



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 March 2015**

## ***EXECUTIVE NOTICES***

### **Community Services**

#### **Contract Cessation**

Christine Nolan – Executive Director, Office for Children, Youth and Family Support (E386) – 30.01.2015

### **Education and Training**

#### **Variation – Assignment**

Rodney Bray – Director, Infrastructure and Capital Works (E520) Section 80A(1)(b) of the Public Sector Management Act 1994

### **Justice and Community Safety**

#### **Contract Cessation**

Note: The following Executive has been issued with a new contract. The notification is in accordance with the provisions of section 81 of the Public Sector Management Act 1994.

**Anthony Graham** – Chief Officer State Emergency Services (E576) – 15.03.15

#### **Engagement**

Anthony Graham – Chief Officer State Emergency Services (E576) Section 72 of the Public Sector Management Act 1994

## ***VACANCIES***

### **ACT Auditor General's Office**

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

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

#### **Performance Audit**

##### **Principal**

##### **Audit Band 2 - Principal \$132,986, Canberra (PN: 42801)**

Gazetted: 17 March 2015

Closing Date: 8 April 2015

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances

with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking a person with the highest level of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. As the position is a Designated Security Assessed Position (DSAP)/Position of Trust (PoTs), the successful candidate will need to have a baseline security clearance and therefore undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be secured employment will be terminated.

Note: Assessment of applicants for the role may include a review of written applications, psychometric and practical skills analysis, consideration of referee comments and one or more interviews.

Contact Officer: Brett Stanton (02) 6207 9534 [brett.stanton@act.gov.au](mailto:brett.stanton@act.gov.au).

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

#### **Assistant in Nursing**

**Assistant in Nursing \$45,381 - \$46,917, Canberra (PN: Various)**

Gazetted: 13 March 2015

Closing Date: 10 February 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Elaine Bell (02) 6264-7080 [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

#### **Enrolled Nurse Palliative Care**

**Enrolled Nurse Level 1 \$53,501 - \$57,161, Canberra (PN: 7198)**

Gazetted: 13 March 2015

Closing Date: 27 March 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Lynne O'Callaghan (02) 6264 7300 [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

#### **Bio- Medical Technician**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 8037)**

Gazetted: 13 March 2015

Closing Date: 23 March 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Keith Marshall (02) 6201 6153 [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

#### **Medical Services**

**Emergency Department**

**MAPU, ICU, Anesthesia**

**Senior Resident Medical Officer Level 3 or 4**

**Executive Level Senior Resident Medical Officer Level 3 or 4 \$77,850 - \$95,727, Canberra (PN: ED - RMO)**

Gazetted: 12 March 2015

Closing Date: 6 June 2015

Full position details can be seen at Calvary Health Care (ACT)'s website: <http://www.calvary-act.com.au/career-vacancies.html>

Contact Officer: Tonia Alexander (02) 6264 7129 [applications@calvary-act.com.au](mailto:applications@calvary-act.com.au)

**Canberra Institute of Technology**

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

**Technology and Design**

**Communication, Media and Music**

**Head of Department**

**Manager Education Level 1 \$108,137, Canberra (PN: 51885)**

Gazetted: 13 March 2015

Closing Date: 27 March 2015

Details: The Head of Department will contribute to the achievement of Departmental/College goals through quality leadership and in management of education and related activities. They will manage, administer and co-ordinate the activities of the Department in accordance with Institute Policy, and will provide educational leadership across the College of CIT Technology and Design. The Head of Department will assist the College Directors to develop, review and evaluate educational programs offered by the Communication, Media and Music Department and develop innovative and customised delivery models to meet industry needs.

Eligibility/Other Requirements: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Bachelor of Education, Management or relevant higher level qualification. Minimum Diploma level qualification in Music, Media or Communications or associated disciplines. Demonstrated experience managing a team. Professional Industry Experience in Music, Media or Communications or associated disciplines is desirable.

Note: This is a temporary position available for a period of three years with the possibility of an extension.

Temporary employment offered as a result of this advertisement may lead to permanent appointment under the ACT Public Service Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017.

Contact Officer: Jane Cottee (02) 6207 8744 [jane.cottee@cit.edu.au](mailto:jane.cottee@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.

**Pathways**

**Skills for Education and Employment**

**Senior Educator**

**Teacher Level 2 \$93,298, Canberra (PN: 35037)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: CIT Pathways College is seeking to fill a Teacher Level 2 vacancy. The successful applicant will be working in the Skills for Education and Employment (SEE) program providing leadership and guidance to teachers and students in relation to teaching and learning, developing curricula, delivering education programs and assessment, advising on quality program delivery and providing leadership and support to ensure student progression and success. Applicants should have a proven ability to work effectively as both a team member and a team leader, demonstrate commitment to high quality client service, ensure compliance with national regulatory bodies and contractual obligations with the Commonwealth Government and apply CIT's policies and principles.

Eligibility/Other Requirements: Mandatory: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013–2017, sub-Clause 40. Teacher Level 2 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013–2017. All teachers at Teacher Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum

specifications. Desirable: Experience in teaching English as a second language to international students. Master of Teaching English to Speakers of Other Languages (TESOL).

Notes: This is a temporary position available for a period of 12 months 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 - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp).

Contact Officer: Sharon Kendall (02) 6205 8485 [sharon.kendall@cit.edu.au](mailto:sharon.kendall@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.

## **CIT Student and Academic Services**

### **CIT Student Services**

#### **Assistant Team Leader**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 16464)**

Gazetted: 13 March 2015

Closing Date: 20 March 2015

Details: Applications are sought for the position of Assistant Team Leader in CIT Student Services. Under the supervision of the Team Leader, the Assistant Team Leader manages the day-to-day operations of CIT Student Services at any of the CIT locations. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. With a number of teaching areas located on campus, the suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff activities including monitoring counter duties and transactions, staff rostering and ensuring a safe environment for all staff and students. Other duties include monitoring and recommending improvements to current procedures, policies and service delivery. Sound knowledge of the student administration system admissions and enrolments and accounts receivable and receipting functions are highly desirable.

Note: This is a part-time temporary position being offered as job share working three days a week commencing 13 April 2015 until 9 October 2015, with the possibility of extension.

Contact Officer: Leon Fraser (02) 6207 4200 [leon.fraser@cit.edu.au](mailto:leon.fraser@cit.edu.au)

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

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

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

### **Shared Services**

#### **Partnership Services Group**

#### **Health ICT - Business Systems**

#### **Business Systems and Client Services Manager**

#### **Senior Information Technology Officer Grade B \$109,831 - \$123,642, Canberra (PN: 01616)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: As a leader and member of the Support Team, ensure the successful delivery of ICT support to Health systems and minor projects for the Health Directorate.

Eligibility/Other Requirements: Knowledge of support of complex business systems, PRINCE2, and ITIL frameworks would be highly advantageous. Knowledge of/or experience in the Health environment would be advantageous but is not essential.

Note: This is a temporary position available for a period of seven months with the possibility of extension and/or permanent filling from this recruitment process. Selection may be based on application and referee reports only.

Contact Officer: Peter McNiven (02) 6205 3852 [peter.mcniven@act.gov.au](mailto:peter.mcniven@act.gov.au)

**Economic and Financial Group  
Financial Framework Management and Insurance  
Insurance  
Senior Policy Officer**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34277)**

Gazetted: 17 March 2015

Closing Date: 24 March 2015

Details: Financial Framework Management and Insurance is seeking an experienced Officer with expertise in the provision of policy and technical advice in relation to legislation development and policy implementation. The successful applicant will undertake work on a wide range of insurance matters including Lifetime Care and Support Scheme policy development; continuing the establishment of the National Injury Insurance Scheme in the Territory; progressing reform of the ACT Compulsory Third-Party (CTP) Insurance Scheme and monitoring of, and advising on the operation and effectiveness of the CTP Insurance Scheme. The Officer will be required to provide strategic and high quality advice, exercise initiative, use good judgement and liaise with stakeholders and the public on insurance matters. The successful applicant will have highly developed policy, legislation development and implementation skills, and the demonstrated capacity to work effectively in a small team environment, plan work, balance competing priorities and meet deadlines. You will have superior written and oral communication skills, including liaison and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in law, business or economics are highly desirable. A background in dealing with insurance issues would be well regarded.

Note: This is a temporary position available from 30 March 2015 until 30 June 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Andrew Philip (02) 6207 0018 [andrew.philip@act.gov.au](mailto:andrew.philip@act.gov.au)

**Workforce Capability and Governance  
Public Sector Management Group  
Strategic HR  
Policy Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 16895)**

Gazetted: 13 March 2015

Closing Date: 20 March 2015

Details: Public Sector Management Group is seeking a dynamic policy officer for a four month period with the possible extension.

Note: This is a temporary position available until 31 July 2015.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than 2 pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Kathleen Pooley (02) 6205 5061 [kathleen.pooley@act.gov.au](mailto:kathleen.pooley@act.gov.au)

**Workforce Capability and Governance  
Public Sector Management  
Employment Policy  
Inclusion Manager  
Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35337)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Public Sector Management Group seeks an enthusiastic and energetic person to focus on the development and implementation of whole of government strategies for the employment of People with Disabilities and Aboriginal and Torres Strait Islander People across the ACTPS. The person must be a self-starter and have demonstrated excellent communications skills.

Eligibility/Other Requirements: People with a disability or Aboriginal and Torres Strait Islander People are encouraged to apply.

Note: This is a temporary position available until 5 June 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Jake Collins (02) 6205 0884 jacob.collins@act.gov.au

## **Corporate**

### **Corporate Human Resources**

#### **Senior Human Resource Advisor**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 55762)**

Gazetted: 17 March 2015

Closing Date: 24 March 2015

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for an experienced Human Resources (HR) professional to join Corporate HR as a Senior HR Advisor. The position will operate as part of a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will have broad generalist HR experience, including knowledge of work health and safety. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

Eligibility/Other Requirements: Applicants are asked to limit their claims against the selection criteria to less than three pages in total. They should also submit a current curriculum vitae along with contact details of at least two referees.

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

Contact Officer: Danielle Chesher (02) 6205 4669 danielle.chesher@act.gov.au

## **Shared Services**

### **Partnership Services Group**

#### **Customer Information Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 09324)**

Gazetted: 18 March 2015

Closing Date: 1 April 2015

Details: Shared Services is looking for a customer focused individual with the ability and drive to significantly improve the customer experience when accessing services online. The successful applicant will demonstrate a methodical and analytical approach to projects and competence with ICT systems, preferably in the areas of website development and/or knowledge management. Strong communication skills will be essential as this role will involve liaising with all areas of Shared Services to improve online information available to customers and staff.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Claire Harper (02) 620 54254 claire.harper@act.gov.au

## **Shared Services**

### **Shared Services ICT**

#### **Security**

##### **Senior Agency Security Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 33028)**

Gazetted: 13 March 2015

Closing Date: 20 March 2015

Details: The Senior Agency Security Officer position will be responsible for assisting the Agency Security Advisor in the delivery of protective security for Shared Services. The Senior Agency Security Officer will be responsible for monitoring and administering protective security requirements for Shared Services and provide timely analysis and recommendations relating to people, information and property.

Eligibility/Other Requirements: NV1 Security Clearance.

Notes: This is a temporary position available until 1 July 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Adam Incher (02) 6205 9067 adam.incher@act.gov.au

## **Communications**

### **Communications, Engagement and Protocol**

#### **Communications**

##### **Executive Assistant**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 33722)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: The Communications division is seeking an enthusiastic and motivated Executive Assistant. The role reports to the Director and provides support to the divisional teams which are responsible for directorate and whole-of-government communications, branding, public affairs, digital services, protocol, and hospitality and special events for the Chief Minister. The division also provides secretariat services for ACT and National Honours and Awards.

Eligibility/Other Requirements: Previous Executive Assistant experience is highly desirable.

Contact Officer: Lorna Waters (02) 6205 6756 lorna.waters@act.gov.au

## **Community Services**

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

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

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

#### **Statutory Services**

##### **Deputy Senior Manager**

#### **Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 23730)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: The Deputy Senior Manager position is a key youth justice leadership role and works as part of the senior management team of the centre to deliver high quality outcomes for young people in detention. The position reports directly to the Centre Manager of Bimberi Youth Justice Centre. The position is responsible for the day to day management of the centre and the residential facility. The occupant of the position monitors, directs and supervises the delivery of high quality rehabilitation, case management and operational matters including safety and security processes. The position is also responsible for the continued development of the Integrated Management System (IMS), quality decision making and compliance. The position deputises for the Senior Manager as required.

Eligibility/Other Requirements: Experience in a youth justice management environment, tertiary qualifications in management, welfare, social science or behavioural science and/or equivalent relevant fields are highly desirable.

Possession of a current Senior First Aid Certificate. 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 registrations refer to: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Notes: Educational, suitability and professional qualification checks may be carried out prior to employment.

Applicants may be required to undergo psychometric assessment as part of the recruitment process.

Contact Officer: Greg Corben (02) 6207 3384 greg.corben@act.gov.au



**Service Strategy and Community Building**

**Finance and Budget**

**Fleet**

**Fleet Manager**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 00045)**

Gazetted: 18 March 2015

Closing Date: 25 March 2015

Details: Position requires significant fleet management experience, including the research, design and supervision of vehicle modifications for select ACT Clients.

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

Contact Officer: Ian Hubbard (02) 6205 0688 [ian.hubbard@act.gov.au](mailto:ian.hubbard@act.gov.au)

**Education and Training**

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

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

**Office for Schools**

**South/Weston Network**

**Narrabundah Early Childhood School**

**Deputy Principal**

**School Leader B \$121,464, Canberra (PN: 25278)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

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

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

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 - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Bernadette Hayes (02) 6142 3828 [bernadette.hayes@ed.act.edu.au](mailto:bernadette.hayes@ed.act.edu.au)

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

**Office for Schools**

**South/Weston Network**

**Telopea Park School**

**Executive Teacher - Humanities**

**School Leader C \$104,319, Canberra (PN: 12831)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

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

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

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 - [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Michele McLoughlin (02) 6142 3364 michele.mcloughlin@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.

### **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)**

#### **Planning Delivery**

##### **Development Assessment**

##### **Senior Manager**

##### **Senior Officer Grade A \$127,557, Canberra (PN: 14998)**

Gazetted: 17 March 2015

Closing Date: 10 April 2015

Details: An opportunity exists for an experienced and enthusiastic person to manage and lead the Development Application Assessment Team for development proposals across the ACT. The successful applicant will manage all aspects of the Development Assessment Team and exercise delegations under relevant legislation.

Eligibility/Other Requirements: Qualification, experience and/or undertaking qualification in Urban, Town or Environmental Planning, Geography, Engineering, Architecture, Landscape Architecture, Urban Design, would be an advantage.

Contact Officer: Jim Corrigan (02) 6207 3520 [jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

#### **Environment**

##### **Water Policy and Catchment Management**

##### **Project Manager**

##### **Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 22391)**

Gazetted: 17 March 2015

Closing Date: 7 April 2015

Details: The Environment and Planning Directorate is looking for a highly motivated Project Manager with high level skills and experience in the procurement of water quality infrastructure. The successful applicant will need to have a strong understanding of water science, water quality infrastructure design and construction as well as experience in community engagement.

Eligibility/Other Requirements: Post graduate qualifications in Water Science, Engineering or Project Management will be highly desirable.

Note: This is a temporary position available until 29 February 2016 with the possibility of extension for a further three years pending project funding.

Contact Officer: Justin Foley (02) 6205 8062 [justin.foley@act.gov.au](mailto:justin.foley@act.gov.au)

#### **Planning Delivery**

##### **Territory Plan**

##### **GIS/Mapping Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35300)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Territory Plan section is seeking a highly motivated person with well developed organisational, analytical, GIS, mapping and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the maintenance of spatial data and the preparation of variations to the Territory Plan, in accordance with statutory requirements.

Eligibility/Other Requirements: Tertiary qualifications or experience in planning, geographic information systems, cartography/mapping, urban geography or related disciplines are required.

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

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

**Construction and Client Services**

**Construction Services**

**Utilities, Land and Lease**

**Investigator**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 12518)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: The Investigations Team of the Environment and Planning Directorate (EPD) is looking for a motivated individual to fill the role of Inspector/Investigator within Utilities, Land Regulation and Compliance section of the Directorate. The Investigations Team investigates complaints relating to breaches of building law, planning law, and leases. The team work closely with other units within the Construction Services Branch as well as areas across the ACT Government to ensure that the building industry and wider community are aware of their obligations under the laws EPD administer and that these laws are complied with.

Eligibility/Other Requirements: Knowledge of the built environment, construction practices, planning, law, government investigation and building surveying would be highly regarded as would skills in writing and conflict resolution. Possession of a driver's licence would also be an advantage.

Note: This is a temporary position available until 15 January 2016.

Contact Officer: Brian Connors (02) 6207 5644 brian.connors@act.gov.au

**Construction and Client Services**

**Construction Services Branch**

**Construction Occupations Licensing**

**Senior Licensing Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 18924)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: The Environment and Planning Directorate is seeking a motivated individual to fill the role of Senior Licensing Officer of the Construction Occupations Licensing Team within Construction Services Branch. The Construction Services Branch is responsible for the regulation of the construction services in the ACT and consists of Construction Audit Team, Electrical, Plumbing and Gas Inspectorate and Investigations Team. You will have the responsibility of overseeing the work of a small team of dedicated officers who assess licence applications under the *Construction Occupations (Licensing) Act 2004* and *Architects Act 2004*. You will also be responsible for functions under the *Building and Construction Industry (Security of Payment) Act 2009*. You will also be required to assist the Assistant Manager in developing policies and procedures for the team. This role requires the person to have a high level attention to detail, conflict resolution and negotiation skills, the ability to make sound decisions and undertake work autonomously.

Eligibility/Other Requirements: Experience working within a regulatory environment would be highly desirable.

Note: This is a temporary position available until 30 June 2015 with the possibility of extension for a further 12 months.

Contact Officer: Megan Corrigan (02) 6207 7665 megan.corrigan@act.gov.au

**Planning Delivery**

**Territory Plan**

**GIS/Mapping Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 00291, expected vacancy)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: The Territory Plan Section is seeking a highly motivated person with well developed organisational, analytical, GIS, mapping and technical writing skills to assist with the administration of the Territory Plan. The successful applicant will be required to assist with the maintenance of spatial data and the preparation of variations to the Territory Plan, in accordance with statutory requirements.

Eligibility/Other Requirements: Tertiary qualifications or experience in Planning, Geographic Information Systems, Cartography/Mapping, Urban Geography or related disciplines are required.

Notes: Selection may be based on referee report(s) and application only.

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

## **Environment**

### **Water Policy and Catchment Management**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 15209)**

Gazetted: 13 March 2015

Closing Date: 27 March 2015

Details: The Environment and Planning Directorate is looking for a highly motivated Project Officer to provide policy and administrative support to the Basin Priority Project Team. The successful applicant will require skills and experience in secretariat, communications and administrative support.

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

Note: This is a temporary position available from 5 May 2015 until 29 February 2016, with the possibility of extension for a further three years pending project funding.

Contact Officer: Justin Foley (02) 6205 8062 justin.foley@act.gov.au

## **Environment**

### **Environment Protection and Water Regulation**

#### **Project Officer**

#### **Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 10738)**

Gazetted: 13 March 2015

Closing Date: 20 March 2015

Details: The Environment Protection and Water Regulation Branch are seeking an enthusiastic and motivated individual to perform the role of Project Officer. The position involves administrative duties for the Branch including the operation of the statutory functions and legislation administered by the Branch. The position is responsible for administrative, financial and human resources support for the Branch including advertising of statutory instruments, general administration of financial and human resource functions, data entry, invoicing and assistance in co-ordination of Freedom of Information Requests, Ministerials and Briefs.

Eligibility/Other Requirements: Knowledge or experience with data and financial systems would be an advantage.

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

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

Applications should be sent to the contact officer.

Contact Officer: Glenda Darling (02) 6205 0385 glenda.darling@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>**

### **Director General Reports**

#### **Population Health**

#### **Health Protection Service**

#### **Senior Policy Officer**

#### **Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 21360)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: An opportunity exists for a suitably qualified and experienced candidate to join the Environmental Health Project Team as a Senior Policy Officer. The Project Team is a section of the Health Protection Service responsible for providing regulatory policy advice, input and information on a wide range of environmental health issues. These include food safety, tobacco control, safety of recreational water and drinking water, health care facility licensing, cooling towers and other environmental factors that may impact on health.

Eligibility/Other Requirements: Tertiary qualification Science Degree in a health related field.

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

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

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

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

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

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Contact Officer: Erica Nixon (02) 6205 4709

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Acute Support Service**

**Extended Scope Physiotherapist- in Training**

**Health Professional Level 4 \$93,254 - \$100,382, Canberra (PN: 17462)**

Gazetted: 19 March 2015

Closing Date: 26 March 2015

Details: Acute Support Physiotherapy requires a suitably qualified applicant to fill a temporary Extended Scope Physiotherapist-in Training position to support the delivery of extended scope physiotherapy services in ACT Health. This role requires a Physiotherapist to provide expert musculoskeletal assessment, diagnosis and appropriate onward management for patients presenting with chronic and/or acute pain to an Outpatient clinic and or Emergency Department.

Eligibility/Other Requirements: Degree or equivalent qualification in Physiotherapy. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). To support the specialist nature of ACT Health's Extended Scope Physiotherapist roles, expectations for this role include: Masters level qualification in a relevant clinical field; Minimum of five years clinical experience post entry level qualification; and Minimum three years experience in relevant specialist area.

Note: This is a full-time temporary position available until 10 February 2016 with the possibility of extension.

Selection may be based on written application and referee reports only. This recruitment process may be used to fill other temporary part-time vacancies at level. This position(s) may be required to participate in an overtime, on call, and/or rotation roster.

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

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application, together with two written referee reports.

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Contact Officer: Kerry Boyd (02) 6244 2154

**Strategy and Corporate**

**Policy and Government Relations**

**Aboriginal and Torres Strait Islander Health**

**Senior Policy Officer**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 23017)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: An opportunity is available for an appropriately skilled Officer to work in a small highly motivated team responsible for Aboriginal and Torres Strait Islander Health Policy. ACT Health is seeking applications from people who have a knowledge and understanding of issues relating to the health and well being of Aboriginal and Torres Strait Islander communities. We are seeking an Officer with strong written and oral communication skills to work with a range of key stakeholders. The capacity to assist in the preparation of complex briefs and reports for senior management and the Minister for Health is highly desirable.

Eligibility/Other Requirements: The successful applicant will need well-developed strategic policy and analytical skills and must be able to liaise effectively with local Aboriginal and Torres Strait Islander communities. A demonstrated capacity to deliver in a complex and dynamic environment, build productive working relationships and maintain professional networks to achieve successful policy outcomes is also required. People of Aboriginal and Torres Strait Islander origin are encouraged to apply.

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

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

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Contact Officer: Matthew Richter (02) 6207 9143

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Clinical Manager/Clinical Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 22453)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: An opportunity has arisen for an experienced and dynamic Registered Nurse to backfill a position for 12 months. The position is within Adult Mental Health Services located at Belconnen Mental Health, providing clinical care to persons registered with Clozapine Clinic and also provide clinical management duties.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Minimum of two years post registration experience working in Mental Health. A post graduate qualification in Mental Health is desirable.

Notes: This is a Temporary position available for a period of 12 months. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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Contact Officer: Helen Kirkwood (02) 6205 1523

**The Canberra Hospital**

**Medicine**

**Gastroenterology and Hepatology**

**Inflammatory Bowel Disease Nurse**

**Registered Nurse Level 2 \$81,918 - \$86,823, Canberra (PN: 29110)**

Gazetted: 19 March 2015

Closing Date: 26 March 2015

Details: Applications are invited from dynamic, motivated, flexible Registered Nurses with highly developed interpersonal skills to work within the multi-disciplinary Inflammatory Bowel Disease (IBD) team based at Canberra Hospital. This position provides clinical nursing care and education for patients with IBD, and is an ideal opportunity for nurses who are keen to expand their knowledge base working in the rewarding area of IBD nursing. The Inflammatory Bowel Disease (IBD) Nurse is responsible for providing clinical nursing care for patients with Inflammatory Bowel Disease utilising current evidence and practice initiatives.

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

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

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

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Contact Officer: Jan Platen (02) 6244 3977

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**CAMHS Cottage Clinical Manager**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 25990)**

Gazetted: 19 March 2015

Closing Date: 26 March 2015

Details: The Child and Adolescent Mental Health Service (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health problems. The Cottage Adolescent Day Program comprises a multidisciplinary team of mental health professionals who provide clinical management and intensive individual and group therapeutic services. The Cottage has a recovery focus and the aim of the program is to reduce the severity of mental health symptoms and to achieve functional gain in the areas of schooling, social functioning and fostering life skills. Applications are sort from allied health professionals who have experience in providing individual and group therapeutic interventions for children, young people and their families. As this is a senior role, experience in mental health, assessment, case management and interagency liaison is highly desirable.

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

Note: This is a temporary, full-time position, available until April 2016. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Please submit a current Curriculum Vitae, the names and contact details of two professional referees and a two page expression of interest addressing the Selection Criteria as a document to be uploaded. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Elloise Barry (02) 6205 1128

**Director General Reports**

**Population Health**

**Health Protection Service**

**Public Health Officer**

**Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade), Canberra (PN: 29640, several)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: The Health Protection Service's Environmental Health section includes a Food Safety team and an Environment team. A number of Environmental Health Officer positions are available in the Food Safety team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment team depending on operational needs. The role would suit someone with tertiary qualifications in environmental health. Alternatively, people with general tertiary applied science qualifications are encouraged to apply as environmental health training is available.

Eligibility/Other Requirements: Applicants must demonstrate adequate work experience, have a current driver's licence and undertake after hours work as reasonably necessary.

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



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Contact Officer: Lyndell Hudson (02) 6205 0956

**Strategy and Corporate**

**E-Health and Clinical Records**

**Recurring Supplies and Maintenance**

**Clinical System Trainer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 35295)**

Gazetted: 19 March 2015

Closing Date: 02 April 2015

Details: ACT Government Health Directorate is currently implementing a range of e-Health initiatives aimed to facilitate safe, high quality, secure eHealth systems that ensure the right information is available to the right person at the right time, regardless of their location. The Clinical Systems team in the eHealth and Clinical Records branch is looking for an enthusiastic, motivated individual with recent health industry experience to provide training to a variety of stakeholders.

Notes: This is a permanent part-time position at 18.37 hours per week. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. A current Curriculum Vitae and two professional referee reports should also be included with your application. Selection may be based on written application and referee reports only. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Sarah Norton (02) 6205 1757

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Office Manager**

**Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 28661)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: An opportunity has arisen for an experienced and motivated Administration Officer to work as the Office Manager in the busy and dynamic Adult Mental Health Unit. This position provides high level administration and strategic support to the team leader of the unit.

Eligibility/Other requirements: Knowledge and experience in the use of relevant medical terminology.

Understanding in dealing with persons affected with a Mental Illness. Current driver's licence.

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

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

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Contact Officer: Fiona Keddie (02) 6174 5406

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Care Program  
Podiatrist**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 33249)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: There is an exciting opportunity for a suitably qualified Podiatrist to join the Rehabilitation, Aged and Community Care (RACC) Podiatry Team. This position will provide patient centred care from Community Health Centres. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures.

Eligibility/Other Requirements: Appropriate Degree in Podiatry or recognised equivalent qualifications. Registered with the Podiatry Board of Australia. Current drivers licence is desirable.

Notes: This is a temporary position for a period of eight - nine months with the possibility of extension.

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

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

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Contact Officer: Kerryn Maher (02) 6205 1496

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Care Program  
Occupational Therapist  
Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 21052)**

Gazetted: 19 March 2015

Closing Date: 2 April 2015

Details: There is an exciting opportunity for a skilled and enthusiastic Occupational Therapist to join the Rehabilitation, Aged and Community Care (RACC) Occupational Therapy team. This is a full-time permanent position. This position will provide patient centred care from Community Health Centres through clinic appointments and home visits. The Community Care Occupational Therapy service aims to enable adults with physical disabilities to remain living independently and safely in the community. The role will prescribe modifications and equipment that promote safety and independence in the performance of daily living skills. We pride ourselves on our continual drive for high quality service. In this role you will be part of a friendly and engaging interprofessional program. The Occupational Therapy team offers strong peer support, professional development and supervision structures. This role would suit an Occupational Therapist with at least 12 months post-graduation clinical experience.

Eligibility/Other Requirements: Degree in Occupational Therapy, or recognised equivalent. Registration with the Occupational Therapy Board of Australia. Current driver's licence.

Note: The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application, along with at least two written referee reports. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions. More Information is available at: <http://health.act.gov.au/employment/enterprise-agreements/>. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Helen Matthews (02) 6205 2163 [helen.matthews@act.gov.au](mailto:helen.matthews@act.gov.au)

**Canberra Hospital and Health Services  
Women, Youth and Children  
Children, Youth and Women's Health Program  
Administrative Support Officer  
Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 28378)**

Gazetted: 19 March 2015

Closing Date: 26 March 2015

Details: A vacancy exists for an Administrative Support Officer (ASO) 3 – Community Health Programs, South Regional Team. This position provides a high level of administrative support to enable delivery of quality clinical services for the Maternal and Child Health and the Allied Health team based in the South Region of Canberra. This is an excellent opportunity to join a professional and caring team who provide quality care for families and children in the Canberra community.

Eligibility/Other Requirements: Well developed oral and written communication skills and advanced computer skills are required. Sound organisational skills and an ability to prioritise workloads are important. A background in health administration experience would be an advantage. A current driver's license is essential.

Note: The position is full time and based at the Tuggeranong Health Centre.

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

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Contact Officer: Christine Burrows (02) 6205 2751 [christine.burrows@act.gov.au](mailto:christine.burrows@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Pharmacy - TCH**

**Pharmacy Stores Officers**

**Health Service Officer Level 3 \$44,914 - \$46,374, Canberra (PN: CO8560, several)**

Gazetted: 19 March 2015

Closing Date: 26 March 2015

Details: This is an exciting opportunity to join the Canberra Hospital and Health Service's Pharmacy team. The Department is currently looking for Stores Officers who are available on a casual basis. This position involves inventory management and courier duties.

Eligibility/Other Requirements: Experience working in a hospital environment desirable. The successful applicant will require excellent attention to detail and a reasonable level of fitness, including the ability to walk long distances and to lift up to 16kg.

Notes: Positions will be offered on a casual basis. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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[:http://www.canberrayourfuture.com.au/](http://www.canberrayourfuture.com.au/).

Contact Officer: Monica Jones (02) 6244 2118 [monica.r.jones@act.gov.au](mailto:monica.r.jones@act.gov.au)

**Strategy and Corporate**

**Business and Infrastructure**

**Logistics Support**

**Health Service Officer**

**Health Service Officer Level 3 \$44,914 - \$46,374, Canberra (PN: 23472, several)**

Gazetted: 19 March 2015

Closing Date: 26 March 2015

Details: The Food Services Department of The Canberra Hospital has two permanent full-time and one permanent part time position within the Patient Services Plating/Delivery team available within the Patient Services area.

Duties include plating/delivery of meals for all areas of the hospital. Dishwashing duties as required. Other duties may be required as directed by Supervisors/Managers.

Eligibility/ Other Requirements: Basic knowledge of food safety and hygiene.

Notes: These positions are on a rotating roster and weekend/shift work will be required.

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Contact Officer: Sanjay Prasad (02) 6244 2177

**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 Corrective Services**

**Business Policy and Coordination**

**Administration**

**Manager Business Systems**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 31647)**

Gazetted: 13 March 2015

Closing Date: 27 March 2015

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Business Systems Manager. Duties for the successful applicant include, but are not limited to: Leading internal staff, contractors and stakeholders to manage existing and new information, communication and technological related projects that support Corrective Services with our business system needs. Coordinating the implementation of existing and new initiatives at ACT Corrective Services including a new case management system, intelligence systems, training system, roster system, intranet and internet infrastructure and content, information, reporting and related business system projects. Liaising with internal and external stakeholders to investigate business process improvements and implement appropriate technological solutions to meet existing and anticipated business system needs of Corrective Services. Providing high level written materials including correspondence, reports, briefs and instructional materials as the need arises. Ensuring project plans are developed and effectively implemented within available human and financial resources. Establishing contractual arrangements through Shared Services Procurement with a range of contractors and consultants to deliver projects. Developing progress reports for the relevant stakeholders and committees on a range of projects across the organisation.

Contact Officer: Therese Goodman (02) 6207 8297 [therese.goodman@act.gov.au](mailto:therese.goodman@act.gov.au)

**ACT Corrective Services**

**Finance and Budget**

**Administration**

**Manager, Finance and Budget**

**Senior Professional Officer Grade B \$109,831 - \$123,642, Canberra (PN: 34265)**

Gazetted: 13 March 2015

Closing Date: 27 March 2015

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the position of Manager, Finance and Budget on a Fixed Term Contract. Duties for the successful applicant include, but are not limited to: leading the effective delivery of services to provide for the support, management and development of the ACTCS Finance and Budget team; ensuring strategic alignment of services; developing and managing effective relationships with ACTCS Executive Team and other government agencies and represent ACTCS on financial matters in forums, meetings and conferences; providing authoritative advice, guidance and support both written and verbal on financial and budget strategy and performance to the ACTCS Executive Team; leading the development and maintenance of ACTCS' finance planning policies and systems, ensuring ACTCS' financial systems, policies, procedures and practices adhere to best practice and relevant accounting standards, including adherence to the *Financial Management Act 1996* and the Director-General and Chief Finance Officer's Accounting Standards; in the absence of standards, develop relevant standards for internal use of ACTCS. Managing ACTCS' budget and provide advice and guidance to Finance Officers in ACTCS; and managing the operations of finance services including effective leadership, providing guidance and support to the Finance and Budget team located at Eclipse House and the Alexander Maconochie Centre.

Eligibility/Other Requirements: Mandatory tertiary qualification in Finance and Certified Practising Accountants Australia (CPA) membership or ability to gain CPA membership is highly desirable.

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

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

**Security and Emergency Management Committee**

**Manager**

**Senior Officer Grade B \$109,831 - \$123,642, Canberra (PN: 35392)**

Gazetted: 17 March 2015

Closing Date: 24 March 2015

Details: The Security and Emergency Management Branch (SEMB) provides whole-of-government coordination on issues relating to security and emergency management across the ACT. The SEMB is part of the Justice and Community Safety Directorate and works closely with all ACT Government directorates, the ACT Policing, and relevant interstate and federal agencies. Duties include: Provide high level advice, briefings, reports and correspondence to the Executive Director - SEMB, Directorate Executives, and Ministers. Represent SEMB and the Directorate at intra/inter-governmental and/or private sector meetings. Assist with the management of SEMB as a member of the Branch management team. Manage the implementation of the ACT Government Protective Security Policy Framework (PSPF). Manage a team responsible for one or more of the following: Develop strategies, policies and procedures for the ACT Government on protective security, counter-terrorism, critical infrastructure protection, CCTV and strategic emergency management issues. Manage the development and conduct of counter-terrorism and emergency management related activities, such as exercises and coordination of national grant programs. Manage the secretarial functions for both ACT and national security and emergency management committees and sub-committees. Undertake specific projects as required. Ensure all activities adhere to relevant Territory legislation, policies and guidelines.

Eligibility/Other Requirements: A current security clearance is desirable.

Note: This is a temporary position available from 30 March 2015 until 30 June 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Virginia Hayward (02) 6205 5132 virginia.hayward@act.gov.au

**Security and Emergency Management Branch**

**Manager**

**Senior Officer Grade C \$93,254 - \$100,382, Canberra (PN: 35391)**

Gazetted: 17 March 2015

Closing Date: 24 March 2015

Details: The Security and Emergency Management Branch (SEMB) provides whole-of-government (WHoG) policy, coordination, and strategic advice on issues relating to security and emergency management across the ACT. SEMB is part of the Justice and Community Safety Directorate (JACS) and works closely with all ACT Government directorates and relevant interstate and federal government agencies. JACS SEMB is responsible for the management of protective security for the ACT Government. This combines procedural, physical, personnel and information security measures designed to protect government information, functions, resources, employees and clients against security threats. JACS SEMB provides the WHoG control function for the development, verifying, reviewing and implementation of protective security policies and procedures. In addition to the above responsibilities JACS SEMB facilitate security and emergency management coordination within the Territory and into the Commonwealth through its representation at a variety of federal committees and sub-committees. Duties include: Provide high level advice, briefings, reports and correspondence to the Senior Director SEMB and Directorate Executives. Represent SEMB and the Directorate at inter-governmental meetings. Assist with the management of SEMB as a member of the Branch management team. Contribute to a team responsible for one or more of the following: Develop strategies, policies and procedures for the ACT Government on protective security, counter-terrorism, critical infrastructure protection, CCTV or strategic emergency management issues. Manage the development and conduct of counter-terrorism and emergency management related activities, such as exercises and coordination of national grant programs. Manage the secretarial functions for both ACT and national security and emergency management committees and sub-committees. Undertake specific projects as required. Ensure all activities adhere to relevant Territory legislation, policies and guidelines.

Eligibility/Other Requirements: A current security clearance is desirable.

Note: This is a temporary position available from 30 March 2015 to 30 June 2015.

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

Applications should be sent to the contact officer.

Contact Officer: Charrissa Moriarty (02) 6205 0611 [charrissa.moriarty@act.gov.au](mailto:charrissa.moriarty@act.gov.au)

### **Emergency Services Agency**

#### **ACT Ambulance Service**

#### **Ambulance Operations**

#### **Communications Centre Clinician**

#### **Intensive Care Paramedic 2 \$85,791 - \$95,324 plus penalties, Canberra (PN: 23899, several)**

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: Expressions of Interest (EOI) are being sought from suitably qualified persons or those wishing to become qualified as a Communication Centre Clinician, who may be interested in undertaking periods of temporary placement in the Communication Centre Clinician position. There will be two processes undertaken, one for those already holding the relevant qualifications and the other for those wishing to undertake the ACTAS Clinician Training Program training.

Eligibility/Other Requirements: Mandatory Minimum of an Advanced Diploma in Paramedical Science or equivalent. Current Authority to Practice as an Intensive Care Paramedic Minimum of five (5) years experience post ICP qualification (Advanced Diploma or equivalent). A current driver's licence. Evidence of further clinical study and development is desirable. Applicants found suitable for the position who have not completed the ACTAS Clinician Training Program will need to successfully complete the program prior to being offered a position.

Note: These are temporary positions available from May 2015 to May 2016. Potential candidates should provide a response to each individual Selection Criteria outlining experience and/or ability, contact details of at least two referees and current curriculum vitae. Please limit your responses to one A4 page against each criterion.

Contact Officer: Louise Smith (02) 6207 9018 [louise.smith@act.gov.au](mailto:louise.smith@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 Regulatory Services**

#### **WorkSafe ACT**

#### **Regulatory Services**

#### **WorkCover Officer - Inspector**

**ORS Inspector 6 \$74,098 - \$84,803, Canberra (PN: 05777, several)**

Gazetted: 18 March 2015

Closing Date: 25 March 2015

Details: Perform the functions of an authorised Inspector under relevant legislation as delegated. Conduct inspections of workplaces and providing advice in accordance with relevant legislation, including: Advising duty holders on requirements of the legislation and related technical issues; Investigating injuries, incidents and complaints; Ensuring understanding of and compliance by duty holders with legislation; Preparing reports and briefs for prosecutions as required; and Receiving and coordinating/drafting responses to incoming enquiries and complaints in accordance with procedures. Promoting health and safety awareness and practices within workplaces to help minimise work-related injuries and illness. Drafting reports, briefing notes, correspondence and other written material relating to major or more complex work health and safety issues. Participate in compliance activities and provide advice to ACT Business and Industry clients and stakeholders in accordance with relevant legislation. Liaise with industry, unions, employers, other government departments and work health and safety providers. Representing Office of Regulatory Services (ORS) at forums within the ACT and interstate where required. Drafting and preparing guidance materials and articles on work health and safety issues. Contribute to the day-to-day operations in the Section. Contributing to the strategic direction of WorkSafe ACT and ORS and the development of operational policy, procedures and practices to achieve best practice within the ACT. Contribute to the development and achievement of targets and objectives of the WorkSafe ACT Strategic/Business Plans and team work plans. Facilitating a culture of performance and continuous improvement within the ORS. Contribute to efficient work practices and sound corporate governance. Positively participating in team meetings, planning and training activities to achieve corporate goals and targets. Contributing effectively to workplace diversity, participative practices and promotion of work health and safety principles. Maintaining records in accordance with the *Territory Records Act 2002*. Working cooperatively with managers and staff in WorkSafe ACT and ORS more broadly. Educate the community on their rights, safety provisions and how these provisions effectively apply to their everyday working life. Actively participating in the development and application of relevant WorkSafe ACT promotional and educational materials. Actively promote relevant WorkSafe ACT promotional and educational materials to industry. Present at training, workshops, roadshows and other such appropriate activities.

Eligibility/Other Requirements: A Certificate IV level qualification in Government Inspection/Investigations or related discipline, or progress towards such a qualification is desirable. Current driver's licence. Willingness to wear a uniform when representing the Office of Regulatory Services on inspections. Willingness to undertake competency based training relevant to performing the duties of this position. Participation in an after hours on-call and telephone roster. Participation in programmed after hours compliance activities.

Notes: These positions are temporary for varying periods up to the 16 October 2016 with a possibility of extension or permanency from this recruitment process.

Contact Officer: Arthur Reilly (02) 6205 3463 arthur.reilly@act.gov.au

**Office of Regulatory Services  
Business and Development Unit  
Finance and Budget Unit  
Finance Officer**

**Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 05506)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: Under the limited direction of the Manager, Finance and Budgets: Develop and maintain systems to account for all monies received and expended by Office of Regulatory Services (ORS) including accounts payable and accounts receivable operations, general ledgers, revenue collection, preparation of annual fees and charges, petty cash, cab charges, debt management and banking to ensure ORS systems reflect industry best practice, accounting standards, government and organisational requirements; Prepare meaningful and timely organisation and business unit financial statements and reports to the Manager, Finance and Budgets and executives that include all income and expenditure for the current month and year to date budget figures; Monitor and analyse financial issues and discrepancies and provide accurate information and advice on financial policy, procedures, and systems; Provide quarterly report against performance measures to the ORS managers including assisting with gathering, collating, presenting, analysing and auditing financial information and statistics and provide input into Estimates and Ministerial briefings; Maintain all financial systems including ORS databases for financial assets and spreadsheets of employee entitlements; Advise and assist the Manager Finance and Budgets in the development



and enhancement of the services offered by the Unit and evaluate the effectiveness of the services; Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Tertiary qualifications in Accounting are highly desirable. Knowledge of government financial management systems (Oracle), procedures and guidelines and an understanding of the financial framework in the ACT Government highly desirable.

Notes: This is a temporary position available from 17 April 2015 until 30 September 2015 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

## **ACT Law Courts and Tribunal Administration**

### **Judicial Chambers**

#### **Judicial Staff**

##### **Executive Assistant to the Chief Justice**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35346)**

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: We are seeking an organised and professional person to perform the role of Executive Assistant to the Chief Justice of the ACT Supreme Court. The duties of the position include the provision of high level administrative, secretarial and other support to the Chief Justice, supporting other chambers staff, maintaining effective liaison with the Judiciary, court staff, offices of the ACT Government, high level dignitaries, external organisations and the legal profession, organising and prioritising own workload, provision of Secretariat support to committees and undertaking minor research and project roles when required. The successful applicant will have demonstrated skills in providing secretarial assistance at a senior level, high level communication, organisational and administrative abilities and an understanding of the legal system.

Contact Officer: Robyn Erickson (02) 6207 1568 robyn.erickson@act.gov.au

## **ACT Law Courts and Tribunal**

### **Corporate and Strategic Services**

#### **Corporate Information and Systems**

##### **Systems Training Officer**

##### **Administrative Services Officer Class 6 \$74,098 - \$84,803, Canberra (PN: 35352)**

Gazetted: 13 March 2015

Closing Date: 20 March 2015

Details: The ACT Law Courts and Tribunal (ACTLCT) is seeking a Systems Training Officer to lead the training and education of judiciary and ACTLCT staff in a new Case Management System - ICMS. This position reports to the Senior Projects and Operations Support Officer. The successful applicant will deliver against a training plan, with an outcome that ensures that all ICMS users are comfortable and proficient in operating this new system as it is released across ACTLCT, in three stages between late 2015 to end of 2016. You will work closely with the ICMS system provider, ACTLCT's ICMS project team and key stakeholders to determine and develop modularised training programs and support materials using a blended learning approach appropriate for a variety of adult learners, as well as, coordinate, communicate, manage and deliver these modules within the overall training plan. This role's responsibilities will also extend to the design and delivery of other training programs in information, communications and technology within ACTLCT, as required.

Eligibility/Other Requirements: Completion of Certificate IV in Training and Assessment or other training qualifications are desirable.

Notes: This is a temporary position available from April/May 2015 until 31 December 2016 with the possibility of extension.

Contact Officer: Jacinta Smith (02) 620 71427 jacinta.smith@act.gov.au

## **Office of Regulatory Services**

### **WorkSafe ACT**

#### **WorkSafe Inspector**

##### **ORS Inspector 5 \$68,766 - \$72,789, Canberra (PN: 42687)**

Gazetted: 12 March 2015

Closing Date: 26 March 2015

Details: Assist the Manager in the conduct of inspections of workplaces and provide advice in accordance with relevant legislation, including on legislation and technical issues. Conduct of planned inspections. Receive and coordinate responses to incoming enquiries and complaints in accordance with procedures. Promote health and safety awareness and practices within the workplace and externally to help to minimise work-related injuries and illness at work in the ACT. Draft correspondence, reports and other written material relating to Work Health and Safety (WHS) issues. Liaise with industry, unions, employers, other Government Departments and occupational health and safety providers as required. Draft and assist in the preparation of guidance materials and articles on Work Health and Safety issues. Contribute to the strategic direction of the Team and the development of operational policy, procedures and practices to achieve best practice in WHS within the ACT. Contribute to the targets and objectives of the Team, Section and organisational plans. Contribute positively to a culture of continuous improvement within WorkSafe ACT. Contribute to WorkSafe ACT operations and attend staff meetings. Participate in team planning and training activities. Contribute to workplace diversity, participative practices and promote occupational health and safety principles. Maintain record keeping systems and data for the Team as directed.

Eligibility/Other Requirements: Current drivers' licence is mandatory.

Notes: A Certificate IV level qualification in Work Health and Safety or related discipline, or progress towards such a qualification is desirable. Willingness to wear a uniform when representing WorkSafe ACT. Willingness to undertake competency based training relevant to performing the duties of this position.

Contact Officer: Kevin McFadzen (02) 6205 0330 kevin.mcfadzen@act.gov.au

**Public Advocate of the ACT  
Guardianship**

**Professional Support Officer**

**Administrative Services Officer Class 5 \$68,766 - \$72,789, Canberra (PN: 30447)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: The Public Advocate of the ACT is looking for an enthusiastic person with a strong customer focus to provide professional support to the Principal Guardian and the Guardianship Team. This successful candidate will join the Team at entry level, however it is anticipated that they will demonstrate the capacity in time to take on further duties and responsibilities. Duties: Under supervision, the successful applicant's primary duties will be to perform administrative functions including management and coordination of the flow and filing of legal documents, data base management and recording and collation of statistics; undertake telephone reception, and eventually further client contact via Advice Line and visiting as/when directed; conduct all other professional support tasks and duties required.

Notes: This is a temporary position available until 31 March 2016. 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 -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

Contact Officer: Kurt Petrunia (02) 6207 0707 Kurt.Petrunia@act.gov.au

**Victim Support ACT**

**EIT Intake Officer/Case Manager**

**Health Professional Level 2 \$57,352 - \$78,731, Canberra (PN: 16953)**

Gazetted: 13 March 2015

Closing Date: 27 March 2015

Details: We are looking for a Social Worker, Psychologist or Counsellor who has high quality clinical and case management skills. The position will be required to conduct intake and assessment of clients with complex presenting issues. It is highly desirable that applicants enjoy working in a team environment and have a personal commitment to delivering high quality customer service.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Counselling are mandatory.

Current ACT registration where applicable and/or eligible for membership of the appropriate professional organisation.

Notes: This is a temporary position available for a period of up to six months. Due to operational requirements this is a full-time position. Selection maybe by application and referee reports only. 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 -

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wvvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp).

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

Applications should be sent to the contact officer.

Contact Officer: Prashant Munro (02) 6205 2066 prashant.munro@act.gov.au

## **Territory and Municipal Services**

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

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

### **Parks and City Services**

#### **City Services**

#### **Domestic Animal Services**

#### **Senior DAS Ranger**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 09804)**

Gazetted: 18 March 2015

Closing Date: 1 April 2015

Details: The Senior Domestic Animal Services (DAS) Ranger will be based at the Mugga Lane Animal Shelter and will be responsible for the administration and application of the *Domestic Animals Act 2000* and dealing with complaints and enquiries relating to the activities of DAS. The Senior Ranger will also supervise staff and oversee the activities of the pound relating to the welfare of animals in the care of DAS, the safety of visitors to the DAS facility and cleaning the facility. The Senior Ranger will assist with patrolling and the collection of roaming dogs, impounding and expounding of dogs and investigating more complex dog related issues as required. The position will also involve office duties and administration of the DAS data base as required and participation in a seven day roster, 24 hour on-call arrangement.

Eligibility/Other Requirements: Must have a current driver's licence. Ability to work on a rotating roster, work overtime and be on-call as required.

Notes: This is a temporary position available until April 2017.

Contact Officer: Eva Cawthorne (02) 6207 2369 [eva.cawthorne@act.gov.au](mailto:eva.cawthorne@act.gov.au)

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

### **Parks and City Services**

#### **City Services**

#### **City Rangers**

#### **Ranger**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 18864)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: City Rangers are responsible for matters relating to public safety, regulation of the use of public open space areas and actioning complaints under relevant legislation including; the *Public Unleased Land Act 2013*, the *Litter Act 2004*, the *Trespass Act*, *Uncollected Goods Act* and the *Nature Conservation Act*. The City Rangers carry out targeted patrols, conduct sit offs, arrange for the removal of abandoned vehicles and collect evidence as required so that penalties and infringements can be applied. The position also involves office duties and administration so some level of computer skills will be required.

Eligibility/Other Requirements: Current driver's licence. The ability to work after normal business hours including call-outs, weekends and public holidays on a rotating roster basis.

Contact Officer: Glenn Tomlinson (02) 6207 8844 glenn.tomlinson@act.gov.au

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

## **Parks and City Services**

### **City Services**

#### **City Rangers**

##### **Ranger**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997, Canberra (PN: 32127)**

Gazetted: 17 March 2015

Closing Date: 31 March 2015

Details: This position performs the role of a Ranger and will act as a Authorised Officer and Inspector under the full range of legislation administered by Parks and City Services as required. City Rangers undertake inspections, conduct proactive patrols, manage minor projects and conduct investigations into reported offences within the area of responsibility with a focus on *Roads and Public Places Act 1937*, *Litter Act 2004*, *Domestic Animals Act 2000*, *Lakes Act 1976* and the *Nature Conservation Act 1980* and make recommendations and prepare reports on relevant matters. Prepare papers, briefing notes and general correspondence.

Eligibility/Other Requirements: Current driver's licence and ability to work after normal business hours including call-outs, weekends and public holidays on a rotating roster basis.

Note: This is a temporary position available from April 2015 until April 2018.

Contact Officer: Glenn Tomlinson (02) 6207 8844 glenn.tomlinson@act.gov.au

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

## **Parks and City Services**

### **City Services**

#### **Domestic Animal Services**

##### **DAS Ranger**

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980, Canberra (PN: 17772)**

Gazetted: 18 March 2015

Closing Date: 1 April 2015

Details: Domestic Animal Services (DAS) Rangers are based at the Mugga Lane Animal Shelter and are responsible for the welfare of animals in the care of DAS, road patrolling and the seizure of dogs, actioning complaints under the *Domestic Animals Act 2000* and assisting with investigations into dog related issues. DAS Rangers also assist with the impounding and expounding of dogs and assist the vet as required. The position will assist with office duties and administration of the DAS data base as required. Some level of computer skills will be required. DAS Rangers participate in a seven day roster, 24 hour on-call arrangement.

Eligibility/Other Requirements: Must have a current, non-restricted driver's licence. Ability to work on a rotating roster, work overtime and be on-call as required.

Notes: This is a temporary position available until April 2017.

Contact Officer: Eva Cawthorne (02) 6207 2369 eva.cawthorne@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.

## **Directorate Services**

### **Canberra Cemeteries**

#### **Horticulturalist**

#### **Technical Officer Level 2 \$54,981 - \$62,959, Canberra (PN: 34883)**

Gazetted: 12 March 2015

Closing Date: 19 March 2015

Details: An energetic and self motivated horticulturist is required to lead a small team of skilled workers in horticultural activities applicable to the maintenance of cemeteries.

Eligibility/Other Requirements: Certificate III in Horticulture and or equivalent demonstrated knowledge and experience; class C driver's licence; licences to operate loader/backhoe/excavator/chainsaw would be desirable.  
Notes: Conditions for this position include a 9-day fortnight and a Cemeteries Composite Allowance of \$218.00 per fortnight

Contact Officer: Peter Lees (02) 6204 0206 peter.lees@act.gov.au

## ***APPOINTMENTS***

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

#### **Administrative Services Officer Class 6 \$74,098 - \$84,803**

Antoneth Hooper 843-90607, Section 68(1), 16 March 2015

#### **Senior Information Technology Officer Grade B \$109,831 - \$123,642**

Tarun Kumar 780-38172, Section 68(1), 19 March 2015

### **Community Services**

#### **Senior Officer Grade C \$93,254 - \$100,382**

Brady Mumberson 846-84314, Section 68(1), 16 March 2015

### **Environment and Planning**

#### **Administrative Services Officer Class 4 \$61,874 - \$66,997**

Richa Jain 821-69458, Section 68(1), 13 March 2015

### **Health**

#### **Registered Nurse Level 1 \$58,989 - \$78,799**

Antoinette Antigo 845-19132, Section 68(1), 18 March 2015

#### **Registered Nurse Level 2 \$81,918 - \$86,823**

Ann Bell 842-87773, Section 68(1), 11 March 2015

#### **Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)**

Leanne Brown 844-32811, Section 68(1), 14 March 2015

#### **Health Professional Level 2 \$57,352 - \$78,731**

Jeremy Choo 844-84902, Section 68(1), 16 March 2015

#### **Administrative Services Officer Class 3 \$55,732 - \$59,980**

Larissa Pang 838-53518, Section 68(1), 12 March 2015

#### **Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)**

Tiffany Peddle 838-52910, Section 68(1), 17 March 2005

#### **Dentist 1-2 \$67,958 - \$123,642**

Jason La, 829-56873, Section 68(1), 10 March 2015

#### **Dentist 1-2 \$67,958 - \$123,642**

Rami Hussain, 829-56902, Section 68(1), 10 March 2015

**Justice and Community Safety**

**Senior Officer Grade C \$93,254 - \$100,382**

Brendan Pigott 836-13514, Section 68(1), 16 March 2015

**Territory and Municipal Services**

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Natasha Rabiya Guy 846-84066, Section 68(1), 10 March 2015

**Administrative Services Officer Class 4 \$61,874 - \$66,997**

Xiao Hong (Lucy) Zhang 846-84824, Section 68(1), 16 March 2015

***TRANSFERS***

**Education and Training**

**Sarah Joy Tarrant: 798-35923**

From: Administrative Services Officer Class 6 \$74,098

Education and Training

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Education and Training, Canberra (PN. 00087) (Gazetted 12 November 2014)

**Health**

**Nicola Cooper: 784-94565**

From: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)

Health, Canberra (PN. 32512) (Gazetted 29 January 2015)

**Valerie Davies: 844-82747**

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 1 \$58,989 - \$78,799

Health, Canberra (PN. 29909) (Gazetted 29 January 2015)

**Xuejing Huang: 824-32279**

From: Registered Nurse Level 1 \$58,989 - \$78,799

Health

To: Registered Nurse Level 1 \$58,989 - \$78,799

Health, Canberra (PN. 26796) (Gazetted 29 January 2015)

**Territory and Municipal Services**

**Keith Charles Forrest: 711-81654**

From: Transport Officer Grade 3 - ACTION \$88,371

Territory and Municipal Services

To: Transport Officer Grade 3 - ACTION \$88,371

Territory and Municipal Services, Canberra (PN. A11757) (Gazetted 18 December 2014)

## ***PROMOTIONS***

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

#### **Shared Services**

##### **Networks and Communications Services**

##### **Infrastructure Services**

##### **Andrew James Husking: 779-16578**

From: Information Technology Officer Class 1 \$59,980 - \$68,277

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$93,254 - \$100,382

Chief Minister, Treasury and Economic Development, Canberra (PN. 35216) (Gazetted 22 January 2015)

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

##### **Territory Venues and Events**

##### **Megan Jane Pottie: 821-15855**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$61,874 - \$66,997

Chief Minister, Treasury and Economic Development, Canberra (PN. 35036) (Gazetted 19 March 2015)

### **Community Services**

#### **Service Strategy and Community Building**

##### **Policy, Data and Research**

##### **Kieran Ives: 835-90754**

From: Graduate Administrative Assistant \$61,874 - \$63,771

Community Services

To: †Administrative Services Officer Class 5 \$68,766 - \$72,789

Community Services, Canberra (PN. 01939) (Gazetted 19 March 2015)

### **Education and Training**

#### **Organisational Integrity**

##### **Human Resources**

##### **Employee Relations**

##### **Corrina Howarth: 787-53029**

From: Administrative Services Officer Class 4 \$61,874 - \$66,997

Education and Training

To: Administrative Services Officer Class 6 \$74,098 - \$84,803

Education and Training, Canberra (PN. 04414) (Gazetted 12 November 2014)

### **Environment and Planning**

#### **Planning Delivery**

##### **Lease Administration**

##### **Maggie Stephenson: 835-6703**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980

Environment and Planning

To: †Administrative Services Officer Class 4 \$61,874 - \$66,997  
Environment and Planning, Canberra (PN. 13578) (Gazetted 29 January 2015)  
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

**Planning Delivery**

**Lease Administration**

**Jacob Tregloggen: 821-14465**

From: Administrative Services Officer Class 3 \$55,732 - \$59,980  
Environment and Planning Directorate

To: †Administrative Services Officer Class 4 \$61,874 - \$66,997  
Environment and Planning, Canberra (PN. 30609) (Gazetted 29 January 2015)

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

**Health**

**Canberra Hospital and Health Services**

**Operational Support**

**Acute Support**

**Nadishani Fernando: 842-90243**

From: Health Professional Level 1 \$53,784 - \$68,527  
Health

To: Health Professional Level 2 \$57,352 - \$78,731  
Health, Canberra (PN. 12193) (Gazetted 3 July 2014)

**Strategy and Corporate**

**Business and Infrastructure**

**Infrastructure Support**

**Craig Lemon: 838-54174**

From: Facilities Service Officer Level 7 \$54,981 - \$58,062  
Health

To: Facilities Service Officer Level 8 \$59,582 - \$62,959  
Health, Canberra (PN. 21671) (Gazetted 15 January 2015)

**Canberra Hospital and Health Services**

**Pathology**

**Biochemistry**

**Simon Newton: 825-49901**

From: Health Professional Level 2 \$57,352 - \$78,731  
Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Health, Canberra (PN. 27045) (Gazetted 15 January 2015)

**Canberra Hospital and Health Services**

**Capital Region Cancer Service**

**Cancer Nursing**

**Jennifer Northey: 261-23463**

From: Registered Nurse Level 2 \$81,918 - \$86,823  
Health

To: †Registered Nurse Level 3.1 \$93,917 - \$97,782  
Health, Canberra (PN. 34994) (Gazetted 15 January 2015)

**Canberra Hospital and Health Services**



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

**Matthew Wafer: 835-80687**

From: Administrative Services Officer Class 5 \$68,766 - \$72,789  
Health

To: Administrative Services Officer Class 6 \$74,098 - \$84,803  
Health, Canberra (PN. 18389) (Gazetted 27 November 2014)

**Canberra Hospital and Health Services**

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

**Mental Health**

**Benjamin Smith: 829-55694**

From: Staff Specialist 1-5 \$147,465 - \$181,976  
Health

To: Senior Staff Specialist \$199,231  
Health, Canberra (PN.12864) (Gazette 19 March 2015)

This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines.

**Independent Competition and Regulatory Commission**

**Ian Robert Phillips: 835-86253**

From: Senior Officer Grade B \$109,831 - \$123,642  
Independent Competition and Regulatory Commission

To: †Senior Officer Grade A \$127,557  
Independent Competition and Regulatory Commission, Canberra (PN. 09306) (Gazetted 24 February 2015)

**Territory and Municipal Services**

**Roads and Public Transport**

**Public Transport**

**ACTION/Operations**

**Michael Scott: 707-71679**

From: Transport Officer Grade 3 - ACTION \$88,371  
Territory and Municipal Services

To: †Transport Officer Grade 4 -ACTION \$96,663  
Territory and Municipal Services, Canberra (PN. A11713) (Gazetted 15 December 2014)

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

***CORRIGENDA***

**Health**

**Canberra Hospital and Health Services**

**Christine Vagg: 817-42726**

From: Health Professional Level 2 \$57,352 - \$78,731  
Health

To: Health Professional Level 3 \$80,997 - \$85,346 (up to \$89,579 on achieving a personal upgrade)  
Health, Canberra (PN. 28314) (Gazetted 29 January 2015)

Correction to the date of promotion.

