



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 13 October 2016**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Medical Records

##### Coding Manager

**Health Professional Level 4 Year 2 \$106,542, Canberra (PN: TBA)**

Gazetted: 14 October 2016

Closing Date: 20 October 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

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

Reference Number: 13842

Contact Officer: Louise Edmonds (02) 6201 6281 [louise.edmonds@calvary-act.com.au](mailto:louise.edmonds@calvary-act.com.au)

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

#### Workplace Health and Safety

##### Injury Management

##### Injury Management Advisor

**Administration Service Officer 5 Year 1 \$72,986 (pro rata for part time), Canberra (PN: TBA)**

Gazetted: 14 October 2016

Closing Date: 24 October 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

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

Reference Number: 13865

Contact Officer: Melinda Browning (02) 6201 6193 [melinda.browning@calvary-act.com.au](mailto:melinda.browning@calvary-act.com.au)

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

#### Medical Imaging

##### Radiographer

**Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: TBA)**

Gazetted: 18 October 2016

Closing Date: 27 October 2016

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

Reference Number 13893

Contact Officer: Kristine Lindner [kristine.lindner@calvary-act.com.au](mailto:kristine.lindner@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)

#### People and Organisational Governance

##### CIT People Development

##### Education Advisor – VET Practice

**Teacher Level 2 \$99,023, Canberra (PN: 34788, several)**

Gazetted: 14 October 2016

Closing Date: 21 October 2016

Details: Are you passionate about high quality VET education? We are a dynamic team that facilitates the improvement of teaching delivery throughout the Canberra Institute of Technology. We deliver training, advice and professional development to our VET colleagues on a range of topics. If you have a broad wealth of experience

of training in the Australian VET sector and are focussed on helping peers to improve their own practice, then we would like to hear from you. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/Licensing: 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: All teachers and Teacher Level 1 or 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or a specified in the applicable training package or accredited curriculum specifications. Desirable: Relevant higher level qualification in Education Qualifications in Mentoring, Coaching, Management or Project Management TAE50111 or TAE50116 (once available) Diploma of Vocational Education and Training to meet the delivery requirements of the TAE40116 and TAE50116 once scope of registrations have been awarded to CIT by ASQA.

Note: These are temporary positions. One temporary position is available until 4 January 2018. The other temporary position is available until 30 June 2017 with the possibility of a six month extension.

Contact Officer: Sam Mills (02) 6207 3251 sam.mills@cit.edu.au

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

### **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)**

#### **Access Canberra**

##### **Licensing and Registrations**

##### **Licensing**

##### **Deputy Director**

##### **Senior Officer Grade A \$135,384, Canberra (PN: 35718)**

Gazetted: 17 October 2016

Closing Date: 24 October 2016

Details: We are currently recruiting to the role of Deputy Director Licensing only. As a Deputy Director you will operate with a high degree of independence and be responsible for several teams. Key responsibilities include: Providing leadership, management and oversight of highly complex issues and projects Providing leadership and management of a team engaged in significant and transformational change processes; and providing strategic and procedural advice on Directorate and government issues, whether on request, in consultation with relevant areas, or on his/her own initiative.

Eligibility/Other Requirements: Relevant tertiary qualifications and extensive managerial and leadership experience in a complex work environment are highly desirable.

Note: This is a temporary position available until 4 December 2016 with the possibility of extension.

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

#### **Shared Services**

##### **Business Applications Management**

##### **Corporate Applications and Testing**

##### **Oracle E-Business Suite Technical Analyst**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 26236)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: The Oracle EBS Development and Support Team is seeking an Oracle E-Business Suite Technical Analyst on a temporary fixed term contract. Duties include providing technical enhancement, development and level 2

supports on various Oracle E-Business Financial modules for our shared information and communication technology (ICT) division.

Note: This is a part-time temporary position available at 29.40 hours a week for up to three years, salary is pro rata for part-time.

Contact Officer: Satish Rajesh (02) 6207 1213 satish.rajesh@act.gov.au

#### **Business Services**

##### **Strategic Human Resources and Corporate**

##### **Learning and Development**

##### **Manager, Learning and Development**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37731)**

Gazetted: 17 October 2016

Closing Date: 28 October 2016

Details: Chief Minister, Treasury and Economic Development (CMTEDD), Shared Services Strategic Human Resources (HR) and Corporate is seeking an experienced human resources leader who has an extensive background in delivering outcomes focused learning and development programs. The candidate is required to work collaboratively with business units to identify and develop learning programs that will enable the business to build its capability to deliver great services to the ACTPS.

Eligibility/Other Requirements: Tertiary qualifications in a Human Resources related discipline or extensive relevant experience in a related human resource discipline would be an advantage.

Note: Applicants claims against the Selection Criteria should be no more than two pages.

Contact Officer: Allan McLean (02) 6207 2260 al.mclean@act.gov.au

#### **Partnership Services**

##### **Commercial Services**

##### **Publishing Services**

##### **Creative Services Account Manager**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37698)**

Gazetted: 13 October 2016

Closing Date: 30 October 2016

Details: The ACT Government is looking for a dynamic and experienced Creative Services Account Manager to lead Shared Services' digital media and publishing services for internal clients. With a focus on high level customer service, and continually seeking out emerging communications trends, production and channels, you will lead a small team in a fee for service, semi-commercial business.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in creative services account management is highly desirable.

Notes: This is a temporary position available until June 2017 with the possibility of permanency.

Contact Officer: Richard Pender (02) 6207 5170 richard.pender@act.gov.au

#### **Access Canberra**

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

##### **Enforcement**

##### **Manager – Enforcement and Compliance**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 05771)**

Gazetted: 19 October 2016

Closing Date: 26 October 2016

Details: Access Canberra seeks to employ a responsive and helpful person who will contribute new and innovative ideas to how we do things and will actively look for new ways to solve problems. Under the broad direction of the Senior Manager - Enforcement, demonstrate: The ability to establish and maintain effective working relationships with stakeholders, both internal and external; Contribute to workplace diversity, participative works practices and promote work safe principles; Effectively lead, manage, and monitor performance of a diverse team of Inspectors and Investigators including the development and monitoring of individual achievement and development plans and setting of team work priorities in line with corporate objectives; Lead and direct staff in the team in the provision of Inspection, Investigation and compliance activities for Access Canberra (including WorkSafe ACT and

Construction Environment Workplace Protection (CEWP), but not limited to investigative, reactive, proactive, audit and administrative tasks across a number of Acts and teams) Perform the functions of an authorised Inspector in accordance with relevant legislation. This position involves the direct supervision of personnel, including those that are on-call, working across several locations and that deploy directly into the field and this role may require periods of on-call. This position may require a Working with Vulnerable People Check This position does involve direct supervision of personnel.

Eligibility/Other Requirements: A Cert IV in Government (Investigations); or a Cert IV in Government (Inspections); or a Cert IV in WHS and/or other relevant qualification or relevant industry experience is desirable but not essential. Qualifications in investigations, audit, construction, planning or building is desirable but not essential. Some local and interstate travel may be required. Wearing of a uniform may be required. Availability to participate in after hours and on-call compliance activities may be required.

Notes: This is a temporary position available for a period of two years with the possibility of extension up to 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: Derise Cubin (02) 6205 3732 [derise.cubin@act.gov.au](mailto:derise.cubin@act.gov.au)

## **Revenue Management**

### **ACT Revenue Office**

#### **Compliance**

#### **Team Leader**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 03822)**

Gazetted: 18 October 2016

Closing Date: 1 November 2016

Details: The Compliance Section monitors the integrity, fairness and effectiveness of the ACT's taxation system and plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. We are looking for a talented, capable and driven individual to play a lead role in transforming our approach to compliance as we leverage the enhanced analytics and data matching capability being delivered by our new Business Intelligence team. To be a strong contender for this critical and challenging role you will have a forensic mindset, a background in project development and implementation, be forward thinking, self-motivated, resilient and adapt at critically analysing complex issues and problem solving using data and information.

Notes: Applicants are advised the response to the selection criteria should not exceed one page per criteria, contact details of at least two referees are to be provided and a current resume. Selection may be based on written application and referee reports only.

Contact Officer: Ben Morris (02) 6207 0104 [ben.morris@act.gov.au](mailto:ben.morris@act.gov.au)

## **Access Canberra**

### **Customer Coordination**

#### **Working with Vulnerable People**

#### **Assistant Manager**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 21139, several)**

Gazetted: 19 October 2016

Closing Date: 2 November 2016

Details: Under the general direction of the Manager: Assists in managing the delivery of high level client service, monitoring and reporting to supervisor(s) and management on workflow, including both quantity and quality of outputs. Exercise sound decision making practices, analyse issues and problem solve whilst leading a diverse team in an agile and changing operating environment. Perform administrative functions and provides support relating to complex transactions in accordance with relevant legislation, statutory responsibilities and delegations. Undertake responsibilities as the Assistant Manager of a business unit including the supervision, training, development and mentoring of staff. Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Liaise with representatives of government, industry and members of the public in various contexts while fostering effective relationships with key stakeholders and representing the organisation in a professional manner. Contribute to workplace diversity and participative work practices, and promote WH&S principles. This position involves direct supervision of personnel.

Eligibility/Other Requirements: The successful applicant must hold a General Registration under the ACT Working with Vulnerable People scheme, or be eligible to gain registration upon commencement. A current driver's licence is required. The completion of a Police Check is a mandatory requirement prior to engagement in all ACT Public Service positions. By applying for this position you indicate that you are willing to attend counselling to manage your ongoing health in relation to graphic and sensitive information. By applying for this position you may be required to undergo psychometric testing as part of the selection process. **DISCLAIMER: Potentially Offensive or Traumatic Material.** Please read the following information prior to applying for the position. Some areas of work carried out by the Working with Vulnerable People team involve potentially distressing case materials such as in the areas of physical violence and abuse, sexual assault, child exploitation (which includes offences relating to child pornography, the grooming and procuring of children for sexual purposes, and child sexual assault). The review of such matters may involve exposure of staff members to graphic violent and pornographic images, written descriptions of such matters, and disturbing factual situations. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: These are temporary positions available for a period of up to two years. All applications, including application coversheet, your written response to Selection Criteria, resume and referee reports must be submitted. Applicants are asked to restrict responses to two pages.

Contact Officer: Tyler Penfold (02) 6207 9012 [tyler.penfold@act.gov.au](mailto:tyler.penfold@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.

## **Strategic Finance**

### **Finance Officer**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 10886)**

Gazetted: 18 October 2016

Closing Date: 25 October 2016

Details: The Strategic Finance team is seeking for a Finance Officer. Under general direction, this officer will be required to: preparation of monthly, quarterly and annual financial reports, development of the Directorate's budget, forward estimates and associated budget documents; provision of administrative support, including research, report preparation and presentation of financial data; co-ordinate and provide input into the internal budget process in liaison with business units and other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is required.

Previous experience working with Finance Systems, in particular TM1, would be an advantage.

Contact Officer: Trang Tran (02) 6205 6841 [trang.tran@act.gov.au](mailto:trang.tran@act.gov.au)

## **Asbestos Response Taskforce**

### **Communications and Personal Support**

#### **Personal Support Team**

##### **Administration Officer**

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 35064, several)**

Gazetted: 18 October 2016

Closing Date: 25 October 2016

Details: Expressions of interest are invited to temporarily fill the position of Administration Officer supporting the Personal Support Team in the Asbestos Response Taskforce. The successful applicants will be client focused, enthusiastic, flexible - recognising the unique work environment of a Taskforce- and will undertake a number of administrative duties to support the works of the Personal Support Team. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions 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.

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

Contact Officer: Louise Griffiths (02) 6205 4771 [louise.griffiths@act.gov.au](mailto:louise.griffiths@act.gov.au)

**Shared Services ICT**

**Technology Services**

**Service Assurance**

**ICT Purchasing Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 14574)**

Gazetted: 14 October 2016

Closing Date: 21 October 2016

Details: The Service Assurance team are looking for an experienced candidate to support the achievement of Shared Services ICT organisational objectives through the delivery of quality customer services and ICT solutions. The ICT Purchasing Officer will assist in the management of the purchasing of ICT goods and services on behalf of the ACT Government.

Note: This is a temporary position available for up to six months with the possibility of extension. The successful applicant may be selected from written application and referee reports only.

Contact Officer: Phil Kerin (02) 6207 1478 [phil.kerin@act.gov.au](mailto:phil.kerin@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)**

**Strategy Participation and Early Intervention**

**Organisational Governance**

**Directorate Liaison Officers**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 24173, several)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: The Directorate is looking for experienced senior officers to undertake the role of Directorate Liaison Officer (DLO). These positions currently support Ministers with responsibility for the following portfolios: Housing, Community Services and Social Inclusion; Disability; Children and Young People; Veterans and Seniors; Aboriginal and Torres Strait Islander Affairs; Women; and Multicultural and Youth Affairs. These portfolios are subject to change, pending the outcome of the ACT Government Election. The occupants of these positions are required to facilitate and support direct communications and advice between the Directorate and the Ministers' Office. The occupant is the first point of contact for Directorate staff with enquiries relating to ministerial correspondence or briefing requirements. In the role the occupant provides specialist assistance in matters relating to the Legislative Assembly, government business and constituent meetings and functions. The occupant must be able to liaise with community members regarding their concerns and provide guidance on these matters to Directorate Executive and Ministerial staff. The occupant will be required to demonstrate a high level of sensitivity and confidentiality and a flexible approach to tight deadlines. The DLO positions report to the Senior Manager, Organisational Governance on government business matters and the Executive Officer to the Director-General on sensitive matters, such as child protection. The DLO responsible for the Housing portfolio reports directly to the Manager, Executive Support Unit, of Housing and Community Services.

Note: These are temporary positions available until 17 October 2017. Excess officers will be given priority consideration. To apply, please submit a two page statement of your experience and skills against the selection criteria, along with your current curriculum vitae and the contact details of at least two referees.

Contact Officer: Sheldon Fenning (02) 6205 0457 [sheldon.fenning@act.gov.au](mailto:sheldon.fenning@act.gov.au)

**Child and Youth Protection Services**

**Practice and Performance - Practice**

**Case Conference Chair**

**Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 09242)**

Gazetted: 17 October 2016

Closing Date: 2 November 2016

Details: The Health Professional 4 (HP4) Independent Case Conference Chair is responsible for increasing Child and Youth Protection Services (CYPS) proficiency in facilitating case conferences. This will be done through working with CYPS Case Managers, children, young people, families and relevant agencies to organise and facilitate Child Protection Case Conferences, as well as case conferences (as part of general case management) where an independent Chair is required. The role requires compliance with the relevant provisions of the *Children and Young People Act 2008* and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least three years practice experience working with children, young people and their carers or families. Current driver's licence.

Note: 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: Maria Kanellopoulos (02) 6207 6968 [cypsrecruitment@act.gov.au](mailto:cypsrecruitment@act.gov.au)

**Housing and Community Services**

**Housing ACT**

**Gateway Services**

**Team Leader**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 03365, several)**

Gazetted: 19 October 2016

Closing Date: 2 November 2016

Details: Gateway Services is seeking enthusiastic and motivated individuals to fill two positions as Team Leaders within a busy and challenging human services environment. Primarily the work focus will be to support, lead and develop operational teams within the Central Access Point (CAP) and the Assessing Team, to deliver high quality client centred services. The successful applicants will have strong interpersonal, liaison/negotiation skills with an adaptive leadership style, to support and lead the development of individual and overall team performance to ensure the delivery of high quality customer services to a complex and diverse client group.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Experience in using a range of IT business and office applications; Experience in using a range of IT business and office applications; Current driver's licence.

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: Tony Collins (02) 6205 2072 [tony.collins@act.gov.au](mailto:tony.collins@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.

**Housing ACT**

**Gateway Services**

**Senior Gateway Officer**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 26809)**

Gazetted: 17 October 2016

Closing Date: 31 October 2016

Details: The Senior Gateway Officer will be responsible for assessing complex client needs, determining eligibility for housing, matching resources to needs, implementing and applying legislation, policies and business rules and delivering front-line client services including assisting people accessing the Central Access Point.

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: Cherie Salerno (02) 6207 2376 [cherie.salerno@act.gov.au](mailto:cherie.salerno@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.

### **Cultural Facilities Corporation**

#### **Canberra Theatre Centre**

##### **Operations**

##### **Head Mechanist**

##### **Level 4 Technician \$62,500, Canberra (PN: K)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

The Canberra Theatre Centre is offering a three year contract with a six month probationary period. Core duties involve assisting the head mechanist in the management, supervision and operation of the mechanist department for the Canberra Theatre Centre. Experience in the theatre industry is essential, with proven knowledge of fly systems, rigging and maintenance. Duties also involve independently managing shows and staff.

Eligibility/Other Requirements: Training and experience in producing workplace risk management documents and operational procedures. Trade skills would be well regarded.

Note: Three year contract with the possibility of ongoing employment. Six month probationary period. Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@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

#### **Canberra Theatre Centre**

##### **Operations**

##### **Level 2 Mechanist**

##### **Level 2 Technician \$58,858, Canberra (PN: 3551B)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

The Canberra Theatre Centre is offering a three year contract with a six month probationary period. Core duties involve assisting the head mechanist in the management, supervision and operation of the mechanist department for the Canberra Theatre Centre. Experience in the theatre industry is essential, with proven knowledge of fly systems, rigging and maintenance. Duties also involve independently managing shows and staff.

Eligibility/Other Requirements: Experience in the theatre industry is essential, with proven knowledge of fly systems, rigging and maintenance.

Note: Three year contract with the possibility of ongoing employment. Six month probationary period. Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@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

### **Director of Public Prosecutions**

**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)**

#### **Prosecutor Grade 1**

##### **Prosecutor Grade 1 \$71,319 - \$80,891, Canberra (PN: 27942)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of the position include to prosecute less complex summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature.

Eligibility/Other Requirements: Applicants will be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: 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. This is a temporary position available for a period of up to 12 months.

Contact Officer: Emma Flukes (02) 6207 5399 emma.flukes@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)**

### **Education Strategy**

#### **Student Engagement**

#### **International Education Unit**

#### **Student Transition Manager**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37707)**

Gazetted: 14 October 2016

Closing Date: 21 October 2016

Details: The International Education Unit is seeking a highly motivated Student Transition Manager. The successful applicant will be responsible for the management of international student transition for the Directorate. As a member of a small team, the successful applicant will also be required to perform the following duties: Oversee arrival, homestay and orientation programs for international students. Implement strategies and programs relating to the welfare of international students in ACT public schools. Develop new initiatives to assist newly arrived international students with the transition into their new learning and home environment. Conduct one on one homestay visits with newly arrived international students. The position requires liaison with international bodies, both on and offshore and high level communication with a commitment to client service for overseas clients is critical to this position.

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

Highly Desirable: Relevant tertiary qualifications in Education. Previous experience working in ACT Government. A second language.

Contact Officer: Nicole King (02) 6205 6998 nicole.king@act.gov.au

### **Education Strategy**

#### **Student Engagement**

#### **Network Student Engagement**

#### **Occupational Therapist**

#### **Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36993, several)**

Gazetted: 13 October 2016

Closing Date: 28 October 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health professionals and a range of positions are currently being recruited to. To provide allied health support to ACT Public Schools including specialist schools, applications for Health Professional Level 3 Occupational Therapists

are being sought. These positions will suit experienced clinicians who will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Occupational Therapy. Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards. Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

Note: These are temporary positions available for 12 months, with the possibility of extension and/or permanency from this process. Full-time and part-time hours will be considered.

Contact Officer: Teresa Carr (02) 6205 9078 [teresa.carr@ed.act.edu.au](mailto:teresa.carr@ed.act.edu.au)

#### **Office for schools**

##### **North and Gungahlin Network**

##### **Harrison School**

##### **Information Technology Officer**

##### **Information Technology Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 29579)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: The successful applicant will take a leadership role in the management, development and improvement of the administrative and curriculum networks across a P-10 school. Provide strategic planning advice and support and liaise with outside agencies. Promote the use of ICTs with particular attention to providing staff with training and technical support in the use of the network and related software packages and devices. Manage trainee IT support staff and provide suitable levels of training and development as required. Undertake administrative tasks related to the operation. Duties will also include identifying and rectifying hardware problems, managing user accounts, maintaining the school's IT asset database and providing technical support/assistance with IT security for the school.

Eligibility/Other Requirements: Completion, or near completion of an associate diploma or higher qualification in computing/information science or significant relevant work experience (two or more years). 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).

Notes: This is a temporary position available from 14 November 2016 until 24 November 2017 with the possibility of extension.

Contact Officer: Debbie Carne (02) 6142 2200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@ed.act.edu.au)

#### **Office for Schools**

##### **North and Gungahlin Network**

##### **Ngunnawal Primary School**

##### **Business Manager**

##### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36777)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: Ngunnawal Primary School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate Compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met, and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial

returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [https://www.worksafe.act.gov.au/health\\_safety](https://www.worksafe.act.gov.au/health_safety). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to -

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

Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Note: Applicants are strongly encouraged to contact the Principal for further information regarding this position. The successful applicant may be selected from written application and referee reports only. Please provide two referee reports when submitting an application.

Contact Officer: Kristine Stewart (02) 6205 8182 [kristine.stewart@ed.act.edu.au](mailto:kristine.stewart@ed.act.edu.au)

#### **Office for Schools**

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

##### **Amaroo School**

##### **Classroom Teacher - LSUA**

##### **Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 08422)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Amaroo School is seeking a Teacher for the LSUA Unit Year 4 – 8 at the School.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Gai Beecher (02) 6142 1266 [gai.beecher@ed.act.edu.au](mailto:gai.beecher@ed.act.edu.au)

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

#### **Office for Schools**

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

##### **Lyneham Primary School**

##### **Classroom Teacher-K-6**

##### **Classroom Teacher \$61,521 - \$97,374, Canberra (PN: 13776, several)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Lyneham Primary School requires a dynamic teacher to work collaboratively with staff and families, creating a positive learning environment. Using the Australian curriculum with emphasis on Literacy, Numeracy and working in a team.

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

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

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

Contact Officer: Ben Roberts (02) 6205 6511 [ben.roberts@ed.act.edu.au](mailto:ben.roberts@ed.act.edu.au)

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

**Office for Schools**

**North/Gungahlin Network**

**Lyneham Primary School**

**Classroom Teacher-P-2**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 09018)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Lyneham Primary School requires a dynamic teacher to work collaboratively with staff and families, creating a positive learning environment. Using the Australian curriculum and Early Years Framework with emphasis on Literacy, Numeracy and working in a team.

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

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

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

Note: This is a temporary position available for the period 27 January 2017 to 26 January 2018.

Contact Officer: Ben Roberts (02) 6205 6511 ben.roberts@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Hawker School**

**French Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 08989)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Hawker School is seeking an enthusiastic and outstanding teacher of French. The successful candidate will have the skills and expertise to teach French across the school, Kindergarten to Year 6.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a part-time temporary position available at 29:24 up to full-time hours per week for the period 27 January 2017 to 26 January 2018 with the possibility of extension. Salary is pro rata for part-time.

Contact Officer: Mandy Kalyvas (02) 6205 7733 mandy.kalyvas@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Southern Cross Early Childhood School**

**Classroom Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06960)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Southern Cross Early Childhood School is a school for children from Birth to Year 2 located in Scullin in the Belconnen Network. We are seeking an experienced teacher with Early Childhood qualifications, strengths in teaching literacy and numeracy and a keen interest in play based learning to join our team.

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

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

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

Contact Officer: Lyndall Read (02) 6142 0020 lyndall.read@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**

**Ainslie School**

**Classroom Teacher – Music Specialist Role**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 08398)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Ainslie School is characterised by a strong and supportive community and high expectations. This position is the delivery of the school's highly regarded and long-established music program, and includes a school-wide program, instrumental and voice tuition.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: A full-time position is available but part-time (65-80%) can be negotiated for the right applicant.

Contact Officer: Kate Chapman (02) 6142 3060 kate.chapman@ed.act.edu.au

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

**Office for Schools**

**Belconnen Network**

**Miles Franklin Primary School**

**Classroom Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06047, Several)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: An opportunity exists for a Classroom Teacher to work in an authorised International Baccalaureate (IB) World School delivering the PYP (Primary Years Programme). We offer straight age classes; excellent ICT resources; collaborative teams and IB accredited training. We have three positions available from K-6 with flexibility for the successful applicants to be placed in lower or upper primary depending on their skills and preferences.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for the period 27 January 2017 to 26 January 2018 with the possibility of extension.

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@ed.act.edu.au

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

**Office for Schools**

**North/Gungahlin**

**Lyneham Primary School**

**Classroom Teacher K-6**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 10259, several)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Lyneham Primary School requires a dynamic teacher to work collaboratively with staff and families, creating a positive learning environment. Using the Australian curriculum with emphasis on Literacy, Numeracy and working in a team.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: These are temporary positions available for the period 27 January 2017 to 26 January 2018.

Contact Officer: Ben Roberts (02) 6205 6511 ben.roberts@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**

**Ngunnawal Primary School**

**PE and Health Release Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 04196)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

Details: Ngunnawal Primary is a large P-6 School in Gungahlin. The school operates as a Professional learning Community where differentiation and collegiality is valued. A vacancy exists for a highly motivated K-6 PE and Health Release Teacher.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for the period 27 January 2017 to 26 January 2018.

Contact Officer: Danielle Porter (02) 6205 8182 danielle.porter@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**

**Ngunnawal Primary School**

**Classroom Teacher**

**Classroom Teacher \$61,521 - \$97,374, Canberra (PN: 18663, several)**

Gazetted: 14 October 2016

Closing Date: 31 October 2016

Details: Ngunnawal Primary is a large P-6 School in Gungahlin. The school operates as a Professional Learning Community where differentiation and collegiality is valued. Vacancies exist for highly motivated Years 3-6 Classroom Teachers.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further



information on Working with Vulnerable People registration refer to -

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

Contact Officer: Danielle Porter (02) 6205 8182 danielle.porter@ed.act.edu.au

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

### **Education Strategy**

#### **Student Engagement**

#### **Network Student Engagement**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 36985, several)**

Gazetted: 13 October 2016

Closing Date: 28 October 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include allied health professionals and a range of positions are currently being recruited to. To provide allied health support to ACT Public Schools, applications for Health Professional Level 2 - Occupational Therapists are being sought. With supervision and support, these positions will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Occupational Therapy Current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trial of equipment, in accordance with relevant Workplace Health and Safety standards. Eligibility for Membership with the Australian Occupational Therapy Association. Current driver's licence essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

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

Note: These are temporary positions available for 12 months with the possibility of extension and/or permanency from this process.

Contact Officer: Teresa Carr (02) 6205 9078 teresa.carr@ed.act.edu.au

### **Office for Schools**

#### **North Gungahlin Network**

#### **Harrison School**

#### **Building Service Officer 1**

#### **General Service Officer Level 3/4 \$46,391 - \$50,660, Canberra (PN: 12211)**

Gazetted: 18 October 2016

Closing Date: 25 October 2016

Details: Harrison School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assist with the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will assist with stocktakes and receipt of stores and equipment.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [https://www.worksafe.act.gov.au/health\\_safety](https://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate.

Note: This is a part-time temporary position available at 22:48 hours per week until 30 June 2017 with the possibility of extension and/or permanency. Successful applicant may be selected from application and referee reports only.



Contact Officer: Debbie Carne (02) 6142 2200 [debbie.carne@ed.act.edu.au](mailto:debbie.carne@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 Director-General  
Government Services, Communications and Legislation Services  
Government Services  
Directorate Liaison Officer  
Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 15198)**

Gazetted: 19 October 2016

Closing Date: 26 October 2016

Details: The Environment and Planning Directorate (EPD) is looking for an outstanding individual to perform the role of Directorate Liaison Officer (DLO). This is an invaluable career opportunity. The DLO represents EPD at the highest level of the ACT Government, among Members of the Legislative Assembly and also the community. Applicants must possess excellent communication skills and personal qualities of a high order including integrity, judgement and discretion. The successful candidate will provide quality strategic direction and advice on a broad range of issues and have well developed skills to daily manage tight deadlines and effectively work in a high-pressure environment.

Eligibility/Other Requirements: A sound understanding of the functions (policy and regulatory responsibilities) of the EPD and the ACT ministerial portfolios is desirable.

Note: This temporary position is available as soon as possible until 12 January 2018.

Contact Officer: Heather Thomas (02) 6207 1852 [heather.thomas@act.gov.au](mailto:heather.thomas@act.gov.au)

## **Sustainability and Climate Change**

### **Climate Change**

#### **Senior Policy Officer**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 48007, expected)**

Gazetted: 13 October 2016

Closing Date: 7 November 2016

Details: The Environment and Planning Directorate is seeking an enthusiastic and self motivated individual to lead the development and implementation of climate change policy within the ACT. Working both independently and as a member of a small team, the successful candidate will be responsible for the development of climate change mitigation strategies and the implementation of the ACT Climate Change Adaptation Strategy. The successful candidate will also be required to assist other team members as required in other key climate change initiatives and stakeholder engagement. Candidates for this position should display leadership and innovation in climate change policy development and possess a passion for climate change action at the local, national and international levels. Candidates should possess an excellent understanding of ACT climate policy and a personal drive to achieve positive environmental, social and economic outcomes through climate action.

Contact Officer: Paul Sutton (02) 6207 0270 [paul.sutton@act.gov.au](mailto:paul.sutton@act.gov.au)

## **Sustainability and Climate Change**

### **Sustainability Programs**

#### **Household Unit**

#### **Program Manager**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 17835)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: The Sustainability Programs section supports the Directorate by managing the development and delivery of a range of sustainability programs for ACT Households, businesses and schools. The Household Unit delivers sustainability services to households in the ACT. This position sits within the Household Unit and manages the delivery of energy efficiency programs to low income households through service contracts.

Eligibility/Other Requirements: Current driver's licence essential.

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

Contact Officer: Kirilly Dickson (02) 6207 5669 kirilly.dickson@act.gov.au

### **Office of Director-General**

#### **Government Services, Communications and Legislation Services**

#### **Government Services**

#### **Ministerial Liaison Officer**

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 27297)**

Gazetted: 19 October 2016

Closing Date: 26 October 2016

Details: The Environment and Planning Directorate (EPD) is looking for a customer focused individual to perform the Ministerial Liaison Officer (MLO) role. The successful applicant will be required to exercise sound judgment in a variety of situations, possess exceptional written and verbal communication, administrative, and organisational skills, with the ability to work under pressure whilst discreetly handling a wide range of sensitive matters. The MLO is also required to provide high level liaison with the Ministers' Offices' and Senior Government and Public Officials. This opportunity would suit a self motivated candidate with a keen eye for detail, great communications skills and an enthusiastic team player.

Eligibility/Other Requirements: Knowledge of and an understanding of Government Business, in particular Ministerial Correspondence, procedures and the portfolio responsibilities would be an advantage. Experience using Objective for records management is desirable.

Note: This temporary position is available as soon as possible to 30 June 2019.

Contact Officer: Cara Weekes (02) 6207 8449 cara.weekes@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>**

#### **Strategy and Corporate**

#### **E-Health and Clinical Records**

#### **ISB Management and Strategy**

#### **ICT Front Door Portfolio Manager**

#### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37528)**

Gazetted: 20 October 2016

Closing Date: 3 November 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 E-Health and Clinical Records Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the Work Area and Position: The ACT Health CIO Front Door (FD) is part of a broader CIO-led organisational change, focused at improving ACT Health governance of ICT investments and

projects delivery. The Portfolio Governance Framework program of work comprises of three bodies newly introduced to the organisation: Front Door (FD): aimed at improving the Definition aspects of investments. Project Management Office (PMO): aimed at improving the Delivery aspects of investments. Architecture Design Authority (ADA): aimed at improving the Enterprise Architecture capability in support of FD and PMO activities. The Portfolio Governance Framework introduces the concept of an Investments Journey to describe the full end-to-end lifecycle of ICT investments under the authority of ACT Health CIO Group. The Front Door is designed to support an Investment Proposal throughout the Definition of the journey. ACT Health CIO group is seeking the services of an experienced Portfolio Manager to work in the Front Door of the Portfolio Governance Framework. The Portfolio Manager will manage the Front Door and oversee the processing and support of all investment proposals submitted throughout the Definition Phase of the Lifecycle.

Eligibility/Other Requirements: Desirable: Experience in ICT Portfolio, Program and Project Management role. Experience and understanding of P3M3 /PMBOK/PRINCE2/ITIL. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter Brayshaw (02) 6174 7150 peter.brayshaw@act.gov.au

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **ISB Management and Strategy**

#### **Architecture Design Authority Lead Enterprise Architect**

#### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37526)**

Gazetted: 20 October 2016

Closing Date: 3 November 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 E-Health and Clinical Records Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the Work Area and Position: The ACT Health CIO Front Door (FD) is part of a broader CIO-led organisational change, focused at improving ACT Health governance of ICT investments and projects delivery. The Portfolio Governance Framework program of work comprises of three bodies newly introduced to the organisation: Front Door (FD): aimed at improving the Definition aspects of investments. Project Management Office (PMO): aimed at improving the Delivery aspects of investments. Architecture Design Authority (ADA): aimed at improving the Enterprise Architecture capability in support of FD and PMO activities. The Portfolio Governance Framework introduces the concept of an Investments Journey to describe the full end-to-end lifecycle of ICT investments under the authority of ACT Health CIO Group. The Front Door is designed to support an Investment Proposal throughout the Definition of the journey. The ACT Health Architecture Design Authority (ADA) is the CIO-endorsed Enterprise Architecture body of authority. The ADA provides architectural compliance assessments, capability roadmaps, and architecture design services on behalf of the CIO. The ADA support new capability assessments registered with the Front Door (CIO's Investment Definition authority), and also facilitate long-range ICT planning through the development of capability roadmaps to support strategic and portfolio planning activities. The ADA Lead Enterprise Architect is responsible for the successful operation of the ADA. This role requires a high degree of professionalism and experience in the EA specialism; in particular, individuals pursuing this role should have: Excellent Enterprise Architecture competencies with strong skills in the Business, Data, Application and Technical architecture domains, and also in the Integration and Security aspects of architecture – these are needed to successfully operate the EA services offered by the ADA. Excellent communication and interpersonal competencies which are required to foster and develop relationships with executives and decision makers – this is needed to gain organisational influence required for the successful delivery of the services offered by the ADA. Strong business planning and leadership competencies – these are needed to drive ongoing improvements to the ADA, ensuring it remains relevant and can accommodate the organisational changes in ACT Health by means of introducing changes to the services offered by the ADA, its functions and processes.

Eligibility/Other Requirements: Desirable: ArchiMate 2.1 certification and familiarisation with ArchiMate 3. Business Architecture and business modelling certification such as in BizBOK and BPMN. Familiarisation with the Sparx Systems Enterprise Architect tools and modules. Familiarisation with the Australian ISM and PSPF. Experience working with the ACT Government, preferably in the context of ACT Health or Shared Services ICT. Holds a valid EA methodology certification, for example TOGAF 9.1 Certified. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.  
Contact Officer: Peter Brayshaw (02) 6174 7150 peter.brayshaw@act.gov.au

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **ISB Management and Strategy**

##### **Project Management Office Manager**

**Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37523)**

Gazetted: 20 October 2016

Closing Date: 3 November 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 E-Health and Clinical Records Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the Work Area and Position: The ACT Health CIO Project Management Office (PMO) is part of a broader CIO-led organisational change, focused at improving ACT Health governance of ICT investments and projects delivery. The Portfolio Governance Framework program of work comprises of three bodies newly introduced to the organisation: Front Door (FD): aimed at improving the Definition aspects of investments; Project Management Office (PMO): aimed at improving the Delivery aspects of investments; Architecture Design Authority (ADA): aimed at improving the Enterprise Architecture capability in support of FD and PMO activities. The Portfolio Governance Framework introduces the concept of an Investments Journey to describe the full end-to-end lifecycle of ICT investments under the authority of ACT Health CIO Group. The PMO Manager will manage the PMO which has been designed to support, manage, deliver and report on all initiated projects throughout the Portfolio Delivery stage of the journey.

Eligibility/Other Requirements: Desirable: Minimum 5 year's experience in a managerial role, with experience managing teams of 3 or more personnel; Minimum 2 - 3 year's experience working in a Project, Programme or Portfolio Management Office; Hold Project management qualifications or certification such as : PRINCE 2, PMBOK, P3O or ITIL. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter Brayshaw (02) 6174 7150 peter.brayshaw@act.gov.au

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Demand Management**

##### **Patient Flow Manager**

**Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 17878)**

Gazetted: 20 October 2016

Closing Date: 27 October 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. Canberra Hospital and Health Services (CHHS) is a committed organisation that provides a range of coordinated health care services designed to deliver improved health and community well being. CHHS is responsible for providing the people of the ACT and Regional Areas with the best health care possible. The Canberra Hospital is an acute teaching hospital of approximately 580 beds. The

Canberra Hospital is the tertiary trauma referral centre providing specialist services to people of the ACT and Southern NSW Local Health District. Overview of the work area and position: The Patient Flow Manager is responsible and accountable to the ADON of Patient Flow for the safe and effective management of patient flow within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow. The Patient Flow Manager will develop cooperative partnerships with Directors, ADON's, CNC's and other managers to meet the strategic and operational objectives of patient care and flow within The Canberra Hospital.

Eligibility/Other Requirements: Be registered or have applied for Registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Lynette O'Connell (02) 0423 294 387 lynette.o'connell@act.gov.au

**Canberra Hospital and Health Services**  
**Women Youth and Children**  
**Children, Youth and Women's Health Program**  
**Manager**

**Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 26575)**

Gazetted: 20 October 2016

Closing Date: 3 November 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. 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. Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The ACT Women's Health Service provides interprofessional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. In this role you will provide leadership and management to the multi disciplinary Women's Health Service team.

Eligibility/Other Requirements: This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively provide the service. Tertiary qualifications or equivalent in Psychology, Social Work or Registered Nurse and be registered, or have applied for registration, with the Australian Health Practitioner Regulation Agency (AHPRA), or eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. 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: Christine Long (02) 6205 5028 christine.long@act.gov.au

**Population Health**  
**Health Protection Service**  
**HPI Program Safety**  
**Business Improvement Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 25193)**

Gazetted: 20 October 2016

Closing Date: 27 October 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 Business Support Services (BSS) Section of Health Protection Service (HPS) is seeking applications from suitable HPS staff to backfill the position of Business Improvement Manager (BIM). The Business Improvement Manager coordinates a number of HPS programs including, but not limited to, the Customer Satisfaction Surveys, HPS Internal Audits and Staff Suggestions. The BIM is responsible for identifying and participating in quality improvement activities for the Branch, managing both the HPS and PHD SharePoint sites as well as the HPS content of the ACT Health website. The position reports directly to the Manager, Business Support Services and is responsible for supervising both the BSS Database Administrator and BSS Project Officer positions.

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*.

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

Contact Officer: Cathie Smith (02) 6205 1714 cathie.smith@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Manager- Exercise Physiology Department**

**Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 22008)**

Gazetted: 20 October 2016

Closing Date: 27 October 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. An opportunity exists for an enthusiastic and suitably qualified Health Professional as Manager of the Exercise Physiology Department within the division of Medicine from early to mid January 2017. The services provided by the Exercise Physiology Department include individualised gym and hydrotherapy programs and multidisciplinary group exercise and education programs in conjunction with ACT Health Departments including Cardiac Rehabilitation and Heart Failure Programs.

Eligibility/Other Requirements: The successful applicant will be required to act as the Exercise Physiology Profession Lead for ACT Health they will therefore require a degree in Human Movement/Exercise Science or the equivalent from a recognised tertiary institution and be eligible for accreditation with Exercise and Sports Science Australia (ESSA). Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Notes: This is a temporary position available for a period of 12 months. This position is currently filled part-time however, part-time and full-time applications will be considered. Selection may be based on application and referee reports only. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Sarah McGrath (02) 6244 2573 sarah.mcgrath@act.gov.au

**Canberra Hospital and Health Services**

**Women, Youth and Children Child, Youth and Family Services**

**Program Healthcare Access At School (HAAS)**

**Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 36960)**

Gazetted: 20 October 2016

Closing Date: 27 October 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. Would you like to use your paediatric nursing skills in a community setting? We are looking for an experienced Registered Nurse

to work with the Healthcare Access At School (HAAS) Program. HAAS is a contemporary nursing service that provides nurse-led care to students who require assistance with complex or invasive health care needs in order for them to safely attend school. The Registered Nurse completes a full health needs assessment and develops a healthcare plan in partnership with the parents and other health providers as needed. School staff are then trained by the nurse in the required health tasks and are assessed by the Registered Nurse as competent. The Registered Nurse provides ongoing support to the student, school and parents. You will be well supported by a Clinical Nurse Consultant and the rest of the HAAS team. HAAS is a supportive and sustainable model that enables students with complex or invasive health care needs to attend school safely. Your acute paediatric background will be necessary to complete the health needs and risk assessment and your primary health knowledge to support the student in a non acute school setting. This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for families, schools and students and one is rewarding for you, the clinician. The HAAS team is positive and dynamic and you will be welcomed and well supported as you learn the role.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Paediatric qualifications and/or extensive experience in this specialist area is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Hours of work are Monday to Friday 8:00am to 4:30pm. Your days will be divided between the schools and the office located at 1 Moore Street Civic.

Contact Officer: Carolyn Thomas (02) 6205 1575 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

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

##### **Critical Care**

##### **Medical Imaging**

##### **Radiographer**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 21308)**

Gazetted: 20 October 2016

Closing Date: 3 November 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 successful applicants will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Health Professional Officer Level 5 in the area.

Eligibility/Other Requirements: Eligible for membership with the Australian Institute of Radiography. Registration with the ACT Medical Radiation Scientists Board. Possess a Radiation Licence from the ACT Health Protection Service. 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: The successful applicant will be required to participate in weekend, out of hours and on-call rosters. An order of merit will be established which may be used to fill future full-time and/or part-time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Ashley Hoolihan (02) 6244 4362 [ashley.hoolihan@act.gov.au](mailto:ashley.hoolihan@act.gov.au)

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

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

##### **Adult Mental Health Services**

##### **Clinical Psychologist - Mental Health Consultation Liaison**

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 18516)**

Gazetted: 20 October 2016

Closing Date: 3 November 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. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: At least a 4 or 5 year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) or Masters/Doctoral degree in Clinical Psychology. General Psychology registration with the Australian Health Practitioner Regulation Agency (AHPRA). Area of Practice Endorsement in Clinical Psychology. Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of three years paid work experience in a related/relevant organisation/service. Current drivers licence. Desirable: AHPRA Board Approved Psychology Supervisor for Higher Degree students, Primary/Secondary supervisor for Area of Practice Endorsement in Clinical Psychology. 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: Deborah Plant (02) 6205 9987 [deborah.plant@act.gov.au](mailto:deborah.plant@act.gov.au)

## **Population Health**

### **Health Protection Service**

#### **Health Protection Safety Program**

#### **Database Administrator**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 23586)**

Gazetted: 20 October 2016

Closing Date: 27 October 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. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The role of the



Business Support Services (BSS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of contact to HPS stakeholders visiting the site or contacting the Service by phone. The HPS database administrator is responsible for administering and maintaining a number of databases utilised by the Branch as well as the Division sharepoint site and HPS content on the ACT Health website. The successful applicant will use IT to support business processes and quality improvement activities for the Branch as well as utilising relevant systems to generate reports in a timely and efficient manner. In addition the position is responsible for undertaking various research and projects on behalf of the Branch

**Eligibility/Other Requirements:** Experience in the administration of lotus notes databases and SharePoint sites or similar is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months.

Contact Officer: Cathie Smith (02) 6205 1714 [cathie.smith@act.gov.au](mailto:cathie.smith@act.gov.au)

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

#### **Medicine**

#### **Acute Support Service**

#### **Exercise Physiologist**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 13993)**

Gazetted: 20 October 2016

Closing Date: 27 October 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 Exercise Physiology Department at the Canberra Hospital is looking for an enthusiastic and suitably qualified Exercise Physiologist to join a dynamic team. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and health promotion for individuals with chronic disease and/or injury. The department provides land based gymnasium and hydrotherapy exercise programs and education to assist patients in the self management of their condition. The department also provides support to the Cardiac Rehabilitation and Heart Failure Rehabilitation Programs.

**Eligibility/Other Requirements:** The successful applicant will require a degree in Exercise Physiology or equivalent from a recognised tertiary institution and hold current accreditation or be eligible for accreditation with Exercise and Sports Science Australia (ESSA). Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Current driver's licence. 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 temporary position available for seven months with the possibility of permanency. An order of merit may be established from this recruitment process to fill future full-time or part-time vacancies at level. Selection may be based on application and referee reports only. Applicants with less than 12 months experience will be considered and may be engaged at the Health Professional Officer Level 1 classification. Applicants with greater than 12 months experience will be eligible for a Health Professional Officer Level 2 classification. This position may be required to participate in overtime, on call, and/or rotation roster. Applicants are required to submit a written application including the following: a cover letter, curriculum vitae, responses to the selection criteria and referee reports from 2 professional referees.

Contact Officer: Sarah McGrath (02) 6244 2573 [sarah.mcgrath@act.gov.au](mailto:sarah.mcgrath@act.gov.au)

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

#### **Medicine**

#### **Acute Support Service**

#### **Physiotherapist**

#### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 24256)**

Gazetted: 20 October 2016

Closing Date: 3 November 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. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Acute Support Physiotherapy is seeking motivated and dynamic physiotherapists to join our innovative and supportive team. Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; Promoting individual or group service delivery; Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA); and Current driver's licence. Desirable: At least one year of work experience. Prior to commencement successful candidates will be required to:

undergo a pre-employment Australian Federal Police check.

Note: You will be required to participate in an over-time roster. This is a temporary position available for seven months.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Rehabilitation Allied Health  
Neuropsychologist**

**Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 26669)**

Gazetted: 20 October 2016

Closing Date: 3 November 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. An exciting opportunity exists for a Neuropsychologist to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology, Clinical Psychology, and Rehabilitation Counsellor positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide high quality neuropsychological services across the RACC inpatient and outpatient settings. Services include assessment, feedback, provision of reports, cognitive remediation, service improvements, and education of clients and staff, as required. The caseload consists of: Rehabilitation (e.g. for adult clients with stroke, traumatic brain injury, MS). Older adults, including the RACC multidisciplinary memory clinic which is based on the Victorian CDAMS diagnostic model. Inpatients and outpatients (through the Community Rehabilitation Team).

Supervision is available for the Psychology Board of Australia (PBA) registrar program. Supervision is provided by a Senior Clinical Neuropsychologist who is a PBA approved supervisor for Clinical Neuropsychology Area of Practice Endorsement. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The overall functions of the Neuropsychologist will: Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; Provide individual or group service delivery; Perform normal professional work under general professional guidance; May perform

novel, complex, critical or difficult tasks with professional supervision and participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements: Postgraduate Psychology qualification - Masters/Doctoral degree in Neuropsychology. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). To be enrolled in or eligible to enrol in the neuropsychology registrar program for Area of Practice Endorsement in Neuropsychology with the Psychology Board of Australia. Previous experience working in rehabilitation and/or aged care and neuropsychology or a related field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Sean Hambrook (02) 6244 2772 sean.hambrook@act.gov.au

## **Canberra Hospital and Health Services**

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

#### **Surgical Administration**

#### **Receptionist Surgical Bookings**

#### **Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 22149)**

Gazetted: 20 October 2016

Closing Date: 27 October 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. 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. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Surgical Bookings Department maintains the Elective Surgery Waiting List for the Canberra Hospital and co-ordinate theatre bookings and associated equipment requirements for individual surgical specialists. Overview of the work area and position: Under direction of the Assistant Director of Nursing – Surgical Bookings, the Receptionist will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Desirable: Experience with Dictaphone typing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **Recurring Supplies and Maintenance**

#### **Application Tester**

#### **Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 36918)**

Gazetted: 20 October 2016

Closing Date: 3 November 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: As part of a small team, the Application Tester will perform testing duties relevant to Clinical IT Systems in the e-Health and Clinical Records Program. The Application Tester will report to the Program Manager of Clinical Systems. The 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. The successful applicant will be required to work effectively as both a team member of a diverse team and an individual for the Clinical Systems Program in the Information, Communication and Technology Branch. Duties would include developing and executing test scripts for clinical applications under the direction of a Lead Tester, raising any defects found and participating in project team meetings.

Eligibility/Other Requirements: Sound communication skills, knowledge of ACT Health Clinical IT systems and experience working with Microsoft Office Suite would be advantageous. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for nine months.

Contact Officer: Prathiba Sankararaj (02) 6207 6999 prathiba.sankararaj@act.gov.au

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

#### **Executive Director of Medical Services**

##### **Administrative Service Officer**

##### **Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 26101)**

Gazetted: 20 October 2016

Closing Date: 27 October 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 GP Liaison Unit (GPLU) at Canberra Hospital aims to enhance communication and partnerships between the hospital and General Practitioners (GPs) to facilitate a seamless health service and better patient outcomes. Staff working within the unit act as a point of contact in the hospital for GPs and practice staff, ACT health staff and external stakeholders regarding patient related and general hospital service enquiries. Under broad direction, you will play a key role in providing day to day administrative support to staff working within the unit as well as being first point of contact for incoming enquiries and management of same.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sharon Hindmarsh (02) 6244 2511 sharon.hindmarsh@act.gov.au

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

#### **Medicine**

##### **Acute Support Services**

##### **Graduate Physiotherapists 2017**

##### **Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 29725)**

Gazetted: 20 October 2016

Closing Date: 3 November 2016

Details: About ACT Health: 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: Acute Support Physiotherapy is seeking dynamic new graduates to join our innovative and supportive team based at Canberra Hospital. Acute Support Physiotherapy Services are based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient settings and specialised outpatient

services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; Promoting individual or group service delivery; and Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: Health Professional 1 positions are rotational positions. You will be required to participate in an overtime roster. Positions will be offered on a temporary basis for seven months commencing in February 2017.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

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

#### **Medicine**

#### **Acute Support Services**

#### **New Graduate Dietitian**

#### **Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 17383, several)**

Gazetted: 20 October 2016

Closing Date: 27 October 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 Canberra Hospital Nutrition Department invites applications from enthusiastic and new graduate dietitians from the 2016 graduating year. An opportunity exists to launch your clinical dietetic career with 2 x 12 month temporary new graduate positions available during 2017. The successful applicant will work in a dynamic nutrition department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of the Canberra Hospital. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition they will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. ACT Health has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential. 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 two temporary positions available for a period of 12 months. A merit list will be established which may be used to fill future temporary full-time/part-time positions at level, which may occur over the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Narelle Luff (02) 6244 2544 narelle.luff@act.gov.au

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

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

#### **Cancer Stream Administration**

#### **Administrative Services Officer**

#### **Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: C08572)**

Gazetted: 20 October 2016

Closing Date: 27 October 2016

Details: About ACT Health: 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. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: This position will provide reception support such as scheduling, booking, billing, phone duties and coordination of medical records to ensure the provision of a high quality customer/patient outpatient service. Eligibility/Other Requirements: Desirable: Working Knowledge of CRIS, Clinical Portal and ACTPAS; Previous experience in an administrative environment.

Note: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Laura Cahill (02) 6174 7237 [laura.a.cahill@act.gov.au](mailto:laura.a.cahill@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 Emergency Services Agency (ESA)**

##### **People and Culture**

##### **Director, People and Culture**

**Executive Level 1.2 \$207,488 - \$216,372 depending on current superannuation arrangements, Canberra (PN: E838)**

Gazetted: 18 October 2016

Closing Date: 9 November 2016

Details: The Emergency Services Agency (ESA) is seeking applications from experienced, innovative and motivated individuals to fill the position of Director, People and Culture. The role is responsible for ensuring workforce capability consistent with the demand for emergency service and ACTPS priorities. Responsibilities include workforce planning, deployment and management of performance and wellbeing arrangements for all operational services. The role supports the resolution of employment related matters for ESA and works in close consultation with the Directorate's human resource function.

Remuneration: The position attracts a remuneration package ranging from \$207,488 - \$216,372, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$161,528.

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: Dominic Lane (02) 6207 8383 [dominic.lane@act.gov.au](mailto:dominic.lane@act.gov.au)

#### **Emergency Services Agency**

##### **People and Culture**

##### **Manager, Welfare Programs**

**Senior Officer Grade A \$135,384, Canberra (PN: 20493)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

Details: The Emergency Services Agency (ESA) is seeking a highly motivated individual to undertake the role of Manager, Welfare Programs. The successful candidate will implement a program of welfare and wellbeing initiatives across all ESA agencies, and as part of the ACT Ambulance Service Blueprint for Change. The successful candidate will work closely with the ESA Commissioner and ESA Executive team to implement a program that acknowledges the particular challenges faced by first responder agencies. The ability to relate to staff at all levels and to develop a culture of trust and confidentiality is imperative to the success of this position. This opportunity will suit a motivated individual keen to contribute to the development of a program in which the wellbeing of staff is the primary consideration.

Eligibility/Other Requirements: Current experience as a senior manager in an agency engaged in the delivery of "First Responder" services and or health related services to the community is highly desirable. Experience in a social work, counselling, psychology or mental health environment may be an advantage.

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: Jon Quiggin (02) 6207 0490 [jon.quiggin@act.gov.au](mailto:jon.quiggin@act.gov.au)

### **ACT Emergency Services Agency**

#### **Governance and Logistics**

#### **Finance and Business Services**

#### **Business Manager**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 01752)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

Details: The Business Manager is responsible for the reporting, governance, and business improvement within the ACT Emergency Services Agency (ESA) under direction from the Manager Finance and Business Services. The Business Manager provides support to ACT Ambulance Service in coordination of ambulance fees and charges.

Specific functions include business solution development, reporting, supervision of personnel, financial processing and governance.

Eligibility/Other Requirements: Experience in the following is desirable: Demonstrated knowledge and experience working with a range of business software and applications; must meet the minimum requirements to act for periods of time in the role of Manager, Finance and Business Services. Experience in the field of business, data analysis and emergency services, specifically ambulance services, is highly desirable.

Contact Officer: John Avery (02) 6207 9982 [john.avery@act.gov.au](mailto:john.avery@act.gov.au)

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

### **Office of the Coordinator General for Family Safety**

#### **Senior Data Officer**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37714)**

Gazetted: 17 October 2016

Closing Date: 31 October 2016

Details: The Office of Coordinator General for Family Safety is seeking applications for the position of Senior Data Officer, to support responses to domestic and family violence. The successful candidate, under limited direction, will undertake consultation within a multi-stakeholder environment; prepare related reports, submissions and correspondence; work with relevant Directorate, wider ACT Government and external stakeholders to ensure user requirements are met for data development needs; lead and manage data activities and related projects for family safety and liaise with stakeholders both internal and external to ACT Government as required.

Note: This is a temporary position available for a period of up to 12 months.

Contact Officer: Madelon Rosenberg (02) 6205 3310 [madelon.rosenberg@act.gov.au](mailto:madelon.rosenberg@act.gov.au)

### **ACT Emergency Services Agency**

#### **Risk and Planning**

#### **Digital Services Officer**

#### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 34781)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: The Emergency Services Agency (ESA) is seeking to engage a Digital Services Officer. This position will take an important role in coordinating and uploading content to Directorate websites, and the Directorate's SharePoint site. The successful applicant will also undertake basic administration of the Directorate's website and intranet site, including permission management, governance and structure.

Eligibility/Other Requirements: Experience in the use of Graphic Design software such as; Adobe Photoshop, Illustrator and Indesign.

Contact Officer: Nick Lhuede (02) 6207 8606 nick.lhuede@act.gov.au

**ACT Law Courts and Tribunal  
Magistrates Court  
Alternative Dispute Resolution  
Legal Officer**

**Legal 1 \$60,872 - \$122,597, Canberra (PN: 37051)**

Gazetted: 17 October 2016

Closing Date: 2 November 2016

Details: The ACT Law Courts and Tribunal is seeking an experienced Lawyer to undertake the role of Legal Officer in the Alternative Dispute Resolution (ADR) section of the ACT Magistrates Court. The successful applicant will be required to manage and provide ADR services, predominantly in relation to the Domestic Violence and Protection Orders jurisdiction and undertake less complex dispute resolution matter in relation to civil matters and workers compensation. The successful applicant will also be required to develop and maintain sound working relationships with a range of key stakeholders and represent the court at inter-agency meetings.

Eligibility/Other Requirements: Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience and will have current accreditation under the National Mediation Accreditation System.

Note: This is an expected vacancy. This is a part-time position at 25 hours per week. Salary will be pro rata for part-time employment. For information on the ACT Law Courts and Tribunal please visit:

<https://www.courts.act.gov.au>.

Contact Officer: Amanda Nuttall (02) 6207 1054 amanda.nuttall@act.gov.au

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

**Office of the Legislative Assembly**

**Office of the Clerk**

**Executive Officer**

**Senior Officer Grade C \$98,977 - \$106,524, Canberra (PN: 101)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

Details: At the October 2016 election the size of the Legislative Assembly will increase from the current 17 members to 25 members. In anticipation of this increase the Office of the Legislative Assembly (OLA) has implemented a new organisational structure with a number of new roles, one of which is an Executive Officer to the Clerk. The Executive Officer provides strategic, operational and high level executive support to the Clerk of the Legislative Assembly.

Contact Officer: Tom Duncan, Clerk of the ACT Legislative Assembly (02) 6205 0191

tom.duncan@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

**Business Support Branch**

**Broadcasting, Information and Technology**

**Manager, Broadcasting, Information and Technology**

**Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 350)**

Gazetted: 14 October 2016

Closing Date: 28 October 2016

Details: At the October 2016 election the size of the Legislative Assembly will increase from the current 17 members to 25 members. In anticipation of this increase the Office of the Legislative Assembly (OLA) has implemented a new organisational structure with a number of new roles, one of which is a Manager, Broadcasting, Information and Technology. The Manager, Broadcasting, Information and Technology is responsible for leading and managing a small and diverse team responsible for the broadcasting, information and technology functions of OLA.



Contact Officer: Ian Duckworth (02) 6205 0181 [ian.duckworth@parliament.act.gov.au](mailto:ian.duckworth@parliament.act.gov.au)  
Applications can be forwarded to: [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

### **Transport Canberra and City 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)**

#### **Transport Canberra**

##### **Public Transport Operations**

##### **ACTION**

##### **Recruitment and Training Manager**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: A20249)**

Gazetted: 14 October 2016

Closing Date: 21 October 2016

Details: Transport Canberra is seeking an experienced person working at a senior level within a human resource operational environment to fill the role of Recruitment and Training Manager. Reporting to the Human Resource Manager, the successful applicant will be responsible for the effective and timely delivery of ACTION's Recruitment, on boarding and Training requirements including bus driver recruitment and workshops recruitment. The successful applicant will also manage the ACTION training team, the rostering of the Trainers to ensure timely delivery of all Bus Driver Training programs. In addition, ensure ongoing compliance with relevant legislation and regulatory bodies with regard to Bus Driver recruitment requirements as well as ensuring regular reporting requirements are met in line with the ACT Public Service reporting requirements for Equity and Diversity targets within ACTION. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Previous experience in the Transport or Logistics industry and relevant experience applicable to Government Recruitment processes will be highly regarded.

Note: Please note that selection may be based on application and referee reports only.

Contact Officer: Katie Dunn (02) 6207 7448 [katie.dunn@act.gov.au](mailto:katie.dunn@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.

#### **Chief Operating Officer Group**

##### **Governance and Business Solutions**

##### **Business Solutions**

##### **Facilities Manager**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 19749)**

Gazetted: 13 October 2016

Closing Date: 31 October 2016

Details: The Governance and Business Solutions Branch is seeking an experienced Facilities Manager who will be accountable for the provision of accommodation services for Transport Canberra and City Services (TCCS) as well as the development, implementation and maintenance of facilities management policies, contracts and programs. The successful applicant will have comprehensive knowledge in the facilities management field as well as the ability to demonstrate initiative and high level thinking.

Eligibility/Other Requirements: Demonstrated experience managing facilities for a public sector or large private organisation is desirable.

Contact Officer: Renee Rocha (02) 6207 8679 [renee.rocha@act.gov.au](mailto:renee.rocha@act.gov.au)

#### **Roads and Infrastructure**

##### **City Services**

##### **City Presentation/Place Management**

**General Service Officer**

**General Service Officer Level 5/6 \$51,427 - \$56,596, Canberra (PN: 33885)**

Gazetted: 13 October 2016

Closing Date: 27 October 2016

Details: Place Management is seeking a highly motivated and experienced person to lead and work as part of a team of employees to deliver horticultural maintenance and cleaning programs for Canberra's urban public open spaces, including parks, shopping centres, lakes, arterial road verges, playgrounds and conservation areas. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability to apply.

Eligibility/Other Requirements: Citizen or Permanent Resident of Australia; Certificate III in Horticulture or demonstrated experience in horticulture. Current driver's licence is essential (medium rigid license desirable). Preparedness to wear a uniform and to work anywhere in the ACT. Willingness to work on the weekend overtime roster to deliver mowing and cleaning programs. Ability to undertake the physical requirements of the tasks listed in the Position Description. OHS Construction Industry Induction 'white card' and 'Asbestos Awareness' is highly desirable. Implement traffic control plans 'yellow card' or a willingness to learn.

Notes: An order of merit will be established from this process that may be used for filling of temporary or permanent positions at level over the next 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Malcolm Gale (02) 6207 5974 malcolm.gale@act.gov.au

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

***APPOINTMENTS***

**Chief Minister, Treasury and Economic Development**

**Senior Officer Grade B \$116,570 - \$131,229**

Micah Anderson 792-96763, Section 68(1), 18 October 2016

**Senior Officer Grade C \$98,977 - \$106,542**

Morgan Campbell 843-49663, Section 68(1), 13 October 2016

**Senior Officer Grade B \$116,570 - \$131,229**

Kristina Carroll 853-30091, Section 68(1), 20 October 2016

**Community Services**

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Kurt Lindner 785-35638, Section 68(1), 24 October 2016

**Education**

**School Assistant 2 \$44,392 - \$49,022**

Jessica Schroder 843-25995, Section 68(1), 11 October 2016

**Environment and Planning**

**Administrative Services Officer Class 5 \$72,986 - \$77,256**

Isabella Croke 848-75401, Section 68(1), 14 October 2016

**Technical Officer Level 1 \$53,911 - \$56,521**

Karen Williams 848-77562, Section 68(1), 1 November 2016

**Health**

**Registered Nurse Level 1 \$62,609 - \$83,634**

Floyd Adarne 848-83196, Section 68(1), 17 October 2016

**Enrolled Nurse Level 1 \$56,784 - \$60,668**

Ailish Ballard 848-20611, Section 68(1), 13 October 2016

**Clinical Coder \$62,113 - \$76,995**

Maryanne Goodfellow 843-90885, Section 68(1), 20 October 2016

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)**

Kristy Harris 846-99428, Section 68(1), 17 October 2016

**Registered Nurse Level 1 \$62,609 - \$83,634**

Kristy Jones 848-20638, Section 68(1), 20 October 2016

**Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)**

Caitlin Levey 853-29242, Section 68(1), 17 October 2016

**Registered Nurse Level 1 \$62,609 - \$83,634**

Nithin Mathew 834-46074, Section 68(1), 13 October 2016

**Registered Nurse Level 1 \$62,609 - \$83,634**

Milamor Pel 848-83356, Section 68(1), 17 October 2016

**Registered Nurse Level 2 \$86,944 - \$92,151**

Margaret Reader 847-27070, Section 68(1), 12 October 2016

**Registered Nurse Level 1 \$62,609 - \$83,634**

Angus Ross 845-19255, Section 68(1), 13 October 2016

**Assistant in Nursing \$48,165 - \$49,796**

Harjinder Singh 853-41591, Section 68(1), 27 October 2016

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Alicia Alcock 848-77896, Section 68(1), 17 October 2016

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Daniel Bestmann 846-96665, Section 68(1), 17 October 2016

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Gemma Brown 848-75612, Section 68(1), 17 October 2016

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Alexandra Claire Candy 848-78952, Section 68(1), 17 October 2016

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Jodie Farrow 853-29904, Section 68(1), 17 October 2016

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Adam O'Day 853-41452, Section 68(1), 17 October 2016

**Ambulance Support Officer 1 \$54,137 - \$57,531**

Tugba Polatkesen 853-30286, Section 68(1), 31 October 2016

**Ambulance Support Officer 1 \$54,137 - \$57,531**

Hailey Read 833-94921, Section 68(1), 31 October 2016

**Ambulance Support Officer 1 \$54,137 - \$57,531**

Justine Reynolds 853-30278, Section 68(1), 31 October 2016

**Ambulance Support Officer 1 \$54,137 - \$57,531**

Brooke Taylor 835-17995, Section 68(1), 31 October 2016

**Administrative Services Officer Class 3 \$59,152 - \$63,661**

Paul Taylor 836-13119, Section 68(1), 13 October 2016

**Transport Canberra and City Services**

**EGSO4.2 - Workshop Staff \$61,049**

Natham Chamberlain 844-82720, Section 68(1), 12 October 2016

**Senior Officer Grade A \$135,384**

Dean Colwill 853-41567, Section 68(1), 7 November 2016

**Administrative Services Officer Class 6 \$78,644 - \$90,006**

Jolyon Taber 851-90834, Section 68(1), 18 October 2016

**TRANSFERS**

**Community Services**

**Sharon Smith: 843-99302**

From: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)  
Community Services

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)  
Community Services, Canberra (PN. 00501) (Gazetted 14 June 2016)

**Health**

**Maxine Wilde: 788-15189**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661  
Health

To: Administrative Services Officer Class 3 \$59,152 - \$63,661  
Health, Canberra (PN. 10684) (Gazetted 25 August 2016)

## **PROMOTIONS**

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

#### **Treasury**

##### **Finance and Budget Division**

##### **Various**

##### **Gerald Banks: 844-82341**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 26052) (Gazetted 19 July 2016)

#### **Access Canberra**

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

##### **Executive Unit**

##### **Tina Gioffre: 835-70163**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development Directorate

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 10738) (Gazetted 15 September 2016)

#### **Procurement and Capital Works**

##### **Goods and Services**

##### **Domagoj-Stanko Kraljevic: 846-91047**

From: Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$135,384

Chief Minister, Treasury and Economic Development, Canberra (PN. 01923) (Gazetted 30 June 2016)

#### **Access Canberra**

##### **Project, Governance and Support**

##### **Finance and Budgets**

##### **Emily Liu: 835-89876**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 05506) (Gazetted 5 August 2016)

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

##### **Office of the Coordinator-General for Urban Renewal**

##### **Murray Nichol: 844-84697**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 35625) (Gazetted 6 September 2016)

#### **Finance and Budget**

##### **Various Branches**

##### **Michael Pepperell: 827-28715**

From: Administrative Services Officer Class 6 \$78,644 - \$90,006

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 55766) (Gazetted 12 August 2016)

**Shared Services**

**Shared Services Executive  
Executive**

**Shannon Rowe: 844-00131**

From: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$98,977 - \$106,542

Chief Minister, Treasury and Economic Development, Canberra (PN. 35217) (Gazetted 26 August 2016)

**Director of Public Prosecutions**

**Director of Public Prosecutions**

**Anna Jamieson-Williams: 827-33434**

From: Prosecutor Grade 2 \$91,625 - \$111,487

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$116,342 - \$128,649

Director of Public Prosecutions, Canberra (PN. 04155, several) (Gazetted 13 May 2016)

**Director of Public Prosecutions**

**David Swan: 844-03201**

From: Prosecutor Grade 1 \$71,319 - \$80,891

Director of Public Prosecutions

To: †Prosecutor Grade 2 \$91,625 - \$111,487

Director of Public Prosecutions, Canberra (PN. 43757) (Gazetted 13 May 2016)

**Education**

**Organisational Integrity**

**People and Performance**

**Employee Relations**

**Cassandra House: 779-15145**

From: School Assistant 2 \$44,392 - \$49,022

Education

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Education, Canberra (PN. 02146) (Gazetted 22 July 2016)

**Education Strategy**

**Student Engagement**

**Student Wellbeing**

**Amit Pearce: 741-13155**

From: \$121,617

Education

To: †Senior Psychologist \$121,617

Education, Canberra (PN. 37336) (Gazetted 19 August 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 for Schools**

**South/Weston Network**

**Forrest Primary School**

**Nicole Richardson: 779-22521**

From: \$61,521 - \$97,374

Education

To: †School Leader C \$112,381

Education, Canberra (PN. 37132) (Gazetted 10 August 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.

## **Health**

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

**Susannah Brew: 844-80776**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

To: †Health Professional Level 4 \$98,977 - \$106,542

Health, Canberra (PN. 26204) (Gazetted 11 August 2016)

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

**Sui Yi (Christina) Choi: 821-13198**

From: Health Service Officer Level 4 \$49,220 - \$51,102

Health

To: Administrative Services Officer Class 2 \$52,208 - \$57,648

Health, Canberra (PN. 18457) (Gazetted 28 July 2016)

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

#### **Critical Care**

#### **Medical Imaging**

**Jane Coventry: 834-51164**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 37730) (Gazetted 18 February 2016)

### **Population Health**

#### **Health Improvement**

**Judith Farrugia: 844-02313**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108

Health

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Health, Canberra (PN. 35876) (Gazetted 11 August 2016)

### **Director General Reports**

#### **Financial Management**

#### **Revenue and Financial Support**

**David Horton: 833-45919**

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Health

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Health, Canberra (PN. 21668) (Gazetted 18 August 2016)

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

#### **Rehabilitation, Aged and Community Care**

#### **Community Care Program**

**Michelle Huang: 850-42305**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Health, Canberra (PN. 16264) (Gazetted 12 August 2016)

**Canberra Hospital and Health Services**

**Liza Marando: 846-86264**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Health

To: †Senior Officer Grade C \$98,977 - \$106,542  
Health, Canberra (PN. 22044) (Gazetted 22 September 2016)

**Canberra Hospital and Health Services**

**E-Health and Clinical Records**

**Kylie McKay: 748-54754**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Health

To: Administrative Services Officer Class 6 \$78,644 - \$90,006  
Health, Canberra (PN. 30677) (Gazetted 29 September 2016)

**Justice and Community Safety**

**ACT Law Courts and Tribunal**

**Registry Operations**

**ACT Civil and Administrative Tribunal**

**Jacqueline Perinovic: 843-98342**

From: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Justice and Community Safety

To: Administrative Services Officer Class 4 \$65,671 - \$71,108  
Justice and Community Safety, Canberra (PN. 34316) (Gazetted 28 July 2016)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Boards and Committees**

**Clare Guest: 827-11905**

From: Senior Officer Grade C \$98,977 - \$106,542  
Transport Canberra and City Services

To: †Senior Officer Grade B \$116,570 - \$131,229  
Transport Canberra and City Services, Canberra (PN. 18438) (Gazetted 25 July 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***

**Chief Minister, Treasury and Economic Development**

*Section 123 of the Public Sector Management Act 1994, Tina Jayne Jones AGS 815-51653, 19 October 2016*

*Section 143 of the Public Sector Management Act 1994, Wayne Thomas Willimott AGS 333-70163, 29 July 2016*

**Community Services**

*Section 123 of the Public Sector Management Act 1994, Simon John Kleyn AGS 836-02743, 1 October 2016*



*Section 123 of the Public Sector Management Act 1994*, Richard Charles Vivian AGS 259-78240, 23 September 2016

*Section 123 of the Public Sector Management Act 1994*, Malcome Norman Mitchell AGS 827-36029, 30 September 2016

*Section 123 of the Public Sector Management Act 1994*, Lynnice Keen 792-34386, 30 September 2016

*Section 123 of the Public Sector Management Act 1994*, Alison Jane Oakleigh 781-68284, 18 September 2016