



ACT Government Gazette

Gazetted Notices for the week beginning 07 May 2015

EXECUTIVE NOTICES

Canberra Institute of Technology

Contract Cessation

Adrian Marron – Chief Executive Officer (E584) – 02.05.2015

Chief Minister, Treasury and Economic Development

Contract Cessation

Graeme Dowell – Director, Revenue Management (E678) – 08.05.2015

VACANCIES

Calvary Health Care ACT (Public)

HR Advisor

Administrative Services Officer Level 4 \$61,874 - \$66,997, Canberra (PN: 6849)

Gazetted: 11 May 2015

Closing Date: 21 May 2015

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

Contact Officer: Duncan Cotter (02) 6201 6325 duncan.cotter@calvary-act.com.au

Palliative Care - Registered Nurse Level 1

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 8506)

Gazetted: 11 May 2015

Closing Date: 20 May 2015

Details: 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 lynne.o'callaghan@calvary-act.com.au

ICU/CCU - Registered Nurse Level 1

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: Various)

Gazetted: 08 May 2015

Closing Date: 20 May 2015

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

Contact Officer: Jasmine Cunningham (02) 6201 6600 jasmine.cunningham@calvary-act.com.au

Human Resources Director

Senior Officer Grade A \$129,470, Canberra (PN: 6801)

Gazetted: 08 May 2015

Closing Date: 20 May 2015

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

Contact Officer: Michelle Austin (02) 6201 6963 michelle.austin@calvary-act.com.au

Supply Officer

Health Services Officer Level 4 \$47,070 to \$48,870, Canberra (PN: 7436)

Gazetted: 11 May 2015

Closing Date: 22 May 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: Josh Carter (02) 6201 6132 josh.carter@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

Business, Tourism and Accounting

Business, Tourism and Accounting Management

ADFA Coordinator

Teacher Level 2 \$94,697, Canberra (PN: 35341)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: Canberra Institute of Technology is seeking a qualified and motivated professional to manage an ongoing large commercial project. Manage up to 10 teachers, resources, assessments, reporting, liaising, recording and administration.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Desirable: Experience in working in a Military or Defence Environment in Teaching and Management role.

Note: This position is temporary for 12 months with the possibility of extension and/or permanency under the "Public Sector Management Standards Section 53B (Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices).

Contact Officer: Jerome De Rose (02) 6207 3542 jerome.derose@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

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

Arts, Business, Tourism, Events and Sport

VisitCanberra

Executive

Deputy Director VisitCanberra

Senior Officer Grade A \$129,470, Canberra (PN: 28753)

Gazetted: 13 May 2015

Closing Date: 20 May 2015

Details: The Deputy Director is required to undertake the following duties: Guide the direction of the Branch and in partnership with the Director, manage and lead staff to undertake a variety of operational, advocacy, program delivery and policy development tasks including; Provide team leadership and demonstrate a high standard of behaviour in line with ACT Government Public Sector values; Provide senior level representation and leadership to the industry, government and VisitCanberra stakeholders; Oversee program delivery and policy development that supports the growth of the tourism sector in the ACT specifically in relation to destination development activities; Prepare and/or delegate complex briefs, submissions and correspondence as required and oversight the preparation of material by others; In partnership with the Director, ensure that the annual Branch expenditure is delivered on time and on budget against agreed organisational objectives; Deputise for the Director when requested and delegate responsibilities in line with approved authorisations; Deputise for the Director when requested and delegate responsibilities in line with approved authorisations.

Eligibility/Other Requirements: Tertiary qualifications in Business Management or related discipline. Current driver's licence. Ability to work flexible hours. Knowledge of the tourism industry sector.

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

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

Applications should be sent to the contact officer.

Contact Officer: Ian Hill (02) 6205 0012 ian.hill@act.gov.au

Policy and Cabinet

Government Business Coordination

Manager – Government Business Coordination

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 26492)

Gazetted: 13 May 2015

Closing Date: 27 May 2015

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Manager - Government Business Coordination. The successful applicant will have excellent communication and organisational skills, a sound understanding of machinery of government and Legislative Assembly procedures and practices and be familiar with the Cabinet process and ACT specific intergovernmental relations issues.

Eligibility/Other Requirements: Relevant tertiary qualifications along with demonstrated experience in Government and Parliamentary procedures and practices is highly desirable.

Contact Officer: David Ferguson (02) 6207 5989 david.ferguson@act.gov.au

Access Canberra

Office of Regulatory Services

WorkSafe ACT

Senior Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 05752)

Gazetted: 08 May 2015

Closing Date: 15 May 2015

Details: Under the broad direction of the Work Safety Commissioner: Lead the planned and reactive compliance activities of the Section's diverse inspection and enforcement regime; Provide high level technical advice and leadership in relation to the enforcement of the range of legislation regulated by Access Canberra/Office of Regulatory Services; Create and foster an environment of working together across the various disciplines within Access Canberra/Office of Regulatory Services; Develop and implement policy and processes to provide best outcomes across a range of regulatory responsibilities; Establish and maintain effective working relationships with stakeholders, both internal and external; Liaise with other areas of the directorate and ACT government in relation to policy and regulatory matters relevant to Access Canberra/Office of Regulatory Services; areas of responsibility; Represent ORS and the directorate at a range of forums both locally and interstate; Contribute to

the strategic direction and planning for the whole of Access Canberra/Office of Regulatory Services; and Maintain records in accordance with the *Territory Records Act 2002*.

Note: This temporary position is available from 16 May 2015 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 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: Mark McCabe (02) 6205 0333 mark.mccabe@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety Team

Manager Safety Support Team

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 09067)

Gazetted: 13 May 2015

Closing Date: 20 May 2015

Details: The Injury Management and Safety Team are looking for a highly experienced candidate to fill the role of Safety Support Manager. This position is responsible for the development and delivery of systematic workplace health and safety systems and programs to ensure that Territory directorates and agencies comply with their obligations under workplace health and safety legislation. The ideal candidate will possess excellent client and business management skills to work collaboratively with clients across the Service to deliver practical, results oriented injury preventive policies, systems and practices. The successful candidate will be responsible for: managing and coordinating the work of a dedicated safety support team to meet a diverse range of safety management compliance requirements under a cost recovery business model.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Access Canberra

Office of Regulatory Services

WorkSafe ACT

WorkSafe Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 05529)

Gazetted: 11 May 2015

Closing Date: 18 May 2015

Details: Under the broad direction of the Senior Manager, Operations: Lead, manage, and monitor performance of a Team including the development and monitoring of individual achievement and development plans and setting of team work priorities in line with corporate objectives; Lead and direct staff in the Team in the provision of Inspection, investigation and compliance activities for WorkSafe ACT; Foster an environment of working together across Teams within WorkSafe ACT; Implement and monitor corporate policies and processes to provide best outcomes across the range of responsibilities of the Team; Establish effective working relationships with both internal and external stakeholders, staff and colleagues at all levels; Perform the functions of an authorised Inspector in accordance with relevant legislation; Maintain records and ensure appropriate performance reporting in relating to team activities and outcomes; Represent WorkSafe ACT at a range of forums both locally and interstate; and Maintain records in accordance with the *Territory Records Act 2002*.

Note: This temporary position is available from 16 May 2015 until 30 September 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: Mark McCabe (02) 6205 0333 mark.mccabe@act.gov.au

Access Canberra

Customer Coordination Services

Event Coordination Unit

Events Coordination Team Leader

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35590)

Gazetted: 08 May 2015

Closing Date: 15 May 2015

Details: Coordinate operational support and approval requirements for events; Supervise, train and develop business unit staff; Maintain strong working relationships with all parts of Access Canberra, the ACT Government and the Commonwealth Government to ensure streamlined approval processes for the event organisers; Provide high level support to the Events Coordination Senior Manager in the day to day operations of the business unit; Develop and maintain event approval guidelines and review and manage event approvals against the events guidelines; Develop and maintain strong client service protocols and processes, monitor client service programs and outcomes within the Events Coordination team; Prepare Ministerial correspondence, briefings and media arrangements as required; Analyse and interpret legislation and provide advice as required; Provide input into community engagement activities; and undertake other duties as directed.

Eligibility/Other Requirements: A demonstrated understanding of current regulatory requirements for events approval or ability to quickly comprehend is highly desirable.

Note: This is a temporary position available until 31 August 2015. Applications will be accepted from ACT Government permanent and temporary employees only.

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: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Case Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 09969)

Gazetted: 13 May 2015

Closing Date: 27 May 2015

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations. The position involves the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals and proactively communicating and coordinating day to day case management to drive optimum and sustained outcomes. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential. Applicants should be able to demonstrate strong time management, communication and negotiation skills.

Eligibility/Other Requirements: Qualifications and or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

Note: This is a temporary position available for a period of 12 months with the possibility of permanency from this process.

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Access Canberra

Office of Regulatory Services

RaFT

Risk Assessment Officer - WWVP

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 30720)

Gazetted: 11 May 2015

Closing Date: 18 May 2015

Details: Under the general direction of the Manager; Under the general direction of the Manager or Assistant Manager, Working with Vulnerable People Risk Assessment Team; Provide high level client service, in writing, over the phone, or at the counter; Conduct, and create records about, client interviews; Analyse complex applications under the Working with Vulnerable People scheme; Perform risk assessments of Working with Vulnerable People client information; Provide advice and guidance to staff analysing applications under the Working with Vulnerable People scheme; Deal appropriately with confidential and sensitive information; Exercise sound decision making

practices in keeping with the Working with Vulnerable People Risk Assessment Guidelines; Provide mentoring, training and development of other staff within the business unit; Maintain accurate records in accordance with the *Territory Records Act 2002*; Contribute to Access Canberra operations and perform other duties as directed; Contribute to workplace diversity, participative work practices and promote Occupational Health and Safety principles.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Note: This temporary position is available until 30 June 2015 with the possibility of extension. Successful applicant may be selected from 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: Katrina Fleck (02) 6205 8415 Katrina.fleck@act.gov.au

Access Canberra

Customer Coordination Services

Event Coordination Unit

Events Coordination Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 35589)

Gazetted: 08 May 2015

Closing Date: 15 May 2015

Details: Provide coordination support with approvals for events and maintaining strong working relationships to ensure streamlined approval processes for event organisers; Respond to customer enquiries and provide information on event approval processes and procedures and refer/coordinate as appropriate; Contribute to the development and implementation of policies, procedures and protocols for the Event Coordination team; Provide administrative operational support including secretariat support to event committees and working groups as required; Analyse and interpret legislation as required; Provide input into community engagement activities; and undertake other duties as directed.

Eligibility/Other Requirements: An understanding of current regulatory requirements for events approval or ability to quickly acquire such knowledge is highly desirable.

Note: This temporary position is available until 31 August 2015. Applications will be accepted from ACT Government permanent and temporary employees 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: Nardia Cassidy (02) 6207 7889 nardia.cassidy@act.gov.au

Access Canberra

Registrations and Fair Trading

Revenue Officer/Client Services Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 42550, several)

Gazetted: 08 May 2015

Closing Date: 15 May 2015

Details: Chief Minister, Treasury and Economic Development is seeking applications to fulfil the role of Revenue/Client Services Officer based at our Fyshwick office to: Provide high level client service, either at the counter, over the phone, or in writing; assess and critically examine the lodgement of documents relating to the *Duties Act 1999 and the Taxation Administration Act 1999*. Perform administrative functions in accordance with statutory responsibilities and delegations; accept and account for a range of fees and duties as a collector of public monies where delegated; maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Assist with the training and development of other staff within the business unit to

ensure business objectives are achieved; contribute to workplace diversity and participative work practices, and promote WHS principles.

Eligibility/Other Requirements: These positions will initially carry responsibility for administrative functions performed by the Revenue Office Counter Operations however applicants may be required to rotate through other Business Units within Registrations and Fair Trading including the Land Titles Office.

Notes: This is a temporary position available to 30 July 2015 with a possibility of extension or permanency from this process.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@act.gov.au

Access Canberra

Construction Services

Occupational Licensing

Licensing Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 12523)

Gazetted: 08 May 2015

Closing Date: 15 May 2015

Details: The occupant of this position will undertake the following duties: Perform duties as delegated by the Construction Occupation Registrar and assess licence applications for compliance against Construction Occupations Licensing and Regulations requirements; to provide quality customer service at all times, in sometimes challenging circumstances; prepare reports, briefs, submissions and related documents and documentation required for the administrative support within the Construction Services Branch; the maintenance and updating of electronic records, relating to licensing and registration functions of the Construction Services Branch.

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

Contact Officer: Rachelle Blanch (02) 6205 8756 rachelle.blanch@act.gov.au

Office of Regulatory Services

Registrations and Fair Trading

Client Services Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 23457, several)

Gazetted: 07 May 2015

Closing Date: 21 May 2015

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing. Assess and critically examine the lodgement of documents relating to the *Land Titles Act 1925*, the *Land Titles (Unit Titles) Act 1970* and the *Community Titles Act 2001*. Perform administrative functions in accordance with statutory responsibilities and delegations. Accept and account for a range of fees and duties as a collector of public monies where delegated. Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Assist with the training and development of other staff within the business unit to ensure business objectives are achieved. Contribute to workplace diversity and participative work practices, and promote Work Health and Safety principles.

Note: These are temporary positions available until 1 October 2015 with the possibility of extension.

Contact Officer: Sandra Salcedo (02) 6207 0481 sandra.salcedo@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

Housing and Community Services

Asset Management Branch

Contract Management Team

Contract Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 11710)

Gazetted: 12 May 2015

Closing Date: 26 May 2015

Details: The Contract Management Team is responsible for the coordination and management of the delivery of maintenance services to the portfolio through the outsourced Total Facility Manager, in accordance with the Property Standards and Public Housing Management Strategy. The Contract Manager is responsible for leading and managing the section, developing business cases for capital program funding, strategic analysis, planning and policy advice on asset management to the Director and senior management.

Contact Officer: Lisa Salerno (02) 6205 9931 lisa.salerno@act.gov.au

Service Strategy and Community Building

People Management

Workforce Management

Senior Workforce Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 09169)

Gazetted: 11 May 2015

Closing Date: 25 May 2015

Details: Workforce Management is seeking a suitably qualified and motivated person to join their client focused team. The successful applicant will have strong research, communication and analytical skills in addition to the ability to exercise sound judgement and provide well considered advice. The role is responsible for working with all areas of the Directorate, and must develop and maintain relationships with key senior executive staff, managers and other ACT Government agencies.

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

Contact Officer: Paul Smith (02) 6205 2926 paulanthony.smith@act.gov.au

Service Strategy and Community Building

Finance and Budget

Internal Audit and Risk Management

Internal Auditor/Secretariat

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 26033)

Gazetted: 13 May 2015

Closing Date: 27 May 2015

Details: The Internal Auditor/Secretariat will work in a small team to assist to conduct audits and reviews, including performance, financial and compliance type audits and reviews. The officer will provide secretariat support to the Audit and Review Committee and execute administrative tasks that are critical to the success of the function of the unit. Initiative, teamwork, organisational skills and attention to details are essential. In addition, the officer will also assist the unit to facilitate the implementation of Risk Management and Fraud and Corruption Frameworks across the Directorate.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Related tertiary and/or professional qualifications (or study towards) would be beneficial.

Notes: This temporary position is available for 12 months with the possibility of permanency.

Contact Officer: Mayooran Sinnathurai (02) 6205 0147 mayooran.sinnathurai@act.gov.au

Cultural Facilities Corporation

Corporate

Finance

Payroll Officer

Administrative Services Officer Class 6 \$75,209- \$86,075, Canberra (PN: 028)

Gazetted: 11 May 2015

Closing Date: 18 May 2015

Details: The Cultural Facilities Corporation is seeking a highly motivated and reliable individual to fill the position of Payroll Officer. The successful applicant will have at least five years experience in a similar role. This role requires someone with excellent time management and problem solving skills. Knowledge of the accounting system ACCPAC and the payroll system Micropay is essential.

Note: Applicants must submit a written statement addressing the selection criteria. This position may be filled from applications and referee reports only.

Contact Officer: Ian Tidy (02) 6205 2195 ian.tidy@act.gov.au

Applications can be forwarded to: karen.furner@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

Office for Schools

South/Weston Network

Jervis Bay School

Principal

School Leader A \$133,402, Canberra (PN: 01682)

Gazetted: 13 May 2015

Closing Date: 28 May 2015

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students. Jervis Bay School is an ACT Government school dedicated to the provision of education programs within a culturally aware and community connected context.

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.

Contact Officer: Wayne Prowse (02) 6205 7194 wayne.prowse@act.gov.au

Organisational Integrity

Infrastructure and Capital Works

Asset Strategies

Assistant Project Officer– Landscape Planning

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33426)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: The Education and Training Directorate is seeking applications from Infrastructure Project Officers to support the delivery of landscape and environmentally sustainable projects. This position works with the Senior Project Officer – Landscape in the delivery of: External learning environments; School frontage landscape and digital signage; Active play areas; Natural and artificial grass installations; Sustainable transport initiatives – including bike shelters; and Strategic landscaping for passive cooling.

Eligibility/Other Requirements: Desirable: In possession of a "White Card" or the willingness to obtain.

Qualifications in Landscape Architecture or another related qualification.

Note: This is a temporary position available until 31 December 2015 with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Fiona Kidman (02) 6207 0002 fiona.kidman@act.gov.au

Office for Schools

South/Weston Network

Alfred Deakin High School

Classroom Teacher - Italian

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 08159)

Gazetted: 11 May 2015

Closing Date: 25 May 2015

Details: Alfred Deakin High School is a comprehensive Year 7 – 10 school in the inner south of Canberra. An opportunity exists for an experienced Italian teacher to join the school's dynamic and future focussed staff. Applicants should demonstrate an ability to work closely with others to maximise student potential. The position commences term three 2015. A second teaching area is desirable.

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_wwvp.

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

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

Office for Schools

South/Weston Network

Alfred Deakin High School

Classroom Teacher - Science

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: 06142)

Gazetted: 11 May 2015

Closing Date: 25 May 2015

Details: Alfred Deakin High School is a comprehensive Year 7 – 10 school in the inner south of Canberra. An opportunity exists for an experienced Science Teacher to join the school's dynamic and future focussed staff. Applicants should demonstrate an ability to work closely with others to maximise student potential. The position commences term three 2015. A second teaching area is desirable.

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_wwvp.

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

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

Office for Schools

All School Networks

Various Directorate Schools

Classroom Teacher 2016 Expression of Interest

Classroom Teacher \$57,169 - \$90,388, Canberra (PN: Various CT 2016)

Gazetted: 07 May 2015

Closing Date: 18 December 2015

Details: Classroom Teacher 2016 Expression of Interest - Classroom Teacher. Various positions - Education and Training.

If you are not in a preservice placement in an ACT school or do not have a current recruitment rating and wish to be considered for potential employment in any Education and Training Directorate school in 2016, please complete this Expression of Interest application.

Applications for Classroom Teacher 2016 Expression of Interest employment are welcomed throughout the year and can be submitted at anytime during 2015.

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_wwvp.

Contact Officer: Katrina Sheaves (02) 6205 9284 teachingincanberra@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.

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

Office of the Surveyor General

Land Information

Spatial Data Services Manager

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35592)

Gazetted: 12 May 2015

Closing Date: 26 May 2015

Details: A Senior Manager in Geographical Information Systems (GIS) is required within the Office of Surveyor General and Land Information, ACT Government. The successful candidate will manage the ACT Spatial Data Distribution unit (1 staff member) while developing and implementing a plan to catalogue and maintain ACT government's fundamental spatial datasets. Proven staff management and leadership together with technical expertise in spatial data management and applications are essential.

Eligibility/Other Requirements: Degree or Diploma in Spatial Science or related qualifications is highly desirable.

Contact Officer: Kristy Van Putten (02) 6205 3628 kristy.vanputten@act.gov.au

Strategic Planning

Planning

Greenfields

Planning Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 33333)

Gazetted: 13 May 2015

Closing Date: 27 May 2015

Details: The Planning Branch within Strategic Planning is looking for a motivated and dynamic individual to assist with a diverse strategic planning agenda. The Branch is responsible for centre master planning, greenfields planning, planning policy and the implementation of the ACT Planning Strategy. It is expected that the individual will assist with the Branch's community engagement activities.

Eligibility/Other Requirements: A tertiary qualification in Urban Planning or another relevant professional area would be highly desirable.

Note: This is a temporary position available from 18 May 2015 to 17 May 2016.

Contact Officer: Steven Gianakis (02) 6207 1741 steven.gianakis@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>

Health Infrastructure Program

Health Infrastructure Program Support

Commissioning Support

Change Manager

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 15935)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The Change Manager is responsible for providing strategic advice and direction and developing tools relating to change management to facilitate effective outcomes for the Health Infrastructure Program (HIP) and individual Projects within the program. You will be required to advise and work with corporate support and operational areas to progress change management plans and to drive the implementation and monitoring of the change management plans for each project. To be successful in this role you will have exceptional communication skills and experience in project management, organisational

development or workforce change management, be proactive, solution focussed, positive and be able to work within a large diverse team.

Eligibility/Other Requirements: Qualifications relating to project management, organisational development or workforce change management are desirable. Experience in project management within a health environment would be advantageous.

Notes: This is a temporary vacancy available until June 2016. Selection may be based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process. 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: Carolyn Bartholomew (02) 6174 8034

Health Infrastructure Program

Health Infrastructure Support

Commissioning Support

Senior Manager Commissioning

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 16515)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: The Health Infrastructure Program (HIP) is a response to the need to expand and develop facilities to meet the future health care needs of the ACT and regional population. The program links infrastructure development to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients and in the most safe and efficient way. The Health Infrastructure Support team focuses on the operational commissioning of new facilities. The position of Senior Manager Commissioning (SMC), HIP will be responsible for leading the operational commissioning teams consisting of operational commissioning officers, Furniture, Fittings and Equipment Officers, and the Change Manager. The SMC will be responsible to lead and support commissioning officers in the delivery of operational commissioning activities for each project as detailed in the operational commissioning program. The successful applicant must have experience in high level program management.

Eligibility/Other Requirements: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in health or project management field, or equivalent operational experience in commissioning area is desirable.

Notes: This is a temporary position available until June 2016. The successful candidate may be selected based on written application and referee reports only. Work samples and other competency based assessment tools may be used as part of the selection process for this position. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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Contact Officer: Carolyn Bartholomew (02) 6174 8034

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.

Population Health

Health Improvement

Epidemiology

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 25499)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: The Epidemiology Section contributes to the improvement of the health of the ACT population by providing timely and accurate population health statistics and information that is used to inform health policy and programs. The successful applicant will provide high level support for the Epidemiology Section, facilitating the dissemination of population health information, liaising with stakeholders, preparing minutes and briefing papers and interpreting and presenting population health statistics. Applicants should have good project management skills, excellent comprehension and writing skills, an ability to meet deadlines, be self-directed and able to work with minimal supervision. They should also be able to liaise and communicate effectively.

Eligibility/Other Requirements: Tertiary qualifications and postgraduate experience in health research, social research, epidemiology, or biostatistics would be an advantage.

Note: This is a temporary position available until 30 November 2015, with the possibility of extension. Selection may be based on application and referee reports only. Expressions of Interest (no longer than two pages) should address the Selection Criteria, and include a Curriculum Vitae and two referee contacts, including most recent supervisor.

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: Hai Phung (02) 6205 2609

Canberra Hospital and Health Services

Clinical Support Services

Acute Support Service

Senior Speech Pathologist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 26266)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: The Acute Support Speech Pathology team is looking for an enthusiastic and suitably qualified speech pathologist to join a dynamic team of speech pathologists at the Canberra Hospital. The Speech Pathology Department provides a range of inpatient and outpatient services to the medical, surgical and neonatal/paediatric areas of the Canberra Hospital and the surrounding community. As Senior Speech Pathologist, you will assist the Manager in the day-to-day management of clinical services, including clinical supervision of staff, teaching and training and a strong involvement with quality improvement, evidence based practice and research. Expertise in a range of specialised clinical areas in an acute care setting is required.

Eligibility/Other Requirements: Degree or Diploma in Speech Pathology from a recognised tertiary institution and eligibility for Practising Membership with Speech Pathology Australia.

Note: This is a temporary part-time position available at 22:03 hours per week for eight months. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position. Other permanent and temporary positions at level that arise in the next 12 months may be filled from this recruitment process. Applicants are required to provide an application addressing the selection criteria, curriculum vitae and two written referee reports. The successful applicant may be selected from 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*.

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: Felicity Martin (02) 6244 2230

Canberra Hospital and Health Services

Clinical Support Services

Allied Health Adviser

Clinical Educator for Speech Pathology

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 31591)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: An exciting opportunity exists to provide backfill for the Clinical Educator in the discipline of Speech Pathology to join a small, dedicated, allied health clinical education team. If you are ready to take up the challenge of developing a learning environment and shaping clinical practice, applicants are now being sought for a temporary full time Clinical Educator for Speech Pathology. This exciting role requires someone who is dynamic and has a passion for clinical education for both staff and students, has excellent interpersonal and communication skills, well developed organisational skills, with sound clinical knowledge and education experience. The primary function of this position is to provide leadership in clinical education and supervision of speech pathology students and new graduates in consultation with senior management. Other functions will include the support of interprofessional education and supervision programs, and assistance with clinical education promotional activities for the organisation.

Eligibility/Other Requirements: A degree in Speech Pathology, eligible for membership of Speech Pathology Australia and a current driver's licence. Relevant postgraduate qualification or currently working towards a postgraduate qualification is desirable.

Note: This is a temporary position available for a period of 10 months with the possibility of extension with the expected commencement date of the 2 July 2015. The position is an ACT Health Directorate wide position, and will be located within the Allied Health Clinical Education Unit, based at The Canberra Hospital campus.

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: Felicity Martin (02) 6174 2230 felicity.martin@act.gov.au or Nicola Wardrop (02) 6174 7211 nicola.wardrop@act.gov.au

Canberra Hospital and Health Services

Medicine

Pharmacy - TCH

Medicines Resources Pharmacist

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 25283)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The department provides a range of clinical services to inpatients and outpatients

including a number of specialised services. In addition, the Quality Use of Medicines, Research and Education team offer services to support the safe and quality use of medicines across Canberra Hospital and Health Services. An opportunity exists to join the Quality Use of Medicines, Research and Education team as the Formulary Management Pharmacist. The Medicines Resources Pharmacist will enhance the quality and safety of medicines use across Canberra Hospital and Health Services by planning and providing medicines information services, leading quality improvement and medication safety initiatives and working with the Drug and Therapeutics and Adverse Drug Reaction Reporting Committees to promote safe, efficacious and cost-effective medicines use. Eligibility/Other Requirements: Registered or applied for registration with Australian Health Practitioner Regulation Authority. Minimum five years of experience in hospital pharmacy. Postgraduate qualifications relevant to the fulfilment of the roles of the position or extensive pharmacy experience deemed equivalent.

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: Daniel Lalor (02) 6174 7106

Canberra Hospital and Health Services

Women, Youth and Children's Health

Women and Babies

Maternity Outpatients Midwife

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 27830)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: Maternity and Gynaecology Outpatients is looking for a motivated team player with good communication and time management skills to fill the position of Maternity Outpatients Midwife in a part-time capacity.

Eligibility/Other Requirements: Registered or eligible for registration as a Midwife with the Australian Health Practitioner's Regulation Agency.

Notes: This position is part-time at 32 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions. More Information is available at: <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: Wendy Alder (02) 6174 7368 wendy.alder@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program
Community Care Social Worker**

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 14684)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: Rehabilitation, Aged Care and Community Care (RACC) is a vibrant Division within ACT Health providing multidisciplinary care across a range of hospital and community settings. Our services incorporate the ACT Health values of care, excellence, collaboration and integrity. Applications are sought from suitably qualified and experienced Social Workers for a permanent position with the Community Care Social Work Service in RACC. This full-time position is based at the Belconnen Community Health Centre. Service provision includes counselling casework through clinic based social work services with some home visiting as appropriate. The primary patient groups include chronic health conditions and patients adjusting to changing health status. Co-facilitating educational groups which incorporates health coaching strategies is also an important part of the role. Our Social Workers work alongside other health professionals for the delivery of multi-disciplinary patient centred care. Social Workers with experience in health related counselling casework, group work, multi-disciplinary team work and independence in practice are invited to apply for this position.

Eligibility/Other Requirements: A degree or diploma in Social Work, eligibility for membership of the Australian Association of Social Workers. Current driver's licence. Social Workers with clinical experience are encouraged to apply.

Note: 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. Please include the details of two referees (one of whom should be your current supervisor). 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: Robyn McCormack (02) 6244 4159 robyn.mccormack@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Allied Health
Clinical Psychologist**

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 32633, several)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: Cancer Psychosocial Services have exciting opportunities for a Clinical Psychologist to join their hospital based service and another Clinical Psychologist based at the Belconnen Community Health Centre. Both positions are part-time permanent and offer flexible working arrangements. Applications are invited from experienced Clinical Psychologists who have experience of psycho-oncology and able to provide service across both inpatient and outpatient oncology services. The Cancer Psychosocial Service has multi-disciplinary social work and psychology teams and strives for high standards of current best practice.

Eligibility/Other Requirements: Masters/Doctoral Degree in Clinical Psychology/General Psychology and registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Mandatory registration requirements: Area of Practice Endorsement in Clinical Psychology. AHPRA Board approved Psychology supervisor for Higher Degree students, Secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology Area of Practice Endorsement. The based position applicant must have at least one year's post graduate experience in an acute hospital oncology setting.

Note: Two part-time positions are available at three days per week each, one with the Cancer Region Cancer Centre Canberra Hospital, and one with Cancer Counselling Service, Belconnen Community Health Centre.

Working hours will be negotiated with the successful applicant. This position may be required to participate in 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.

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Contact Officer: Toni Ashmore (02) 6174 8540

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

Senior Physiotherapist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 28442, several)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: A full-time, Senior Health Professional Level 3 Physiotherapy position will be available from 13th July 2015. A temporary full time position will also be available from July 2015 to May 2016 with the possibility of extension until July 2016. These positions sit within a highly motivated team of Rehabilitation Physiotherapists who provide evidence based care to adult patients presenting with neurological disorders (including, but not limited to; stroke, spinal injuries, brain injuries, Parkinsons Disease, MS, MND), amputees (vascular and traumatic) and elderly clients with multiple co-morbidities. This team delivers services in several locations at the Canberra Hospital, the Rehabilitation and Independent Living Unit (RILU) and at Phillip and Belconnen Health Centres. The successful applicant will have the opportunity to provide physiotherapy services to the patients in all of the above locations due to regular movement of senior staff to ensure skill mix and broad knowledge base. We offer excellent supervision and support from our dedicated Team Clinical Educator. Opportunities for student, new graduate and assistant supervision are plentiful. Regular team meetings, a journal club and education sessions keep team members connected and current in their evidence based practice.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification. A current driver's licence. Registered with the Physiotherapy Board of Australia (AHPRA).

Notes: More than one HP3 position will be filled using this recruitment round. Selection may be based on written application and referee reports only. These positions 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 apply you will need to submit a written application containing an up to date CV, a statement addressing each of the five selection criteria and written references from two referees.

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Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Occupational Therapist (NDIS) Implementation

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29112)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: Expressions of Interest (EOI) are sought from an enthusiastic and innovative individual to temporarily fill this Occupational Therapist position assisting with the implementation of the National Disability Insurance Scheme (NDIS) within Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS).

Adult Mental Health Services are contemporary evidence based services providing high quality mental health care that is guided by principles of recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. It is an expectation that you will contribute your expertise to assist people to access the National Disability Insurance Scheme (NDIS) for the people who use these services utilising best practice and person-centred care.

Eligibility/Other Requirements: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. Current driver's licence.

Notes: This is a temporary position available for a period of six months. Please submit your EOI (two page maximum) in response to the Duty Statement and Selection Criteria as well as a current CV and contact phone numbers of two referees.

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: David Jackson Hope (02) 6207 8331

**Population Health
Health Improvement
Personal Assistant**

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 16598)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: An exciting opportunity exists for a dynamic and motivated person interested in the position of Personal Assistant to the Director of Health Improvement Branch. This position provides a high level of administrative support to the Director. Applicants will be required to have excellent communication skills, ability to prioritise workloads, book travel, conferences and meeting and coordinate the fluent administration within the Executive Office.

Notes: This is a temporary position available from 2 June 2015 until 5 August 2015. Selection for this position may be based on written application and referee reports only. Expressions of Interest should address the Selection Criteria (no longer than two pages), and include a Curriculum Vitae and two referee contacts, including most recent supervisor.

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Contact Officer: Joanne Greenfield (02) 6205 9440

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support
Plumber**

Building Trade \$62,715 - \$66,330, Canberra (PN: 20067)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: The Engineering Team of Property Management and Maintenance within ACT Health is seeking a fully qualified and ACT Licensed Plumber to work in a small plumbing team that maintains all ACT Health owned sites.

Eligibility/Other Requirements: Trade Certificate in Plumbing. Current, extensive experience in the field of hydraulic plant, equipment and systems in a large commercial/industrial facility; Possession of or eligible to obtain ACT Plumbing licence, gas fitters, sewage and drainage licences; and a current unrestricted driver's licence.

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: Tony Green 0401 849 947

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Carpenter

Building Trade \$62,715 - \$66,330, Canberra (PN: 21187)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: The Engineering Team of the Property Management and Maintenance Unit is seeking a fully qualified Carpenter to work in a small Building Trade Team at various ACT Health Sites.

Eligibility/Other Requirements: Trade Certificate in a building related trade. A current unrestricted 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.

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.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Leo Grant 0432 088 824

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Health Professional

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 21312, several)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: Perform established routine histology procedures including microtomy, staining, embedding, frozen sections and assist at cut up. Assist in training and supervision of other staff. Provide leadership and excellent customer service.

Eligibility/Other Requirements: Relevant TAFE certificate or degree. Ability to participate in work rosters/shifts as required, including a night shift.

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: Mary Abbey (02) 6244 2874

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Refrigeration Mechanic

Facilities Service Officer Level 7 \$55,806 - \$58,933, Canberra (PN: 20053)

Gazetted: 14 May 2015

Closing Date: 28 May 2015

Details: A fully qualified and licensed Refrigeration Mechanic is required to work in the Electrical Workshop (includes Refrigeration) within ACT Health located at the Canberra Hospital. The position may also be required to undertake Refrigeration works at other ACT Health Sites.

Eligibility/Other Requirements: Trade Certificate in Refrigeration. Current unrestricted 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: Brett Darby 0487 659 822

Director General Reports

Population Health

Health Protection Services

Environmental Health Officer

Health Professional Level 1/2 \$54,591 - \$79,912, Canberra (PN: 12039)

Gazetted: 14 May 2015

Closing Date: 21 May 2015

Details: The Health Protection Services, Environmental Health Section includes a Food Safety Team and an Environment Team. An Environmental Health Officer position is 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 (see eligibility criteria below).

Eligibility/Other Requirements: Applicants must have a current driver's licence. Equivalency of studies and training is determined by senior environmental health staff. Applicants should call the contact officer for advice on whether they are eligible to apply. All applicants must meet one of the following qualification criteria:

1. Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA;

OR

2. Have completed tertiary studies in applied science in the areas of Public Health, Food Science, Environmental Science or equivalent.

Notes: A position is available at the Health Professional Level 1 or 2 classifications, dependent upon the successful applicant's experience. A level 2 position is available for those with at least 12 months experience. The position may be filled at the level 1 classification if the successful applicant is a recent graduate or has less than 12 months experience.

Applications must include responses to all Selection Criteria, a current CV and a copy of relevant university transcripts.

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: Lyndell Hudson (02) 6205 0956

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

Legislation, Policy and Programs

Criminal Law Group

Senior Legal Policy Officer

Legal 1 \$58,213 - \$117,241, Canberra (PN: 17013)

Gazetted: 12 May 2015

Closing Date: 19 May 2015

Details: The Criminal Law team in Legislation, Policy and Programs is seeking applications for a Senior Legal Policy Officer. The team is responsible for criminal law policy and legislation in the ACT. The successful applicants will be required to cover a diverse range of legal and policy issues that impact on the criminal justice system in the ACT. Functions will include preparing advice and related reports and correspondence for the Attorney General, Minister for Police and Emergency Services and Minister for Justice, managing justice related projects, engaging in consultation with the community and government and participating in local and national forums. The successful candidate will also be expected to contribute to the strategic direction of the team. The salary range for this position may be offered at the high range of the classification salary increments of Legal1 increment 8 to Legal 1 Increment 10 \$94,653 - \$117,241 depending on relevant experience.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office is essential. Experience in developing legislation and an understanding of, or the ability to quickly acquire an understanding of a wide range of civil law and human rights law matters are highly desirable. Experience in the area of administration of criminal justice will be well regarded.

Contact Officer: Victor Martin (02) 6205 0245 victor.martin@act.gov.au

Office of the Legislative Assembly

Committee Support

Senior Research Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 306)

Gazetted: 11 May 2015

Closing Date: 25 May 2015

Details: As part of the Committee Support team, undertake detailed and complex research and analysis, contribute to the drafting of committee reports, and prepare issues papers and other background material. Expressions of interest are sought from potential candidates and should include application cover sheet, a supporting statement of no more than two pages outlining experience and/or ability as outlined in the position duties, contact details of at least two referees and a current curriculum vitae. More information is available on our website -

<http://www.parliament.act.gov.au/functions/jobs>

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

Applications should be sent to OLARecruitment@parliament.act.gov.au

Contact Officer: Andrew Snedden (02) 6205 0199 andrew.snedden@parliament.act.gov.au Applications can be forwarded to: OLARecruitment@parliament.act.gov.au Office of the Legislative Assembly C/-Recruitment - Business Support GPO Box 1020 Canberra ACT 2601

Territory and Municipal Services

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

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

Infrastructure, Roads and Public Transport

Roads ACT

Road Maintenance

Manager, Environmental Services

Infrastructure Officer 4 \$112,439 - \$127,748, Canberra (PN: 31556)

Gazetted: 07 May 2015

Closing Date: 14 May 2015

Details: Road Maintenance Services are seeking a suitable candidate who, under limited direction, plans, prioritises and optimises the operation of stormwater drainage, quality improvement and reuse assets. The position provides technical advice on the management of environmental issues including: stormwater quality; environmental contamination; resource use; waste handling; environmental impacts of public infrastructure operation and maintenance. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Tertiary qualifications in Environment Science/Engineering and relevant experience are essential.

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

Contact Officer: Ken Marshall (02) 6213 0762 ken.marshall@act.gov.au

Corporate and Business Enterprises

Governance

Communications Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35567)

Gazetted: 08 May 2015

Closing Date: 22 May 2015

Details: The Communications Officer works with the Senior Manager to implement the team's array of activities to ensure the Directorate's communication and engagement activities are appropriate and accurate. The position is responsible for digital communication channels, media relations, marketing campaigns, communication and engagement campaigns, internal communications and general communication activities. The position is responsible for liaising daily with the Minister's office, senior management within the Directorate and key stakeholder groups. The position is expected to be on close call for routine media in a roster arrangement with other members of the team. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Degree or Diploma in Communications, Public Relations, Journalism or related discipline highly desirable, or demonstrated experience in a public relations, newspaper, television or public affairs environment is essential. A current driver's licence is also required.

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

Contact Officer: Geoff Virtue (02) 6205 0312 geoff.virtue@act.gov.au

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

APPOINTMENTS

ACT Auditor General's Office

Audit Band 1 - Auditor \$48,597 - \$72,137

Khan Mahmood Shahrir Aziz 846-87048, Section 68(1), 11 May 2015

Audit Band 1 \$48,597 - \$92,496

James Ikuuro 843-99505, Section 68(1), 8 May 2015

Audit Band 1 - Auditor \$48,597 - \$72,137

Douglas Johnson 846-87013, Section 68(1), 11 May 2015

Audit Band 1 \$48,597 - \$92,496

Xiaoyang Liang 843-99556, Section 68(1), 8 May 2015

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 5 \$69,797 - \$73,881

Matthew Charles Attilio Padovan 835-62956, Section 68(1), 11 May 2015

Administrative Services Officer Class 6 \$75,209 - \$86,075

Cong Zhang 844-84582, Section 68(1), 12 May 2015

Community Services

General Service Officer Level 7 \$55,806 - \$58,933

Ian Cunliffe 827-36619, Section 68(1), 11 May 2015

General Service Officer Level 6 \$51,772 - \$54,124

Alexander Fan 846-86854, Section 68(1), 11 May 2015

Health Professional Level 2 \$58,212 - \$79,912

Todd Trotter 844-00086, Section 68(1), 7 May 2015

Environment and Planning

Administrative Services Officer Class 5 \$69,797 - \$73,881

Rachel Jean Darke 836-11754, Section 68(1), 7 May 2015

Health

Health Professional Level 2 \$58,212 - \$79,912

Jacqueline McNamara 843-89358, Section 68(1), 8 May 2015

Health Professional Level 2 \$58,212 - \$79,912

Emily Reeve 844-34841, Section 68(1), 11 May 2015

Justice and Community Safety

Government Solicitor 2 \$104,464 - \$125,347

Alina Danielle Fegan 836-01011, Section 68(1), 8 May 2015

Administrative Services Officer Class 5 \$69,797 - \$73,881

Sharon Griffin 846-86459, Section 68(1), 11 May 2015

Government Solicitor 2 \$104,464 - \$125,347

Kelly Irvine 835-82420, Section 68(1), 12 May 2015

Senior Officer Grade C \$94,653 - \$101,888

Ellena Midgley 836-11666, Section 68(1), 12 May 2015

Territory and Municipal Services

Technical Officer Level 2 \$55,806 - \$63,903

Lani Newcombe 844-82691, Section 68(1), 7 May 2015

Bus Operator - Training \$62,383

Paul Rands 846-86248, Section 68(1), 8 May 2015

Bus Operator - Training \$62,383

Alexander Roldan 846-86272, Section 68(1), 8 May 2015

Bus Operator - Training \$62,383

Troy Watson 846-86352, Section 68(1), 8 May 2015

TRANSFERS

Health

Kathleen Evans: 771-98262

From: Registered Nurse Level 2 \$83,146 - \$88,125

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 24652) (Gazetted 2 April 2015)

PROMOTIONS

ACT Auditor General's Office

Financial Audit

Samina Khatoon: 835-69779

From: Audit Band 1 \$48,597 - \$92,496

ACT Auditor General's Office

To: Audit Band 1 - Senior Auditor \$75,954 - \$92,496

ACT Auditor General's Office, Canberra (PN. 60341) (Gazetted 11 March 2015)

Financial Audit

Chloe Woolf: 797-70226

From: Audit Band 1 - Senior Auditor \$75,954 - \$92,496

Health

To: †Audit Band 2 - Audit Manager \$97,587 - \$105,221

ACT Auditor General's Office, Canberra (PN. 10743) (Gazetted 11 March 2015)

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services Group

ICT Service Desk

David Collins: 836-09304

From: Information Technology Officer Class 1 \$60,880 - \$69,301

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$75,209 - \$86,075

Chief Minister, Treasury and Economic Development, Canberra (PN. 14396) (Gazetted 3 February 2015)

Revenue Management

Compliance

Claire Elizabeth Erwin: 844-75854

From: Administrative Services Officer Class 3 \$56,568 - \$60,880

ACT Revenue Office

To: Administrative Services Officer Class 4 \$62,802 - \$68,002

Chief Minister, Treasury and Economic Development, Canberra (PN. 55103) (Gazetted 2 December 2014)

Shared Services

Partnership Services Group

ICT Service Desk

Paul Jambor: 827-61806

From: Information Technology Officer Class 1 \$60,880 - \$69,301

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$75,209 - \$86,075
Chief Minister, Treasury and Economic Development, Canberra (PN. 14467) (Gazetted 3 February 2015)

Shared Services ICT

Operations

Platform Systems

Qing Rong: 835-87782

From: Administrative Services Officer Class 5 \$69,797 - \$73,881

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$75,209 - \$86,075

Chief Minister, Treasury and Economic Development, Canberra (PN. 17670) (Gazetted 14 May 2015)

Environment and Planning

Planning Delivery

Development Assessment

George Cilliers: 821-10464

From: Senior Officer Grade B \$111,478 - \$125,497

Environment and Planning Directorate

To: †Senior Officer Grade A \$129,470

Environment and Planning, Canberra (PN. 14998) (Gazetted 17 March 2015)

Sustainability and Climate Change

Sustainability and Government

Esther Duffy: 820-98928

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

Environment and Planning

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

Environment and Planning, Canberra (PN. 11294) (Gazetted 18 February 2015)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Victoria Bowrah: 821-14799

From: Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$94,653 - \$101,888

Health, Canberra (PN. 29896) (Gazetted 26 March 2015)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Lisa Farrall: 828-67504

From: Registered Nurse Level 1 \$59,874 - \$79,980

Health

To: Registered Nurse Level 2 \$83,146 - \$88,125

Health, Canberra (PN. 22554) (Gazetted 2 April 2015)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Teall McQueen: 834-54138

From: Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade)
Health
To: †Health Professional Level 4 \$94,653 - \$101,888
Health, Canberra (PN. 17603) (Gazetted 12 March 2015)

Justice and Community Safety

**Public Trustee for the ACT
Financial Management Services Unit
Public Trustee**

Jodie Petersen: 817-44377

From: Trust Officer Level 1 \$62,208 - \$71,230
Justice and Community Safety
To: Trust Officer Level 2 \$74,496 - \$90,508
Justice and Community Safety, Canberra (PN. 43732) (Gazetted 10 February 2015)

ACT Law Courts and Tribunal Administration

Judicial Chambers

Judicial Staff

Jessica Ryan: 827-50736

From: Administrative Services Officer Class 5 \$69,797 - \$73,881
Justice and Community Safety
To: Administrative Services Officer Class 6 \$75,209 - \$86,075
Justice and Community Safety, Canberra (PN. 35346) (Gazetted 12 March 2015)

Territory and Municipal Services

Directorate Services Division

Governance

Policy and Planning

Jacob Mimilidis: 779-83244

From: Administrative Services Officer Class 6 \$75,209 - \$86,075
Territory and Municipal Services
To: †Senior Officer Grade C \$94,653 - \$101,888
Territory and Municipal Services, Canberra (PN. 10047) (Gazetted 14 May 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.