivery of ICT Services.

Eligibility/Other Requirements: ITIL Foundations certificate is desirable.

Note: This is a temporary position available for up to seven months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Please provide two written referee reports with your application.

Contact Officer: Jessica Smith (02) 620 59056 [jessicaa.smith@act.gov.au](mailto:jessicaa.smith@act.gov.au)

**Access Canberra**

**Community, Business and Transport Regulation**

**Road Transport Regulation**

**Forms and Web Co-ordinator**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 23118)**

Gazetted: 28 June 2016

Closing Date: 5 July 2016

Details: Under the general direction of the Business Support and Training Manager; Research, analyse and implement innovative solutions in forms and website design to reflect policy, legislative, system requirements and client needs; Review forms used by the Road Transport Authority (RTA) and rationalise, test and design new forms and undertake graphic design work for all business forms, letters and brochures; Prepare and supply artwork and specifications to suppliers for printing and develop and maintain print specifications for business forms, letters and brochures; Undertake requirements analysis and develop and maintain the RTA website utilising available technologies and ensure compliance with worldwide accessibility standards in web design and content management systems; Undertake quality review activities, in line with RTA and ACT government policy and procedures, including branding requirements (such as corporate branding, imagery, naming standards and tone of voice), audit and accessibility requirements and technical standards, and following WCAG updates and guidelines; Liaise with relevant role players and participate in the promotion and marketing of RTA and Transport Regulation initiatives by researching and preparing material for publication; Prepare and update communication plans, staff instructions, and other notices and maintain the [rego.act](http://rego.act) Help Share Point knowledge database to ensure that end users and stakeholders are kept updated and informed of changes to RTA policies and procedures; Correspond with internal and external stakeholders to ensure that the RTA's forms and website requirements are fully met; Provide support and assistance within the Business Support and Training Unit; Maintain records in accordance with the *Territory Records Act 2002*. This position does not require a Working with Vulnerable People Check. This position may involve direct supervision of personnel.

Eligibility/Other Requirements: Relevant qualifications with several years of experience in forms and web design are highly desirable.

Note: This is a temporary position available for a period of up to six months.

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

Applications should be sent to the Contact Officer.

Contact Officer: Frances Stanford (02) 6207 0403 [frances.stanford@act.gov.au](mailto:frances.stanford@act.gov.au)

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Environment and Dangerous Substances Licensing**

**Licensing Officer**

**Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 02005)**

Gazetted: 29 June 2016

Closing Date: 6 July 2016

Details: The Licensing Officer will work under the broad direction of Managers within Construction and Environment Workplace Protection. This will include working within a large and diverse team to administer licensing process including the processing of applications and maintaining public registers relating to construction, environment and workplace health and safety industries; providing technical advice to various inspectorate and enforcement teams within the division, Access Canberra, and other areas of ACT Government; establishing and maintaining relationships with internal and external clients and stakeholders; prepare a range of written correspondence including ministerial and directorate correspondence, news articles, digital service information such as web sites and scribing duties; maintaining records in accordance with the *Territory Records Act 2002*; and other duties as reasonably directed by a Supervisor/Manager of Access Canberra.

Notes: This is a temporary position available up to 12 months with the possibility of extension.

Contact Officer: Tom Nilsen (02) 6205 4644 tom.nilsen@act.gov.au

**Access Canberra**

**Road Transport Regulation**

**Customer Support Services**

**Administrative Service Officer**

**Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 01340)**

Gazetted: 28 June 2016

Closing Date: 5 July 2016

Details: Provide high quality customer services in a regulatory environment including liaising with suppliers of goods and services to develop effective working relationships. Perform all functions as Purchasing Officer, exercise appropriate financial delegation and ensure compliance with ACT Government financial management policies and procedures on behalf of RUS. Perform all functions as Plates Officer for RUS, ordering, receiving and distributing registration plates. Provide assistance and advice relating to the purchase of goods and services for RUS. Be responsible for the supply of corporate wardrobe, uniform and personal protective equipment and other related equipment on behalf of RUS. Provide administrative, purchasing/procurement, financial assistance and prepare correspondence as required. Demonstration of the principles of workplace diversity, participative work practices, and Occupational Health and Safety.

Notes: This position does not require a pre-employment medical. Selection will be based on application and referee reports only.

Contact Officer: Francois Patron (02) 6207 7172 francois.patron@act.gov.au

**Land Development and Corporate**

**Public Housing Renewal Taskforce**

**Governance and Community**

**Administration Officer**

**Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 37162)**

Gazetted: 24 June 2016

Closing Date: 7 July 2016

Details: The Public Housing Renewal Taskforce is looking for a motivated and capable individual to assist with administrative support and records management. Candidates should be able to demonstrate their organisational skills. The successful applicant will need to demonstrate effective communication skills and the ability to work both independently and as part of a team. The successful candidate will work with all parts of the Taskforce to provide support for administrative processes and to assist with managing and filing records.

Eligibility/Other Requirements: Experience in Microsoft Word and Microsoft Excel is desired. A current driver's licence is preferred.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. The Taskforce offers a supportive and flexible working environment and this position is available as full-time or part-time, perfect for a student or somebody looking to return to work.

Contact Officer: Jessica Steele (02) 6205 8476 jessical.steele@act.gov.au

## **Access Canberra**

### **Construction, Environment and Workplace Protection**

#### **Environment and Dangerous Substances Licensing**

##### **Licensing Officer**

##### **Professional Officer Class 1 \$54,705 - \$75,852, Canberra (PN: 15671)**

Gazetted: 28 June 2016

Closing Date: 5 July 2016

Details: The Licensing Officer will work under the broad direction of Managers within Construction and Environment Workplace Protection. This will include working within a large and diverse team to administer licensing process including the processing of applications and maintaining public registers relating to construction, environment and workplace health and safety industries; providing technical advice to various inspectorate and enforcement teams within the division, Access Canberra, and other areas within the ACT Government; establishing and maintaining relationships with internal and external clients and stakeholders; prepare a range of written correspondence including ministerial and directorate correspondence, news articles, digital service information such as web sites and scribing duties; maintaining records in accordance with the *Territory Records Act 2002*; and other duties as reasonably directed by a Supervisor/Manager of Access Canberra.

Note: This is a temporary position available for a period of up to six months.

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

Applications should be sent to the Contact Officer.

Contact Officer: Tom Nilsen (02) 6205 4644 tom.nilsen@act.gov.au

## **Community Services**

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

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

### **Housing and Community Services**

#### **Asset Management**

##### **Capital Delivery**

##### **Manager**

##### **Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 35155)**

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: The position is responsible for providing assistance to the Senior Manager of the Capital Delivery Team with a range of activities including managing consultancies, contracts and projects, undertaking projects, preparing complex briefs and reports. This position will: Provide day to day supervision and management responsibilities of a small team including monitoring its performance as part of a performance feedback system and assist in the development and implementation of system improvements to support business practices, innovation and improve efficiencies; Undertake, coordinate, or provide leadership/supervision on Housing ACT and Directorate capital works projects or other areas of responsibility for the Section; Exercise delegations in accordance with appropriate legislation, policy and procedures; Monitor the team's progress against program targets; Provide advice to the Senior Management and the Executive on service activities and performance and sensitive and emerging issues; Ensure that construction contracts, service agreements with Architects, Builders and contractors are managed under best practice principles, and ensure the timely delivery of projects; Liaise and negotiate at appropriate levels in the Department, with other government agencies, state and local authorities and business and community organisations; Prepare complex and/or sensitive correspondence, project briefs, procurement plans, programs, budgets, together with minutes, briefs, submissions and reports; Model behaviours consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the Directorate's Work Health and Safety system. The successful candidate will have: Demonstrated high level organisational, project management and contract management skills, including the ability to develop individual work programs and manage resources in order to achieve business objectives. Demonstrated ability to work both

independently and lead a team to consistently achieve results, manage and report against workloads and competing priorities, promote and adapt work practices in response to changing demands within the workplace. Demonstrated conceptual and analytical skills, particularly in the area of operational policy and including the ability to make sound judgements on sensitive and complex areas. Demonstrated knowledge of, or abilities in, procurement and ACT Government Procurement policy, tendering and contract management and business case development. Demonstrated high level effective communication (oral and written), interpersonal and networking skills demonstrated by an ability in consultation, negotiation, partnering, advocacy and influence, to establish and maintain effective communications and working relationships with internal and external stakeholders, including community groups and partner organisations. Ability to model behaviour consistent with the ACT Government's Respect, Equity and Diversity Framework and lead safe work practices that are in accordance with the directorate's Work Health and Safety system.

Eligibility/Other Requirements: Qualifications and experience in Architecture, Construction, Project Management and/or Procurement are highly desirable. Experience and/or familiarity with ACT building design specifications is highly desirable.

Note: This is a temporary position available June 2016 to 30 June 2017.

Contact Officer: Matthew Kennedy (02) 6205 0789 [matthew.kennedy@act.gov.au](mailto:matthew.kennedy@act.gov.au)

### **Cultural Facilities Corporation**

#### **Canberra Museum and Gallery**

##### **Visitor Services**

##### **Cafe Operator**

##### **General Service Officer Level 2 \$43,209 - \$44,781, Canberra (PN: 8515)**

Gazetted: 24 June 2016

Closing Date: 8 July 2016

ACT Museums and Galleries is seeking Applications from suitably experienced individuals to work as a Café Operator at Canberra Museum and Gallery as part of the Front of House team. The museum and gallery is located in the heart of Canberra's CBD on the corner of London Circuit and Civic Square. The Cafe opening hours are Monday to Friday from 8.00am to 3.00pm. There are also occasional weekend openings of the Café in association with events at CMAG and in the city. This role demands excellent customer service, organisation and communication skills. High quality hospitality services including the provision of food and beverage services, maintaining excellent food hygiene, experience in cash handling, stock inventory and ordering Teamwork, customer service and the associated communication skills are vital for this position. The successful applicant will have experience working in a cafe or restaurant operation, ideally in a museum or gallery environment. This is a 12 month contract with the possibility of an extension Eligibility/Other Requirements: Availability on Monday to Friday and must be prepared to work some weekends and evenings. Current Food Safety Supervisor (SITXFSA101 ACT, SITXFSA201 ACT) certification and a current Senior First Aid Certificate are essential.

Note: This position involves physical activity, some lifting and some out-of-hours work. Note: Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only.

Contact Officer: Danyka Van Buuren (02) 6205 0584 [danyka.vanbuuren@act.gov.au](mailto:danyka.vanbuuren@act.gov.au)

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [CFC.HR@act.gov.au](mailto:CFC.HR@act.gov.au)

### **Education**

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

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

#### **Deputy Director-General's Office**

## **Information and Knowledge Services**

### **Chief Information Officer**

**Executive Level 1.2 \$202,347 - \$211,802 depending on current superannuation arrangements, Canberra (PN: E841)**

Gazetted: 23 June 2016

Closing Date: 7 July 2016

Details: The Chief Information Officer:

Provides leadership of all aspects of digital transformation;

Develops and implements policies and programs to ensure ongoing business improvement and sustainability;

Leads change of the Directorate's ICT service model to deliver on Government objectives;

Manages the effective and efficient delivery of Directorate assets, resources and people, to assist the achievement of Government objectives, policies and priorities;

Provides leadership to ensure the continuous improvement of education outcomes in the ACT; and

Actively participates in the management of the Directorate as a member of the Senior Executive Team.

Remuneration: The position attracts a remuneration package ranging from \$202,347 - \$211,802, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$157,588.

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: Caitlin McGarvey (02) 6205 2360 caitlin.mcgarvey@act.gov.au

## **Organisational Integrity**

### **Infrastructure and Capital Works**

#### **Asset Strategies**

#### **Infrastructure Policy Officer**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36654)**

Gazetted: 27 June 2016

Closing Date: 4 July 2016

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

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

Note: This is temporary position available for a period of six months. Selection may be based on application and referee reports only.

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

## **Office for Schools**

### **Tuggeranong Network**

#### **Richardson Primary School**

#### **Classroom Teacher**

**Classroom Teacher \$60,687 - \$95,935, Canberra (PN: 08891)**

Gazetted: 27 June 2016

Closing Date: 4 July 2016

Details: We are looking for a Year 6 Classroom Teacher to work in our senior unit. Knowledge of formative assessment and cooperative learning desirable. Ability to utilise the GOOGLE platform in the classroom.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available 18 July 2016 to 14 July 2017. Applications will be sent directly to the Contact Officer as indicated on the 'application form'.



Contact Officer: Jason Borton (02) 6142 3630 [jason.borton@ed.act.edu.au](mailto:jason.borton@ed.act.edu.au)

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

**Office for Schools**

**North/Gungahlin Network**

**Gold Creek School**

**Technology Assistant (Industrial Arts Assistant)**

**School Assistant 4 \$59,418 - \$64,340, Canberra (PN: 35117)**

Gazetted: 24 June 2016

Closing Date: 1 July 2016

Details: Gold Creek School is seeking applications from experienced Technology Assistants. The successful candidate will be working within a team and is expected to have knowledge in industrial arts area practices. This position will include; preparation of materials, support lessons and delivery of curriculum, manage maintenance of machinery, stock control, purchasing of consumable and equipment, obtain quotes and make purchases, business planning and improvement. The successful applicant will be expected to follow Work, Health and Safety (WHS) guidelines at all times and maintain a clean and safe work environment across a P-10 school. The occupant is expected to be proactive, exercise judgement and work with limited supervision.

Eligibility/Other Requirements: Mandatory 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. This is a part-time position available at 33:45 hours per week.

Notes: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the Contact Officer for further information regarding this position.

Contact Officer: Kerry Lyttle (02) 6205 1740 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

**Environment and Planning**

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

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

**Office of the Director-General**

**Executive Officer to the Director-General**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 35944)**

Gazetted: 24 June 2016

Closing Date: 8 July 2016

Details: The Environment and Planning Directorate (EPD) has responsibility within the ACT for policy development relating to climate change, environmental management and conservation, waste, heritage, land use and transport planning, energy and water, together with regulatory responsibilities for development applications and lease administration, and maintenance of spatial data bases. EPD serves the Government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. A full-time, temporary opportunity exists for an Executive Officer with the Office of the Director-General. The position will report to the Director-General and work closely with the Deputy Director-General and Government Services. The successful candidate will assist the Director-General to manage workloads and priorities; provide strategic and procedural advice on directorate and government issues; undertake research and analysis; and review and prepare material for the Director-General. The successful candidate should have highly developed research and analytical skills; and excellent interpersonal and communication skills.

Note: This is a temporary position available for six months with the possibility of an extension.  
Contact Officer: Jessica Buik (02) 6207 5174 [jessica.buik@act.gov.au](mailto:jessica.buik@act.gov.au)

## Health

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

**Canberra Hospital and Health Services**  
**Deputy Director General TCH and Health Services**  
**DDG CHHS Executive**  
**Director of Medical Research**  
**Senior Specialist \$215,686, Canberra (PN: TBA)**

Gazetted: 30 June 2016

Closing Date: 7 July 2016

Overview of the work area and position: The System Innovation Group (SIG) was established in ACT Health as the enabling division tasked to support the delivery of the System Innovation Program (SIP). Projects within the SIP are grouped under seven (7) strategic themes that are consolidated into three (3) reform streams, including: o Access o Quality o Mental Health o Innovation & Stability o Culture o Partnerships o Infrastructure This position reports directly to the Director-General of ACT Health and the Deputy Director-General of the System Innovation Group; playing a key role in providing strategic and corporate advice with regards to all aspects of ACT Health's current medical research whilst also endeavouring to increase the capacity and undertaking of research within the ACT. Salary, Remuneration and Conditions: Senior Specialist: \$215,686 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation of: \$346,594.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australasian College of Surgeons (RACS), Physicians (RACP) or equivalent qualification, and have a higher research degree. Eligibility to apply for academic standing at the level of Professor in the Australian National University (ANU). Desirable: Has worked at senior leadership levels within health; including clinical, administrative and management experience. An established track record in a complex health research context Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This position is a permanent senior specialist with the director component being three year tenure.

Contact Officer: Shaun Strachan, Deputy Director General Policy, Planning and Innovation (02) 6244 3142  
[shaun.strachan@act.gov.au](mailto:shaun.strachan@act.gov.au)

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services**  
**Medicine**  
**Medicine Units**  
**Diabetes Advanced Practice Nurse**  
**Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 22590)**

Gazetted: 30 June 2016

Closing Date: 14 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The ACT Health Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Health Diabetes

Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. Overview of the work area and position: The Diabetes Advanced Practice Nurse under the supervision of the Senior Diabetes Nurse will rotate across the Paediatric and Young Adolescent teams. This position will provide extensive knowledge and skills to support extension to practice and the development of therapeutic and evidence-based nursing interventions within these services. This role requires the ability to develop, implement and undertake new and innovative practices within legislative and professional boundaries within Paediatrics and Young Adolescents. The Diabetes Advanced Practice Nurse will be responsible professionally to the Senior Nurse Clinician of the ACT Health Diabetes Service.

Eligibility/Other Requirements: Mandatory: Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA). Post-graduate certificate in Diabetes Education and is an Australian Diabetes Educators Association (ADEA) credentialed Diabetes Educator. Must hold and maintain a current driver's licence. Desirable: Previous experience providing diabetes care to children and adolescents.

Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Note: This position is part-time at 24 hours per week. This position may be required to participate in on call, and potentially at multiple sites operated by ACT Health.

Contact Officer: Vicki Mahood (02) 6174 7929 vicki.mahood@act.gov.au

#### **Population Health**

#### **Health Improvement**

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

#### **Senior Officer**

#### **Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 21135)**

Gazetted: 30 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Improvement Branch (Health Promotion section) initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social, environmental and economic conditions that impact on population and individual health. Initiatives target the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will work across the Healthy Children's Initiative; however suitable applicants will be expected to be able to work across any area of the Health Promotion section as required. As this position will primarily be responsible for contributing to the delivery of programs in children and young people's settings, applicants with excellent skills in developing and managing partnerships with diverse stakeholders and experience of working across children and young people's settings (e.g. schools), will be viewed favourably.

Eligibility/Other Requirements: Desirable: A tertiary qualification or equivalent experience in a field relevant to health promotion or community development is desirable. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a part-time temporary position available at three days a week until 30 June 2017. Suitable applicants may be placed on a merit list for future temporary and/or permanent positions at level in the Health Promotion section. Selection may be based on written application and referee reports alone.

Contact Officer: Cal Chikwendu (02) 6205 3627 cal.chikwendu@act.gov.au

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

#### **Pathology**

#### **Immunoassay**

#### **Immunology Senior Scientist**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 26301)**

Gazetted: 30 June 2016

Closing Date: 4 August 2016

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the work area and position: Immunology is a subsection of the Immunoassay Department of ACT Pathology and comprises the areas of Autoimmune Serology and Special Proteins. The staffing includes 2 Health Professionals Level 3 (HP3) and 3.5 FTE Health Professionals Level 2 (HP2). Services provided include screening and characterisation of autoantibodies; allergy testings including total IgE, allergen specific IgE and serum tryptase; serum protein analysis including quantitation of immunoglobulins and complements, paraprotein and cryoglobulin investigation; and CSF oligoclonal bands detection. A wide range of methodologies including indirect immunofluorescence, ELISA, Multiple Particle based flow cytometry, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, CARIS/FIDIS and Image Navigator System. Under the direction of the Director of Laboratory Immunology and the Chief Scientist of Immunoassay you will work closely with other HP3 to provide day-to-day supervision, leadership, strategic planning and optimal operational management of the subsection. It is anticipated that the positions will rotate between the two areas (Autoimmune Serology and Special Proteins).

Eligibility/Other Requirements: Mandatory: A degree in Medical Laboratory Science or equivalent relevant qualifications. Desirable: Experience in diagnostic Immunology and/or Special Proteins would be highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and You will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Note: This position is temporary for two years with the possibility of extension or permanency from this process. ACT Pathology will support 457 visa applications.

Contact Officer: Candice Li (02) 6244 2846 [candice.li@act.gov.au](mailto:candice.li@act.gov.au)

**Strategy and Corporate**

**E-Health and Clinical Records**

**ISB Information Services**

**Support Pharmacist Officer EMM**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36935)**

Gazetted: 30 June 2016

Closing Date: 14 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Health-e Future Program has been established as part of a \$90 million investment in e-health capacity and ICT infrastructure. The objective of this program of work is to deliver digital technology innovations that put the customer at the centre of the solution. Patient Centric solutions being delivered as part of the Health-e Future Program include: Clinical Systems that provide consolidated, shareable patient-centric health record enabling information to be available to the right person at the right place and time. Support Services that use technology to efficiently manage the resources which support the Health Directorate in the areas of patient administration and service delivery, staff management, food services, and bed management. Digital Health Infrastructure to provide the foundation to bring existing infrastructure to the standards and capabilities necessary to support future technologies. Overview of the work area and position: ACT Government Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate a safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. Electronic Medication Management (EMM) is one of these systems currently being rolled out across ACT Health. The Clinical Systems team in the Information, Communication and Technology Branch is looking for an enthusiastic, motivated individual to provide systems administration for EMM. As the HP3 Support Pharmacist, you will work as part of a team and report to the EMM

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 Clinical Systems Program provides program and project management for the delivery and support of clinical systems. The program includes two streams: Patient Record Systems that provide a consolidated, shareable, patient-centric health record enabling information to be made available to the right person at the right place and time; and Clinical Decision Support Systems that provide healthcare professionals with better access to clinical research and evidence, and clinical decision-support tools to enable improvements in the quality, safety and efficiency of clinical practices. As the EMM Support Pharmacist, you will work as part of a team and report to the Application Support Manager or Clinical Portal Support Manager of the Clinical Systems Program, to provide systems administration for e-Health Clinical Systems products.

Eligibility/Other Requirements: Mandatory: Current registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Experience in the administration of web based applications or information systems in a health environment. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. The candidate should have strong interpersonal, leadership, communication, organisations and problem solving skills.

Note: This is a permanent full-time position. Applicants are to address the selection criteria, provide a resume and two referees.

Contact Officer: Matthew Stephenson (02) 6174 5095 [matthew.stephenson@act.gov.au](mailto:matthew.stephenson@act.gov.au)

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

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

#### **Women and Babies**

#### **Midwifery Group Practice Team - CatCH**

#### **Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 23514, several)**

Gazetted: 30 June 2016

Closing Date: 14 July 2016

Weeks to Close: 2

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Centenary Hospital for Women and Children (CHWC) is currently seeking experienced clinical midwives to join our dynamic Midwifery Group Practice teams. If you are a midwife passionate about continuity of care and evidence based practice this opportunity is for you and we look forward to your application. CHWC has been providing continuity of midwifery care for Canberra women for over twenty years. Our programs are supported by a generous enterprise agreement – taking into account midwives on-call and travel commitments. Midwives work autonomously within small teams providing primary care for up to 40 women per full time midwife per year. CHWC encourages and supports regular peer review, leadership development, involvement in quality and research activities and ongoing professional development.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Eligible for membership of the Australian College of Midwives. Must hold a current drivers licence and live within 30 minutes of the Centenary Hospital for Women and Children (An employee rostered on close call must remain within 30 minutes vehicle travel time). Desirable: Completion of Midwifery Practice Review or equivalent. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are both permanent and temporary positions available. Full-time hours preferred. Please contact us to discuss your individual needs and circumstances.

Contact Officer: Christine Fowler (02) 6174 7684 [chris.fowler@act.gov.au](mailto:chris.fowler@act.gov.au)

**Canberra Hospital and Health Services**

**Critical Care**

**Intensive Care Unit**

**Research Coordinator and Data Manager**

**Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 29857)**

Gazetted: 30 June 2016

Closing Date: 07 July 2016

Weeks to Close: 1

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity for a Registered Nurse Level 2 has become available to work with a dynamic team in the Research and Service Development Unit / ICU Research and Data Office in critical care. The position includes Data collection and collation on all patients admitted to the Intensive Care Unit for various databases including the Australasian Outcomes Research Tool for Intensive Care (AORTIC) and ICU Databases. Recruitment of trial participant, performing screening, baseline and ongoing assessment of trial participants.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable: Intensive Care nursing experience or holds a relevant post registration qualification. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a full time position, but hours could be negotiated, Monday – Friday (days negotiable).

Contact Officer: Helen Rodgers (02) 6244 2552 [helen.rodgers@act.gov.au](mailto:helen.rodgers@act.gov.au)

**Canberra Hospital and Health Services**

**Health Care Improvement**

**Advance Care Planning**

**Advance Care Planning Program Officer**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 33307)**

Gazetted: 30 June 2016

Closing Date: 7 July 2016

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

Overview of the work area and position: The role of the HealthCARE Improvement Division is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. HCID contributes to the governance of ACT Health through monitoring, facilitating and supporting appropriate areas and providing guidance to the office of the Deputy Director General for Canberra Hospital and Health Services. An exciting opportunity exists for a motivated and passionate person to take up this permanent position of Advance Care Planning Program Officer for the Respecting Patient Choices® (RPC) Program within the HealthCARE Improvement Division. The key responsibilities of this position will be to assist with coordination of Advance Care Planning project activities, assist individuals with the completion of RPC documentation, provide training and complete audits.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications or extensive experience in patient and family centred care and/or research development. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a part-time position available at two days per week. Selection may be based on written applications and referee reports only.

Contact Officer: Heather McKay (02) 6174 5967 [heather.mckay@act.gov.au](mailto:heather.mckay@act.gov.au)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
Community Health Support**

**Personal Assistant and Administration Support**

**Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 21092)**

Gazetted: 30 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are sought from enthusiastic and professional individuals to fill the position of Personal Assistant and Administrative Support position, Ambulatory Care Support Services in the Division of Cancer, Ambulatory and Community Health Support (CACHS). This position will report to the Director, and is a critical role within Ambulatory Care Support Services. As the first point of contact for the service, high level communication and interpersonal skills are essential. The role is busy and unpredictable and the successful applicant will be able to demonstrate an ability to effectively manage competing priorities and adapt to change in a dynamic busy environment.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Karen Faichney (02) 6174 8544 karen.faichney@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

**Medical Imaging**

**Personal Assistant**

**Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 23716)**

Gazetted: 30 June 2016

Closing Date: 7 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are invited from suitably experienced people for the position of Personal Assistant to the Clinical Director, Manager and the Medical Imaging Department Executive Team at The Canberra Hospital. The successful applicant will be required to plan, coordinate and manage the workflow into the Executive's office, in particular briefs, submissions, reports, letters and other correspondence. The successful applicant will coordinate and manage the Clinical Director's and Manager's appointments diary including organising meetings, coordinating attendees, preparation of agendas, taking minutes, arranging conferences and arranging travel/accommodation. The occupant of this position will be required to operate computer and dictaphone equipment; prepare monthly, on-call and weekly rosters for medical staff; undertake reception duties; and provide administrative support for the Executive team, including screening and directing calls, answering and directing inquiries to the appropriate area.

Eligibility/Other Requirements: Knowledge of Medical Terminology is an advantage. Good people skills and the demonstrated ability to work as a part of a team are essential as are good oral and written communication skills. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Applicants must provide two written referee reports that address the selection criteria. Selection may be based on application and referee reports only and interviews may not be held.

Contact Officer: Mark Duggan (02) 6244 2159 mark.duggan@act.gov.au

**Canberra Hospital and Health Services**

**Pathology**

**Anatomical Pathology**

**Health Professional - Pathology Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 29574)**

Gazetted: 30 June 2016

Closing Date: 07 July 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Perform established routine histology procedures including microtomy, staining, embedding, frozen sections and assist at cut up. Assist in training and supervision of other staff. Provide leadership and excellent customer service. Ability to participate in work rosters/shifts as required, including a night shift.

Eligibility/Other Requirements: Mandatory: Relevant TAFE certificate or degree. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Mary Abbey (02) 6244 2874 [mary.abbey@act.gov.au](mailto:mary.abbey@act.gov.au)

### **Justice and Community Safety**

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

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

#### **ACT Human Rights Commission**

##### **Corporate Manager**

##### **Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 16323)**

Gazetted: 24 June 2016

Closing Date: 28 June 2016

Details: The ACT Human Rights Commission is seeking an inspiring Corporate Manager to drive and support Commission outcomes. As a senior leader within the President's Office, the successful applicant will oversee a variety of functions including: financial management and budgetary reporting; human resource management; training; records management; accommodation; ICT services; purchasing; and corporate/statutory reporting. The position also leads a corporate support team that provides a range of administrative and secretarial services to the President and across the ACT Human Rights Commission.

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

Note: This is a temporary position available from 5 July 2016 to 5 September 2016.

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

Contact Officer: Helen Watchirs (02) 6205 2222 [helen.watchirs@act.gov.au](mailto:helen.watchirs@act.gov.au)

#### **Human Rights Commission**

##### **Discrimination, Health Services, Disability and Community Services**

##### **Director, Complaints and Conciliation**

##### **Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 09939)**

Gazetted: 23 June 2016

Closing Date: 11 July 2016

Details: An exciting opportunity exists for an experienced person to co-ordinate the management of complaints to the Discrimination, Health Services (including services for older people), Disability and Community Services (including services for children and young people) Commissioner. This involves undertaking complex and supervising consideration and investigation of complaints, as well as negotiation and conciliation with parties. The position holder will provide high-level assistance to the Commissioner on a range of services matters, including major investigations. Participating in community, regulatory and agency liaison forums is also an important aspect



of this role. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and People with a Disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the Contact Officer for this position.

Eligibility/Other Requirements: Knowledge and understanding of complaints in relation to Health Services (including services for older people) and Disability and Community Services (including services for children and young people) is required. A tertiary or other qualification in Health, Human Services or Law or a related field is highly desirable.

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

Contact Officer: Karen Toohey (02) 6205 2222 karen.toohey@act.gov.au

## **ACT Corrective Services**

### **Community Corrections**

#### **Probation and Parole Unit**

##### **Team Leader**

##### **Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35178, several)**

Gazetted: 29 June 2016

Closing Date: 27 July 2016

Details: ACT Corrective Services (ACTCS) is pleased to offer several opportunities for experienced individuals to join Community Corrections as Probation and Parole Team Leaders. A career in Community Corrections is unlike any other in the public service and is challenging and genuinely rewarding. You are required to have an understanding of correctional issues such as assessing and managing high risk offenders, including those charged with domestic violence and sexual offences. You are also required to have an understanding of victim issues and community safety. You will be leading and managing teams and providing guidance, training and advice on case management practice. You will therefore be experienced in mentoring individuals and motivating teams. You will also be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities. Additionally, you will be required to manage a number of high risk offenders. Successful applicants will possess high level analytical, research and organisational skills, as well as an ability to adapt to new and challenging situations. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, we are interested in hearing from individuals from a variety of backgrounds. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview and scenario; and (4) referee assessment. Applicants who successfully complete each stage of the recruitment process will be offered a permanent position subject to the successful completion of a criminal history check and Working with Vulnerable People clearance. Current ACTCS employees will be required to undertake each stage of the recruitment process (including the psychometric test); however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. Previous applicants for the Team Leader position will not be required to undertake the psychometric testing if they have completed the testing for this position with ACT Corrective Services within the last 12 months. The recruitment process takes approximately four months. You will be notified if you do not progress from one stage to the next.

Eligibility/Other Requirements: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) Statement of Claims against the Selection Criteria (maximum five pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. One of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. To be eligible for permanent employment, you must be an Australian citizen or a permanent resident of Australia (including New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) and a current driver's licence is required.

Contact Officer: Janet-Lee Hibberd (02) 6207 9202 janet-lee.hibberd@act.gov.au

**ACT Corrective Services**

**Community Corrections**

**Probation and Parole**

**Probation and Parole Officer**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35659, several)**

Gazetted: 29 June 2016

Closing Date: 27 July 2016

Details: ACT Corrective Services (ACTCS) is seeking professional people from a variety of backgrounds to join Community Corrections as Probation and Parole Officers (PPO). These positions are based in Canberra, which is located three hours drive south of Sydney. A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview and scenario; and (4) referee assessment. Applicants who successfully complete each stage of the recruitment process will be offered a permanent position subject to the successful completion of a criminal history check and Working with Vulnerable People clearance. Current ACTCS employees will be required to undertake each stage of the recruitment process (including the psychometric test); however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. Previous applicants for the Probation and Parole Officer position will not be required to undertake the psychometric testing if they have completed the testing for this position with ACT Corrective Services within the last 12 months. The recruitment process takes approximately four months. You will be notified if you do not progress from one stage to the next.

Eligibility/Other Requirements: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. If you are successful you will be supported to complete a fully funded Certificate IV in Correctional Practice (Community) by our in house team of trainers and assessors within your first 12 months. This is a nationally recognised qualification that is mandatory in some other Australian jurisdictions. Recognition of Prior Learning is available. Please note that progression from one stage of the recruitment process to the next is dependent on your comparative performance against other candidates, including external candidates, at each stage. All current ACTCS employees are required to undertake each stage of the process including the psychometric test. To be eligible for permanent employment, you must be an Australian citizen or a permanent resident of Australia (including New Zealand citizens). Current registration issued under the *Working with Vulnerable People (Background Check) Act 2011* and a current driver's licence are required. Contact Officer: Glenda McCarthy (02) 6207 1561 glenda.mccarthy@act.gov.au

**ACT Corrective Services**

**Community Corrections**

**Probation and Parole**

**Indigenous Probation and Parole Officer**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 46200)**

Gazetted: 29 June 2016

Closing Date: 27 July 2016

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for a highly motivated, values-driven professional to join Community Corrections as a Probation and Parole Officer (PPO). This position is based in

Canberra, which is located three hours drive south of Sydney. A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds. Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (no more than four pages); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months.

Eligibility/Other Requirements: This is a designated position and is only open to Aboriginal and Torres Strait Islander people. Experience working with offenders and relevant tertiary qualifications are highly desirable. Understanding of and sensitivity to Aboriginal and Torres Strait Islander cultural issues and issues relevant to other minority groups is essential. Eligible candidates will be required to undergo a criminal history check. Applicants will be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is essential. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: Applicants must identify as an Aboriginal or Torres Strait Islander person (s42, Discrimination Act 1991).

There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment. Applicants who successfully complete each stage of the recruitment process will be offered a permanent position subject to the completion of a criminal history check and working with vulnerable people clearance. If you are successful you will be supported to complete a fully funded Certificate IV in Correctional Practice (Community) by our in house team of trainers and assessors within your first 12 months. This is a nationally recognised qualification that is mandatory in some other Australian jurisdictions. Recognition of Prior Learning is available. Please note that progression from one stage of the recruitment process to the next is dependent on your comparative performance against other candidates, including external candidates, at each stage. All current ACTCS employees are required to undertake each stage of the process including the psychometric test.

Contact Officer: Glenda McCarthy (02) 6207 1561 [glenda.mccarthy@act.gov.au](mailto:glenda.mccarthy@act.gov.au)

## **ACT Law Courts and Tribunal**

### **ACT Supreme Court**

#### **Eastman Unit**

#### **Information Officer**

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 31923)**

Gazetted: 27 June 2016

Closing Date: 11 July 2016

Details: The ACT Law Courts and Tribunal Administration is seeking an organised and self motivated person to assist the Registrar, Supreme Court in the provision of information management support to the Judiciary for proceedings before the Court. The successful candidate will have well developed communication skills and proven ability to engage with a wide range of stakeholders, demonstrated skills in information management and be able to provide sound, considered advice. This role will be part of a small team and the successful candidate will be expected to work under limited supervision and work well in a small team.

Eligibility/Other Requirements: Relevant experience with electronic document management systems would be highly desirable. Previous experience in, or familiarity of, court practices and procedures is desirable.

Note: This temporary vacancy is available asap for up to two years.

Contact Officer: Grant Kennealy (02) 6207 1197 [grant.kennealy@act.gov.au](mailto:grant.kennealy@act.gov.au)

**ACT Law Courts and Tribunal**

**Corporate and Strategic Services**

**Corporate Information and Systems**

**Business Analyst (ICMS project - Criminal)**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 32084, several)**

Gazetted: 23 June 2016

Closing Date: 30 June 2016

Details: The Corporate Information and Systems unit is seeking two experienced Business Analysts to contribute to the development and implementation of the new Integrated Courts Management System (ICMS) software system for the criminal jurisdiction within the ACT Law Courts and Tribunal and Administration. The successful applicants will work across a range of tasks, including the development of new work processes for the criminal jurisdiction of the ACT Law Courts and Tribunal, preparing information and specifications for the ICMS developers, the development of testing plans and scripts, and preparing for the final acceptance testing and implementation of the new software system within the criminal jurisdiction. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes and have demonstrated experience in a criminal jurisdiction.

Eligibility/Other Requirements: A knowledge and understanding of Criminal jurisdiction business processes and Criminal Registry operations within a Court environment is highly desired.

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

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@act.gov.au

**Legislation, Policy and Programs**

**Civil Law**

**Senior Policy Officer**

**Senior Officer Grade C/ Legal 1 \$59,972 - \$120,785, Canberra (PN: 42738, several)**

Gazetted: 27 June 2016

Closing Date: 11 July 2016

Details: Applications are sought from people who are able to demonstrate high level skills in the provision of legal policy advice and development of legislation. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, privacy and human rights.

Eligibility/Other Requirements: Legal Qualifications and experience developing legislation are essential.

Understanding of, or the ability to quickly acquire an understanding of, courts and tribunal policy and procedure or property law highly desirable.

Note: Positions will be offered at either the Senior Officer Grade C/Legal 1 classification dependant on the skills and experience of the successful applicant.

Contact Officer: Tania Manuel (02) 6207 0595 tania.manuel@act.gov.au

**Legal Aid Commission**

**Litigation Practices**

**Criminal Practice**

**Lawyer**

**Legal 1 \$62,841 - \$81,314, Canberra (PN: TBA)**

Gazetted: 24 June 2016

Closing Date: 11 July 2016

Lawyers will undertake a range of work by providing information and advice, and community legal education, and by representing clients in forums such as in the ACT Magistrates Court, Children's Court, Federal Magistrates' Court, Family Court of Australia and the ACT Civil and Administrative Tribunal. They will also participate in Family Law Dispute Resolution, the Helpline, the Domestic Violence Unit and the Youth Law Centre, and can be expected to conduct outreach service in community centres or venues, and attend the Bimberi Youth Justice Centre and the Alexander Maconochie Centre.

Eligibility/Other Requirements: Eligibility for an ACT Practising Certificate.

Contact Officer: Louise Taylor (02) 6243 3466 or (02) 6243 3443 [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au)  
Applications can be forwarded to: [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or GPO Box 512, Canberra City ACT 2601

### **Territory and Municipal Services**

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

#### **Roads and Infrastructure**

##### **Public Transport**

##### **Director, Public Transport Operations**

**Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E600)**

Gazetted: 23 June 2016

Closing Date: 6 July 2016

Details: Transport Canberra City Services is recruiting to the role of Director Public Transport Operations. The Director Public Transport Operations will be expected to work closely with, and appropriately adopt guidance provided by ACT Government bus operations advisors.

The Director Public Transport Operations will play a very significant role in ensuring the ACT Government meets its objectives for public transportation in Canberra. Those objectives are to be met in a manner which provides modern, reliable public transportation choices to the ACT community in a financially sustainable manner. The successful applicant requires exceptional leadership and stakeholder engagement skills and involves media exposure.

Applicants should submit a CV and address the Executive Capabilities and Job Specific Criteria. Contact details for two referees should be provided.

Remuneration: The position attracts a remuneration package ranging from \$218,514 - \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285. 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: Duncan Edghill (02) 6205 3842 [duncan.edghill@act.gov.au](mailto:duncan.edghill@act.gov.au)

## ***APPOINTMENTS***

### **Canberra Institute of Technology**

#### **Teacher Level 1 \$68,451 - \$91,334**

Roxanne Brown 835-99759, Section 68(1), 21 June 2016

This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 53A, Appointment after temporary engagement - Canberra Institute of Technology - non-teaching offices.

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676**

Cara-Lynn Smith 835-66527, Section 68(1), 23 June 2016

This appointment is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 53A, Appointment after temporary engagement - Canberra Institute of Technology - non-teaching offices.

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

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

Briony Heany 846-96702, Section 68(1), 22 June 2016

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

Lan Le 848-66134, Section 68(1), 27 June 2016

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

Samantha Erica Swale 848-78047, Section 68(1), 20 July 2016

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

Lee Townsend 848-78039, Section 68(1), 26 July 2016

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

Chin Tsang 848-66142, Section 68(1), 23 June 2016

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

Wasana Wijesuriya 846-96649, Section 68(1), 27 June 2016

**Community Services**

**Administrative Services Officer Class 6 \$77,482 - \$88,676**

James Ceraolo 846-94133, Section 68(1), 24 June 2016

**Education**

**General Service Officer Level 8 \$62,304 - \$65,835**

Benjamin Saunders 843-44010, Section 68(1), 21 June 2016

**Health**

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

Rebekah Brinton 844-34323, Section 68(1), 21 June 2016

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

Sojy Chacko 834-45151, Section 68(1), 21 June 2016

**Radiation Therapist Grade 2 \$62,501 - \$86,387**

Vanessa Connors 848-78215, Section 68(1), 11 July 2016

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

Michelle Cooney 847-27118, Section 68(1), 30 June 2016

**Radiation Therapist Grade 2 \$62,501 - \$86,387**

Saki Disanayake 845-21427, Section 68(1), 16 June 2016

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

Emily Ferguson 848-20101, Section 68(1), 23 June 2016

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

Geethu Jacob 834-45135, Section 68(1), 11 July 2016

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

Sonia Knight 846-99196, Section 68(1), 25 June 2016

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

Olivia Laslett 840-50100, Section 68(1), 30 June 2016

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

Bridie Mills 847-26211, Section 68(1), 27 June 2016

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

Claire Nally 848-77781, Section 68(1), 20 July 2016

**Health Professional Level 4 \$97,514 - \$104,967**

Kelli Rixon 847-27441, Section 68(1), 30 June 2016

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

Jaffy Thomas 847-27919, Section 68(1), 21 June 2016

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

Ch'ng-Li Yap 844-32790, Section 68(1), 24 June 2016

**Staff Specialist 1- 5 \$159,644 - \$197,006**

Divyanshu Dua, 847-10930, Section 68(1), 20 June 2016

**Justice and Community Safety**

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

Kate Sanderson 846-84189, Section 68(1), 22 June 2016

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Cornelius Rudolf Weber: 792-34482**

From: Administrative Services Officer Class 6 \$77,482

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15007) (Gazetted 25 February 2016)

**Health**

**Karen Pearson: 789-44992**

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

Health

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

Health, Canberra (PN. 36820) (Gazetted 14 April 2016)

**Justice and Community Safety**

**Rachel Maxwell: 827-53515**

From: Administrative Services Officer Class 6 \$77,482  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$77,482 - \$88,676  
Justice and Community Safety, Canberra (PN. 14699) (Gazetted 14 April 2016)

## **PROMOTIONS**

### **Calvary Health Care ACT (Public)**

Nursing  
Perioperative Services  
Justine Johnston: 1612083  
From: Clinical Development Nurse, Registered Nurse Level 2 Year 4 \$90,789  
Perioperative Services  
To: Clinical Nurse Consultant, Registered Nurse Level 3 Grade 2 \$111,021  
Perioperative Services, Canberra (PN 6701) (Gazette 22 June 2016)

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

#### **Access Canberra**

#### **Shopfront Services**

#### **Gungahlin Shopfront**

#### **Sarah Jade Lawrence: 827-48556**

From: Administrative Services Officer Class 3 \$58,278 - \$62,720  
Chief Minister, Treasury and Economic Development  
To: †Administrative Services Officer Class 6 \$77,482 - \$88,676  
Chief Minister, Treasury and Economic Development, Canberra (PN. 18858) (Gazetted 18 June 2016)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

#### **Shared Services**

#### **Partnership Services Group**

#### **Business Application Management**

#### **Baldev Kumar Mandhan: 821-06019**

From: Senior Information Technology Officer Grade C \$97,514 - \$104,967  
Chief Minister, Treasury and Economic Development  
To: †Senior Information Technology Officer Grade B \$114,847 - \$129,290  
Chief Minister, Treasury and Economic Development, Canberra (PN. 05450) (Gazetted 2 March 2016)

#### **Communications**

#### **Online Services**

#### **Kacie O'Sullivan: 836-06365**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114  
Justice and Community Safety  
To: Administrative Services Officer Class 6 \$77,482 - \$88,676  
Chief Minister, Treasury and Economic Development, Canberra (PN. 35404) (Gazetted 13 May 2016)

#### **Shared Services**

#### **Finance**

#### **Financial Application Support Team**



**JiWen Sun: 816-76853**

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. 10058) (Gazetted 16 October 2015)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Director of Public Prosecutions**

**Legal Support**

**Joanne Elizabeth Smith: 738-47042**

From: Paralegal Grade 4 \$71,907 - \$78,742

Justice and Community Safety

To: Paralegal Grade 5 \$77,482 - \$88,676

Director of Public Prosecutions, Canberra (PN. 16875) (Gazetted 20 May 2016)

**Education**

**Organisational Integrity**

**Infrastructure and Capital Works**

**School Infrastructure Management**

**Patrick Coffey: 757-48777**

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

Education

To: †Infrastructure Officer 3 \$97,740 - \$107,293

Education, Canberra (PN. 00172) (Gazetted 9 March 2016)

**Organisational Integrity**

**People and Performance**

**Health, Safety and Wellbeing**

**Cheryl Ann Rivers: 767-71522**

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

Education

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

Education, Canberra (PN. 08872) (Gazetted 17 May 2016)

**Office for Schools**

**Tuggeranong Network**

**Wanniassa School**

**Daryl Taylor: 843-38534**

From: General Service Officer Level 6 \$53,337 - \$55,760

Education

To: †General Service Officer Level 8 \$62,304 - \$65,835

Education, Canberra (PN. 36438) (Gazetted 27 April 2016)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Education Strategy**

**Student Engagement**

**Inclusion and Engagement**

**Samantha Jane Seton: 755-79539**

From: School Leader B \$128,917  
Education Directorate  
To: School Leader A \$141,588 - \$170,010  
Education, Canberra (PN: 35677) (Gazetted 04 May 2016)

## **Health**

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

#### **Medicine**

##### **Renal**

**Edwin Alerre: 827-22268**

From: Enrolled Nurse Level 1 \$55,944 - \$59,772

Health

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

Health, Canberra (PN. 25709)

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

#### **Medicine**

**Nicole Chiu: 820-89933**

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

Health

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

Health, Canberra (PN. 17508) (Gazetted 17 March 2016)

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

#### **Medicine**

##### **Gastroenterology and Hepatology**

**Maria Cruz: 786-50169**

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

Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249

Health, Canberra (PN. 31681) (Gazetted 19 May 2016)

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

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

##### **ACT Chief Nurse**

**Sian Finch: 836-53700**

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

Health

To: †Registered Nurse Level 3.2 \$111,021

Health, Canberra (PN. 30528) (Gazetted 9 April 2015)

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

#### **Office of Deputy Director General**

##### **Executive**

**Jenna Huggett: 795-56174**

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

Health

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

Health, Canberra (PN. 04572) (Gazetted 26 May 2016)

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

#### **Medicine**

**Lauren Parker: 735-37300**

From: Registered Nurse Level 1 \$61,683 - \$82,398  
Health  
To: Registered Nurse Level 2 \$85,659 - \$90,789  
Health, Canberra (PN. 22228) (Gazetted 12 May 2016)

**Canberra Hospital and Health Services  
Medicine**

**Minu Prakash: 825-49354**

From: Registered Nurse Level 1 \$61,683 - \$82,398  
Health  
To: Registered Nurse Level 2 \$85,659 - \$90,789  
Health, Canberra (PN. 17210) (Gazetted 12 May 2016)

**Canberra Hospital and Health Services  
Medicine**

**Olga Soriano: 824-31778**

From: Registered Nurse Level 1 \$61,683 - \$82,398  
Health  
To: Registered Nurse Level 2 \$85,659 - \$90,789  
Health, Canberra (PN. 22553) (Gazetted 12 May 2016)

**Canberra Hospital and Health Services  
Surgery and Oral Health  
General Surgery**

**Frank Piscioneri, 774-42229**

From: Staff Specialist 1-5 \$159,644 - \$197,006  
To: Senior Specialist \$215,686  
Health, Canberra (PN. 19732) (Gazette 30 June 2016)

**Canberra Hospital and Health Services  
Mental Health Justice Health and Alcohol and Drug Services  
Florian Wertenaue, 780-47626**

From: Staff Specialist 1-5 \$159,644 - \$197,006 Health  
To: Senior Specialist \$215,686  
Health, Canberra (PN. 37190) (Gazette 30 June 2016)

**Justice and Community Safety**

**Public Trustee and Guardian  
Guardians**

**Christina Suzanne Thompson: 788-15031**

From: Senior Officer Grade C \$97,514 - \$104,967  
Justice and Community Safety  
To: †Senior Officer Grade B \$114,847 - \$129,290  
Justice and Community Safety, Canberra (PN. 11590) (Gazetted 11 May 2016)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Office of the Legislative Assembly**

**Governance and Communications**

**Joanne Cullen**

From: Administrative Services Officer Class4 \$64,700 - \$70,057

Office of the Legislative Assembly

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

Office of the Legislative Assembly, Canberra (PN601) (Gazetted 13 May 2016)

**Territory and Municipal Services**

**Parks and Territory Services**

**Parks and Conservation**

**Community and Visitor Programs**

**Jackson Taylor-Grant: 827-28491**

From: Park Ranger 2 \$64,700 - \$70,057

Territory and Municipal Services

To: †Senior Park Ranger 3 \$70,844 - \$74,989

Territory and Municipal Services, Canberra (PN. 03246) (Gazetted 3 March 2016)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

***RETIREMENTS AND DISMISSALS***

**Community Services**

*Section 143 of the Public Sector Management Act 1994* Colin James Farlow 506-88878 20 June 2016