



ACT Government Gazette

Gazetted Notices for the week beginning 10 September 2015

EXECUTIVE NOTICES

Chief Minister, Treasury and Economic Development

Engagement

Andrew Whale – Director, Human Resources (E498) Section 72 of the Public Sector Management Act 1994

Graham Tanton – Executive Director, Shared Services (E583) Section 72 of the Public Sector Management Act 1994

David Collett – Executive Coordinator, Public Housing Renewal Taskforce (E604) Section 72 of the Public Sector Management Act 1994

Variation – Assignment

Paul Lewis – Director, Urban Renewal (E333) Section 80A(1)(b) of the Public Sector Management Act 1994

Health

Variation – Assignment

Judianne Childs – Director, People Strategy and Services Branch (E284) Section 80A(1)(b) of the Public Sector Management Act 1994

Education and Training

Variation – Assignment

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

Community Services

Engagement

Mark Collis – Executive Director, Office for Children, Youth and Family Support (E386) Section 72 of the Public Sector Management Act 1994

VACANCIES

Calvary Health Care ACT (Public)

Emergency Department Registrar

Registrar Level 1-4 and Senior Registrar \$88,179 - \$124,330, Canberra (PN: various)

Gazetted: 14 September 2015

Closing Date: 18 September 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: David Banfield (02) 6201 6777 david.banfield@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

Trade Skills and Vocational Learning

Construction

Construction Teacher

Teacher Level 1 \$66,442 - \$88,654, Canberra (PN: 16096)

Gazetted: 16 September 2015

Closing Date: 30 September 2015

Details: Canberra Institute of Technology Construction is looking for an energetic and enthusiastic person to fulfil the role of a Carpentry Teacher in the Construction Department. This person will be required to teach as required by the Head of Department up to the hours prescribed in the relevant industrial award, deliver educational programs to provide students the opportunity to achieve the required training outcomes, develop valid assessment tools and learning resources and apply them in a range of training environments, deliver innovative training programs to meet specific commercial client needs as required and perform the educational and administrative tasks and other incidental duties as directed by the Head of Department.

Eligibility/Other Requirements: For mandatory qualifications and/or registrations/licencing, refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience 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. Certificate III in Carpentry and Joinery or equivalent are desirable.

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

Contact Officer: Brian Coates (02) 6207 4124 brian.coates@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

Workplace Safety and Industrial Relations

Workers' Compensation Policy Branch

Senior Project Manager

Senior Officer Grade A \$129,470, Canberra (PN: 34376)

Gazetted: 15 September 2015

Closing Date: 29 September 2015

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced Senior Project Manager in the field of workers' compensation. The successful applicant will lead a team in the development and management of the necessary framework and supporting infrastructure for a new workers' compensation scheme for the ACT Public Service. The new scheme aims to improve Government oversight and control of its workers' compensation arrangements, provide more comprehensive and timely information to assist in planning workers' compensation budgets and services and improve productivity and work outcomes through assisting staff in their return to work. This is a very demanding work environment and the successful applicant will require the ability to work under pressure and manage competing priorities.

Eligibility/Other Requirements: Tertiary qualifications in Law, Public Policy, Industrial Relations or Occupational Health and Safety will be highly regarded.

Note: This position is temporary for a period of twelve months. From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$131,412.

Contact Officer: Michael Young (02) 6205 3095 michael.young@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Executive

Manager ICT Security Governance and Compliance

Senior Officer Grade B \$111,478 - \$125,497, Canberra (PN: 14659)

Gazetted: 15 September 2015

Closing Date: 6 October 2015

Details: Shared Services is seeking an experienced ICT Security Manager to lead our governance and compliance team. Must have security assessment experience and be able to lead a team working in a high pressure environment delivering whole of Government security services.

Eligibility/Other Requirements: The successful applicant will be required to attain and hold an NV1 security clearance. Formal security related applications would be an advantage.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Peter Major (02) 6207 0073 peter.major@act.gov.au

Shared Services

Commercial Services

Record Services

Digital Records Senior Advisor

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 35127)

Gazetted: 11 September 2015

Closing Date: 18 September 2015

Details: Shared Services, Records Services is seeking a motivated and experienced individual for the position of Digital Records Senior Advisor. This position will work closely with the Territory Records Office and the Digital Records Project Manager to identify optimal configuration of record systems to meet the needs of the ACT Public Service (ACTPS). The Senior Advisor will provide advice and assistance to the Digital Records Project Manager on governance arrangements, licence management, database management, change control, metadata and thesaurus management, quality control, training, ongoing support requirements and drive the implementation of the framework developed. It is expected that the successful applicant will have extensive experience in the implementation and maintenance of records management systems in a digital environment and a strong background in records management.

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

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Finance and Budget Division

Various Branches

Senior Analyst

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 33075, several)

Gazetted: 14 September 2015

Closing Date: 28 September 2015

Details: Are you looking for an opportunity to influence Government policy? Do you want to work closely with the ACT Government to develop and manage the Territory's budget? The Finance and Budget Division is looking for a highly motivated and experienced Senior Analyst with expertise in analysis of policy proposals and financial analysis to join an

energetic and enthusiastic team. The successful applicant will have demonstrated conceptual and analytical skills with the ability to research and analyse complex information both in a policy context and from a financial perspective, demonstrated judgement, appropriate technical/computer skills and flexibility in handling financial, economic, policy and administrative issues are also highly regarded, the ability to communicate effectively, build effective working relationships and contribute to team outcomes and prepare thorough written and financial reports is also a requirement of this position.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Accounting, Economics, Finance or similar field.

Note: From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073-\$103,416.

Contact Officer: Shaun Ryan (02) 6207 0230 shaun.ryan@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Team Leader

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 09968, several)

Gazetted: 14 September 2015

Closing Date: 2 October 2015

Details: Do you thrive on motivating and developing staff to achieve their best? If you are an experienced Supervisor, in the fields of Injury Management, Work Health and Safety, Human Resources or Allied Health, this might be your next career challenge! The Injury Management and Safety Team in the Chief Minister, Treasury & Economic Development Directorate has current and expected vacancies for Team Leaders at the Senior Officer Grade C level. The Team works collaboratively with business areas across ACT Government to coordinate targeted and holistic injury management rehabilitation and return to work services for injured and ill employees. Team Leaders oversee the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. Key aspects of these roles are maintaining the motivation and cohesiveness of their team whilst ensuring the quality of customer service that drives optimum and sustained return to work outcomes. You will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration. You will be provided with support for ongoing professional development and the opportunity to influence injury management practices across the whole of the ACT Government. Successful applicants will be resilient in nature with the ability to foster growth in others. You will possess maturity and sound judgment and demonstrate strong communication 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 highly regarded.

Note: This is a temporary position available for 12 months with the possibility of extension. Those candidates found suitable may be offered a permanent position or included on an order of merit that may be used to fill future permanent and temporary positions. Selection may be based on application and referee reports alone, or may involve interview and/or practical task assessment.

Contact Officer: Rachel Hughes (02) 6207 8322 rachel.hughes@act.gov.au

Shared Services ICT

Executive

Security

Senior Security Analyst

Information Technology Officer Class 2 \$75,209 - \$86,075, Canberra (PN: 30742)

Gazetted: 16 September 2015

Closing Date: 23 September 2015

Details: Shared Services ICT Security is looking for an experienced Security Analyst to join our Compliance team. Experience conducting enterprise security assessments in a high pressure environment is essential.

Eligibility/Other Requirements: The successful applicant will be required to attain and hold an Negative Vetting (NV) 1 security clearance. Formal security related applications would be an advantage.

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Ewart Cox (02) 6207 8925 ewart.cox@act.gov.au

Economic Development

Community Engagement and Media

Community Engagement

Senior Community Engagement Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 12124)

Gazetted: 16 September 2015

Closing Date: 30 September 2015

Details: The Community Engagement Team at Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated Community Engagement Officer to join the team until August 2017 with the possibility of extension. The successful candidate will have strong experience in community engagement with the ability to prepare and implement community engagement strategies on directorate and Land Development Agency initiatives and projects.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in communications and/or public relations are desirable.

Notes: This is a temporary position available until August 2017 with the possibility of extension. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Simon Lansdown (02) 6205 2980 simon.lansdown@act.gov.au

Arts, Business, Events, Sport and Tourism

Sport and Recreation Services

Client Services and Programs

Programs Officer – Active Recreation and Play

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 10931)

Gazetted: 14 September 2015

Closing Date: 28 September 2015

Details: Sport and Recreation Services is seeking a highly motivated and experienced Officer to undertake the permanent role of Programs Officer – Active Recreation and Play with the Client Service and Programs Section of the Branch. Key duties include: Supporting close liaison with the local Active Recreation sector to assist in the creation, delivery and review of quality active recreation and play programs. Identification and coordination of development opportunities for industry based personnel to increase organisational capacity to deliver active recreation is also required. Further duties include: Management of service level agreements and partnerships relating to relevant projects and the coordination of Nature Play ACT which will involve online resource management, partnership development and direct delivery of Nature Play events and activities.

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.

Contact Officer: Wayne Lacey (02) 6207 2080 wayne.lacey@act.gov.au

Office of the Chief Digital Officer

Administrative/Executive Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 36109)

Gazetted: 16 September 2015

Closing Date: 1 October 2015

Details: The Office of the Chief Digital Officer is looking for an enthusiastic individual to join the team in an Administrative/Executive Support role. The Office is responsible for driving the ACT's digital agenda and leading the whole of government strategic direction for ICT. This role calls for a professional, highly organised and technologically aware individual. Essential qualities include attention to detail, flexible working style, a willingness to take on new challenges, and most importantly the ability to interact effectively and enthusiastically in a corporate environment. The successful applicant will be required to provide broad and varied Executive Assistant and Administrative Support services in a busy office environment with limited direct supervision.

Contact Officer: Jean Allsop (02) 6207 7446 jean.allsop@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

Office for Children, Youth and Protection Services

Child Youth and Protection Services

CYPS Practice

Client Management System Project Coordinator

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 18747)

Gazetted: 16 September 2015

Closing Date: 26 September 2015

Details: The Child Youth and Protection Services Client Management System (CYPS CMS) Project is an Information and Communications Technology project that will deliver a new client management system for ACT Child Youth and Protection Services which will have capability for use and/or integration with the out of home care agency system. The proposed system will replace the existing legacy systems (CHYPS and YJIS) and aims to improve access to information and simpler data entry, statutory and record keeping compliance. The Client Management System (CMS) Project Coordinator role will support the Project Manager to coordinate, develop and implement governance, stakeholder engagement strategies and deliverables of the Project (e.g. requirements definition, procurement activities, consultation strategies) using a project management methodology to deliver the project. The successful applicant will have a sound understanding of the steps required to implement an ICT business system in a human services environment, experience in delivering projects, demonstrated experience in engaging with stakeholders to develop requirements and high level written communication skills.

Eligibility/Other Requirements: Knowledge of Statutory Services would be an advantage.

Notes: This is a temporary position available for a period of up to two years with the possibility of extension up to, but no more than five years under *Section 108 of the PSM Act*. Selection may be based on written application and referee reports only.

Contact Officer: Kim Gardiner (02) 6205 3620 kim.gardiner@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

Tuggeranong Network

Bonython Primary School

Principal

School Leader A \$133,402-\$160,181, Canberra (PN: 32659)

Gazetted: 16 September 2015

Closing Date: 30 September 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.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to

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

Contact Officer: Kerrie Heath (02) 6205 7194 kerrie.heath@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 for Schools

Tuggeranong Network

Fadden Primary School

Principal

School Leader A \$133,402-\$160,181, Canberra (PN: 01810)

Gazetted: 16 September 2015

Closing Date: 30 September 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.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Kerrie Heath (02) 6205 5428 kerrie.heath@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 for Schools

South/Weston Network

Red Hill Primary School

Principal

School Leader A \$133,402 - \$160,181, Canberra (PN: 01793)

Gazetted: 16 September 2015

Closing Date: 30 September 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.

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

Vulnerable People registration refer to www.ors.act.gov.au/Notes For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvp.
Contact Officer: Wayne Prowse (02) 6205 5428 wayne.prowse@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 for Schools

South and Weston Network

Coombs School

Business Manager

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 36117)

Gazetted: 11 September 2015

Closing Date: 18 September 2015

Details: Coombs School is seeking a highly experienced officer for the position of Business Manager. The successful candidate will be expected to manage a busy work environment with high level competing demands including but not limited to Human Resource, Finance, Risk and Compliance Management. The ideal candidate will have demonstrated high level management skills, ability to communicate effectively with colleagues, Executive Teams and major client groups and external stakeholders ensuring high quality customer service is delivered. The position is required to liaise with the Principal to ensure continuity in the delivery of key programs across the school. Participate as a member of the Executive Team, respond to and provide current, accurate and detailed reporting to both the Principal and School Board. Further duties include developing policies and procedures relating to facilities management, responsibility for the preparation of budgets, expenditure reviews, statements and; monitor estimates and financial returns. The Business Manager will have supervision responsibility for administrative support officers engaged in various designated roles. The successful candidate will be required to plan, direct and supervise their overall duties. Assisting each with personal performance and professional development.

Eligibility/Other Requirements: Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment. Desirable: Working knowledge of the MAZE management systems. A current First Aid certificate or willingness to undertake appropriate training. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety.

Notes: This position may be filled from 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_wvp.

Contact Officer: Kate McMahon (02) 6205 5622 kate.mcmahon@ed.act.edu.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Workplace and Community Service Coordinator

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 36195)

Gazetted: 16 September 2015

Closing Date: 30 September 2015

Details: Lake Tuggeranong College is seeking a highly experienced and energetic person with a broad set of administrative and customer service skills for the position of Workplace and Community Service Coordinator. The successful candidate will be required to provide support in developing and maintaining Australian School based Apprenticeship (ASBA), Work Experience (WEX), vocational placements and student record systems for the College setting. The successful candidate will be required to have the ability to build community development opportunities,

work in partnership with families, foster relationships across government and community sectors and work collaboratively with external agencies to provide placement opportunities for students.

Eligibility/Other Requirements: Certificate IV in Career Development or equivalent is desirable.

Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp.

Contact Officer: Julie Murkins (02) 6142 3666 julie.murkins@ed.act.edu.au

Environment and Planning

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

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

Office of the Surveyor-General

Spatial Data Systems Officer and Surveyors Assistant

Technical Officer Level 2 \$55,806 - \$63,903, Canberra (PN: 35107)

Gazetted: 14 September 2015

Closing Date: 25 September 2015

Details: The Environment and Planning Directorate is seeking an enthusiastic and motivated Technical Officer whose duties will include: Entry of data into Spatial Data Management System using Computer Aided Design (CAD) files; preparation of plans for purposes such as road openings and closures using CAD and/or Geographic Information Software; assist with street addressing system maintenance; assist surveyors with field and office surveying operations including equipment maintenance; assist in reduction of survey field observations and examination of survey plans; and assist in the administration of Workplace Health and Safety policies within the section.

Eligibility/Other Requirements: Qualifications in Surveying and/or Geographical Information Systems are highly desirable. Knowledge of Geomedia, CAD systems and knowledge of land administration systems in the ACT would be an advantage.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$95,326 - \$99,249, Canberra (PN: 23776)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Applications are sought from an enthusiastic and innovative experienced Mental Health Nurse to join the newly established Gungahlin Mental Health Team (GMHT) as a Registered Nurse Level 3, Clinical Manager. The successful applicant will work within a multi-disciplinary team consisting of medical and non-medical clinical staff to provide specialist mental health assessment and evidence based treatment interventions to people with moderate to severe mental health issues. The team provide Recovery-focused clinical services for people with mental health conditions who live in the Gungahlin region, with an emphasis on positive outcomes that are tailored to the individual needs of the service users.

Qualifications/Eligibility Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Minimum of five years post registration experience working in mental health, and post graduate qualifications in mental health is desirable.

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: David Jackson Hope (02) 6207 8331

Population Health

Health Improvement

Senior Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 19562)

Gazetted: 17 September 2015

Closing Date: 1 October 2015

Details: The Health Promotion Section, Health Improvement Branch is looking for a motivated and enthusiastic person to help deliver on our health promotion priorities. The successful applicant will be responsible for managing the development, implementation and evaluation of innovative population health behaviour change strategies in partnership with key internal and external stakeholders. Managing relationships and partnerships with diverse stakeholders would be a key skill in this role. It would be suited to someone with relevant experience in developing high level integrated communication strategies.

Eligibility/Other Requirements: A tertiary qualification or demonstrated experience in Marketing Communications including Digital Communications, Public Health and/or related disciplines is desirable.

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

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

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

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Contact Officer: Yvonne Poels (023) 6207 4439

Canberra Hospital and Health Services

Pathology

Biochemistry

Clinical Chemistry

Health Professional Level 4 \$94,653 - \$101,888, Canberra (PN: 26294)

Gazetted: 17 September 2015

Closing Date: 1 October 2015

Details: ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital. Under the direction of the Clinical Director of Clinical Chemistry the successful applicant will be responsible for the day to day management of the diagnostic Clinical Chemistry department (general chemistry, HPLC, PoCT and endocrinology). The successful applicant will liaise with the Principal Scientist on scientific matters and be required to work collaboratively with the Chief Scientist of Immunoassay and the Chief Scientist of the Calvary Laboratory to provide leadership, strategic planning and optimal operational management. A commitment to own personal development is essential.

Eligibility/Other Requirements: A Science Degree or equivalent relevant qualification. A relevant Post Graduate or professional qualification would be an advantage. A minimum of five years relevant management experience in a diagnostic laboratory.

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.

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Contact Officer: Monica Brady (02) 6244 2835

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Adult Community and Older Persons

Outpatient Services Team Leader Central Outpatient Clinics

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 31728)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Based predominantly in the Registrar Review Clinic, as part of the Outpatient Services Team the successful applicant for this newly established position will provide a coordinated approach to clinic management as well as leadership and support to new and existing team members across multiple clinic locations at the Canberra Hospital. Services provided in the Outpatient Clinics include Medical and Surgical Specialist led consultations, procedural and multidisciplinary assessment and planning clinics. This position involves working a seven day/week rotating day shift roster.

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

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: Kellie Burke (02) 6244 4019

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 22270, several)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: An opportunity is available for suitably qualified Registered Nurses to apply for permanent positions within the Intensive Care Unit at Canberra Hospital. Successful applicants will be required to work a 24 hour rotating roster.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

(a) A Registered Nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or

(b) A Registered Nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field.

Note: Selection may be based on written application and referee reports only. Applications should include:

- A maximum two page expression of interest addressing the selection criteria
- A current curriculum vitae
- The names of two professional referees.

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: Narelle Comer (02) 6174 5094 narelle.comer@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Nurse

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 25812)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Applications are invited from enthusiastic Registered Nurses who wish to work with the Crisis Assessment and Treatment Team (CATT). CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. The applicant will possess clinical skills in the assessment and management of individuals with mental disorders and in acute distress.

Eligibility/Other Requirements: Tertiary qualifications or equivalent to practice as a Registered Nurse. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. A current driver's license. Post Graduate Qualification in Mental Health Nursing is not essential but desired.

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: John Couto (02) 6205 1972

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Nursing

ACAT Assessors

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 28247)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: An opportunity is available for a suitably qualified Registered Nurse to apply for either a full-time or part-time Monday to Friday position with the Aged Care Assessment Team. The successful applicants must have excellent communication skills and experience in Aged Care service provision.

Eligibility/Other Requirements: Registered Nurse with current AHPRA registration. Post graduate qualifications or progression towards formal qualifications in Gerontology. Holds a current ACT drivers licence.

Notes: 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*. To complete your application you must prepare responses to the selection criteria and upload this as part of your application. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

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Contact Officer: Athalene Rosborough (02) 6205 1194

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 31324)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: The City Mental Health team provides recovery-focused clinical services for mental health consumers in the ACT and is strongly focused on the provision of timely and effective interventions for our consumers. The successful applicant will be required to complete mental health assessments and work as a member of a multi disciplinary team, to provide assessment and clinical management of consumers with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies. At this level, the applicant is expected to fulfil the role of a Senior Clinician in support of the Team Leader, providing clinical leadership and supervision for Level 1/2 staff and students. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers and Consultant Psychiatrists. Adult Community and Older Persons 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. At this level, it is expected that you will provide high quality interventions and support the achievement of sound outcomes for consumers. It is an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels Health Professional 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Occupational Therapy or Social Work with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Demonstrated Mental Health clinical skills. Current passenger vehicle 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 and provide two referee reports that also address the selection criteria

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Contact Officer: John Acs (02) 6205 1338 john.acs@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Social Worker

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29123)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Rehabilitation, Aged and Community Care (RACC) is a vibrant service within ACT Health providing multidisciplinary care across a range of settings. Our services are based across the Canberra Hospital as well as in the community and incorporate the ACT Health values of care, excellence, collaboration and integrity. Applications are invited from experienced Social Workers for this permanent social work position which will be based within the care of the elderly wards at the Canberra Hospital. There may be requirements to work in other areas of the Rehabilitation and Aged Care depending upon needs. The successful applicant will have experience in providing a high level of social work service which is responsive to patient needs and employs principles of social work theory and practice. The successful applicant will also be working within a multi-disciplinary team environment in a health setting.

Eligibility/Other Requirements: A Degree or Diploma in Social Work, eligible for membership of the Australian Association of Social Work, current drivers' licence.

Note: This is a permanent full-time vacancy. Social Workers with clinical experience in health are encouraged to apply.

This position 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. 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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Contact Officer: Robyn Mc Cormack (02) 6244 4159

Canberra Hospital and Health Services

Medicine

Acute Support Services

Physiotherapist

Health Professional Level 3 \$82,212 - \$86,626 (up to \$90,923 on achieving a personal upgrade), Canberra (PN: 29002)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: An exciting opportunity exists for a suitable qualified person to fill permanent Health Professional Level 3 Physiotherapist Neurosciences position in Acute Support Physiotherapy team working as part of the multidisciplinary team in the Acute Neurosciences area.

Overall Functions: Promote client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Perform normal professional work under general professional guidance. May perform novel, complex, critical or difficult tasks under professional supervision. Participate in the supervision and training of Health Professionals Level 1 and 2, students and other support staff.

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

Notes: This position 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.

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Contact Officer: Kerry Boyd (02) 6244 2670

Strategy and Corporate

People, Strategy and Services

Health Workforce Australia

Administrative Support Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 35732)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Under direction, provide administrative support for Department of Health Workforce Program Team within ACT Health, People Strategy and Services Branch.

Eligibility/Other Requirements: Cert IV in Government or equivalent and relevant experience is desirable.

Note: This is a temporary position available until 31 March 2016 with a possibility of extension dependant on funding.

The position is Monday to Friday with daily hours negotiable. Recruitment for this process may be based on 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: Christine Waller (02) 6207 5275

Strategy and Corporate

Business and Infrastructure

Business Support and Development

Systems and Reporting Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 11733)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Business and Infrastructure Branch is seeking an enthusiastic and well organised person to provide support to the Branch. Through the Director, Business Support and Development, the Systems and Reporting Officer is responsible for providing high-level confidential administrative and reporting support to the Office of the Executive Director, Business and Infrastructure. The successful candidate will possess strong ICT skills in order to assist with the coordination and management of the Branch's intranet and SharePoint content. The Officer will also be required to have a knowledge and understanding of financial and human resource matters to assist with branch reporting requirements.

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: Jeanne McLauchlan (02) 6207 9874

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

ACT Chief Nurse

Personal Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 26946)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: An opportunity exists for a dynamic and motivated person interested in the position of Personal Assistant to the Director, Synergy, Nursing and Midwifery Research Centre.

Applicants will be required to have excellent communication skills, ability to prioritise workload, book travel, conferences and meetings as well as maintain the Research Centres webpage.

Eligibility/Other Requirements: Experience working in a busy office environment is desirable.

Notes: This is a part-time position at 29:24 hours per week. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Applicants are asked to submit a maximum of 2 pages addressing the selection criteria with current curriculum vitae and names of 2 referees, one being a current supervisor. 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: Brenda Happell 0408 513 250 Michelle Ramsay (02) 6244 2147

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Canberra Region Cancer Centre Operational Management

Administration Team Leader

Administrative Services Officer Class 4 \$62,802 - \$68,002, Canberra (PN: 21092)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: A full-time vacancy is available within the Canberra Region Cancer Centre (CRCC) Administration Team. The Administration Team Leader position would suit a person with broad experience in administration duties including Personal Assistant support.

The successful applicant will be required to have a demonstrated background in customer service, have good communication skills and proven ability to support a clinical team. The role requires collaboratively providing support and oversight of a small team of staff who together deliver administrative support, booking and coordination of patient appointments and referral management within the centre. The position is supported as part of the wider Team Leader group within the CRCC Administration Team.

Eligibility/Other Requirements: Experience in a Personal Assistant role including the use of ACTPAS and CHARM would be an advantage however area specific training and support will be provided.

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.

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Contact Officer: Nicole Burke (02) 6174 8536

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse - ICU

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 21891, several)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: An opportunity is available for suitably qualified Registered Nurses to apply for permanent positions within ICU at the Canberra Hospital.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: Successful applicants will be required to work a 24 hour rotating roster, full time and part-time hours available.

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*. To complete your

application you must prepare responses to the Selection Criteria (maximum two pages), current curriculum vitae and

two professional referees. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health

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Contact Officer: Susan Feltrin (02) 6244 2756

Canberra Hospital and Health Services

Medicine

Cardiology

Nurse

Registered Nurse Level 1 \$59,874 - \$79,980, Canberra (PN: 24410)

Gazetted: 17 September 2015

Closing Date: 1 October 2015

Details: We are looking for a experienced Registered Nurse to join our team. Our Nurses enjoy competitive base

salaries and superannuation, plus: penalties, allowances, generous salary packaging and employee benefits cards. This

position is Monday to Friday and following a suitable training period it is expected the successful candidate will

participate in a 24/7, on call roster.

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

Notes: This is a temporary part-time position available for a period of six months working 24 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.

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Contact Officer: Lynette Divorty (02) 6244 3691 lynette.divorty@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Office Administrator

Administrative Services Officer Class 3 \$56,568 - \$60,880, Canberra (PN: 21352)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Applications are sought from suitable applicants for a permanent part-time Administration Support Officer position within the Division of Medicine. The successful applicant will have good communication skills and will be required to work effectively as a member of the Acute Support Allied Health/Administrative team and will have strong links with the Centenary Hospital for Women and Children administrative staff. Duties include administrative duties, including booking and scheduling outpatients attending the various Allied Health clinics in the Centenary Hospital for Women and Children. A provision of high quality customer service to patients and stakeholders who contact the service and the ability to prioritise workloads is required. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is also required.

Notes: This is a part-time position at 18hrs 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.

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Contact Officer: June Gunning (02) 6174 5135 or (02) 6174 5106.

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Enrolled Nurses

Enrolled Nurse Level 1 \$54,303 - \$58,018, Canberra (PN: 17638, several)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: Seeking enthusiastic and confident Enrolled Nurses to work in a team environment on a busy 44 bed Haematology/Oncology/Radiation and Palliative Care ward.

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

Note: Positions will be offered as temporary for a period of six months with the possibility of extension and/or permanency from this process. Successful applicants may be required to work a rotating roster covering three shifts. Full-time, part-time hours will be considered. 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: Susan Langdon (02) 6244 3396

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

Occupational Therapy Assistant

Allied Health Assistant 2 \$47,147 - \$54,052, Canberra (PN: 32938)

Gazetted: 17 September 2015

Closing Date: 1 October 2015

Details: There is an exciting opportunity for a suitably qualified Occupational Therapy Assistant to join the Rehabilitation, Aged and Community Care (RACC) Occupational Therapy team. As an Occupational Therapy Assistant you will work under the clinical guidance and direction of an occupational therapist to install adaptive equipment and provide education. There is also scope to participate in our Upskilling program to assist with placement of basic home modifications. You will also undertake clinical administration tasks. The service provides intervention to ACT residents and you will be required to travel to patients' homes and to equipment suppliers. This role requires a person with effective interpersonal skills and time management practice.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Occupational Therapy) or recognised equivalent. Current driver's licence.

Notes: This temporary position is available for a period of eight months. This position 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. 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: Katherine Rae (02) 6205 1224

Canberra Hospital and Health Services

Critical Care

Demand Management

Assistant in Nursing/Personal Care Worker

Assistant in Nursing \$46,061 - \$47,621, Canberra (PN: 32436, several)

Gazetted: 17 September 2015

Closing Date: 24 September 2015

Details: An opportunity exists for suitable Assistants In Nursing to apply for 12 month positions within Ward 7B Medical Assessment and Planning Unit at Canberra Hospital. Successful applicants will be required to work a rotating roster. Ward 7B is a 32 bed medical/surgical Unit, comprised of four models of care with a short stay focus.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential.

Note: These are part-time positions at 32 hours per week. Selection may be based on written application and referee reports only. Applications should include a maximum 2 page expression of interest addressing the selection criteria, a current curriculum vitae and the names of two professional referees and upload this as part of your application.

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

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

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Contact Officer: Steve Foley (02) 6244 2449

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

Registry Operations

Senior Team Leader

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 43643)

Gazetted: 11 September 2015

Closing Date: 25 September 2015

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced manager to undertake the role of Senior Team Leader, Criminal Unit, Registry Operations. The successful applicant will have effective people management skills, work with a range of stakeholders, including Judicial Officers, staff, legal practitioners and relevant

government agencies and be able to achieve quality outcomes for the ACT Law Courts and Tribunal Administration. Responsibilities include: leading, managing and training staff to ensure that the work of the team is effective, consistent and accurate, processing documentation provided for under ACT Law Courts and Tribunal legislation and practice directions, responding to complex enquiries, reporting on statistical or case management enquiries, assisting with the development, implementation and review of policies, practices, systems and processes, participating in the development and implementation of the new Law Courts and Tribunal ICT Case Management System, liaising with clients and exercising the statutory appointment of Deputy Registrar as required.

Note: An order of merit established from this process may be used to permanently and/or temporarily fill other identical Senior Team Leader positions over the next 12 months.

Contact Officer: Adrienne McRae (02) 6205 3670 adrienne.mcrae@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

Parks and Territory Services

Libraries ACT

Public Libraries

Library Assistant

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 46070)

Gazetted: 16 September 2015

Closing Date: 30 September 2015

Details: Do you have a Passion beyond books? Are you enthusiastic, demonstrate innovation, have a strong customer focus and relish a busy and changing environment? Are you willing to try new things? Libraries ACT is looking for people who are enthusiastic and dynamic change champions. Libraries ACT is a seven day service and applicants will be required to work weekends. 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: Good physical fitness and stamina and the ability and willingness to undertake physical and repetitive tasks requiring pushing, lifting and bending and being on your feet for long periods.

Note: This is temporary part-time position at 22 hours per week available for 12 months with the possibility of extension.

Contact Officer: Melina Gannon (02) 6207 5721 melina.gannon@act.gov.au

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

Parks and Territory Services

Parks and Conservation Service

Birrigai Outdoor School

Outdoor Education Assistant

Administrative Services Officer Class 2 \$49,927 - \$55,130, Canberra (PN: 19516)

Gazetted: 11 September 2015

Closing Date: 28 September 2015

Details: Provide general administrative and field support to teachers delivering educational programs to visiting groups at Birrigai. The position requires an officer to be able to carry out physical tasks in an outdoor environment, as well as having the capacity to perform basic administrative duties associated with the running of visitor programs.

Eligibility/Other Requirements: Current driver's licence, current Senior First Aid Certificate, current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information

on Working with Vulnerable People registration refer to -

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

Birrigai is outside the public transport system, the successful applicant must have their own reliable transport.

Note: This is a temporary, part-time position at 31.25 hours per week for a period of up to twelve months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Cindy Samuel (02) 6205 6748 cindy.samuel@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.

Parks and Territory Services

Parks and Conservation Service

Urban Reserves - Mitchell

Field Officer

General Service Officer Level 5/6 \$49,180 - \$54,124, Canberra (PN: 41628)

Gazetted: 15 September 2015

Closing Date: 22 September 2015

Details: Parks and Conservation Service (PCS) is a Branch within Parks and Territory Services Division responsible for planning and management of parks and reserves. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and reserves. This role represents an exciting opportunity to assist in the maintenance and on ground land management activities as part of the General Services maintenance team within PCS Urban Reserves. The successful applicant will be required to work with minimal supervision and as part of a small team. The position calls for a high degree of self motivation, drive and enthusiasm. Eligibility/Other Requirements: Applicants are expected to communicate effectively with park visitors and refer public enquiries as necessary, wear a uniform and undergo regular structured training. A Willingness to undertake incident management duties, work a shift roster, work at any location throughout the reserve estate is also required. This position is classified as a Designated Fire Position under the Territory and Municipal Services (TAMS) Collective Agreement. A manual driver's licence is essential.

Note: This is a temporary position available until 30 June 2016. All applicants are required to address the selection criteria as well as provide a current resume. All applicants must also submit two written referee reports addressing the selection criteria with their written application. Selection may be based on application and referee reports only.

Contact Officer: Peter Galvin (02) 6205 0103 peter.galvin@act.gov.au

Infrastructure, Roads and Public Transport

Public Transport

Flexible Transport Office

Special Needs Transport driver

General Service Officer Level 5 \$49,180 - \$51,772, Canberra (PN: SNDF04)

Gazetted: 16 September 2015

Closing Date: 30 September 2015

Details: The Flexible Transport Office operates Special Needs Transport Services, the Flexible Bus Service for the elderly and the disabled and the Aboriginal and Torres Strait Islander Community bus. The Office has a vacancy for a full-time bus driver. The position requires the driver to safely operate a wheelchair accessible mini bus transporting children with disability to and from school on school days and may be called upon to transport the elderly at other times. 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 and Torres Strait Islander background, and/or people with a disability to apply.

Eligibility/Other Requirements: LR drivers licence. 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: Ian Corey (02) 6205 0676 ian.corey@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

Calvary Health Care ACT (Public)

Enrolled Nurse Level 1 \$54,303 - \$58,018

Bryana Conran 1613117, Section 68(1), 14 September 2015

Enrolled Nurse Level 1 \$54,303 - \$58,018

Blair Flanagan 1613101, Section 68(1), 14 September 2015

Enrolled Nurse Level 1 \$54,303 - \$58,018

Tiarna Loftus 1613107, Section 68(1), 14 September 2015

Enrolled Nurse Level 1 \$54,303 - \$58,018

Chloe Stevenson 1613104, Section 68(1), 14 September 2015

Chief Minister, Treasury and Economic Development

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

Chyanne Weatherby 829-69834, Section 68(1), 15 September 2015

Community Services

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

Samantha Warne 836-07544, Section 68(1), 14 September 2015

Environment and Planning

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

James Peter Bennett 836-14445, Section 68(1), 14 September 2015

Health

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

Monica Armstrong 842-89947, Section 68(1), 15 September 2015

Health Service Officer Level 4 \$47,070 - \$48,870

Alex Calderon 820-89116, Section 68(1), 17 September 2015

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

Jessica Eiben 843-90228, Section 68(1), 7 September 2015

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

Kylie Johns 608-13644, Section 68(1), 10 September 2015

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

Mark Newman 839-27927, Section 68(1), 10 September 2015

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

Roisin O'Hagan 606-67851, Section 68(1), 15 September 2015

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

Nyoka Ruberu 829-57518 Section 68(1), 7 September 2015

Administrative Services Officer Class 2 \$49,927 - \$55,130

Tenielle Sheppard 847-27046, Section 68(1), 12 September 2015

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

Louise Smith 842-90294, Section 68(1), 10 September 2015

Administrative Services Officer Class 2 \$49,927 - \$55,130

Morgan Wojciechowski 847-26430, Section 68(1), 11 September 2015

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

Emma-Li Yit 844-32803, Section 68(1), 15 September 2015

Justice and Community Safety

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

Cassey Southwell 836-14437, Section 68(1), 14 September 2015

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

Naomi Stenhouse 836-12140, Section 68(1), 11 September 2015

TRANSFERS

Health

Amanda Christou: 836-05063

From: Administrative Services Officer Class 2/3 \$49,927

Health

To: Administrative Services Officer Class 2 \$49,927 - \$55,130

Health, Canberra (PN. 34363) (Gazetted 23 July 2015)

PROMOTIONS

Calvary Health Care ACT (Public)

Nursing and Midwifery Services

Emergency Department

Nicolas Sharp: 1611643

From: Registered Nurse Level 1 \$59, 874 - \$76,936

Calvary Health Care ACT

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

Calvary Health Care ACT (PN. 8211)

Maternity

Jessemyn Luckhurst: 1612707

From: Registered Nurse Level 1 \$59, 874 - \$76,936

Calvary Health Care ACT

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

Calvary Health Care ACT, (PN. 9197) (Gazette 8 July 2015)

Chief Minister, Treasury and Economic Development

Shared Services

Partnership Services

Business Application Management

Guotao Dai: 821-0908

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

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$94,653 - \$101,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 17954) (Gazetted 18 June 2015)

Finance and Budget Division

Social Policy Branch

Community Services and Education

Elizabeth Hall: 827-3297

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$129,470

Chief Minister, Treasury and Economic Development, Canberra (PN. 36201) (Gazetted 16 July 2015)

Shared Services

Partnership Services Group

Business Application Management

Agam Munshi: 835-67511

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

Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade C \$94,653 - \$101,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 02303) (Gazetted 15 June 2015)

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Anisa Sabet: 844-74923

From: Infrastructure Officer 3 \$94,873 - \$104,145

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 34962) (Gazetted 13 August 2015)

Economic and Financial Group

Finance

Various

Nicole Pui Kee Wong: 836-12992

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 04346) (Gazetted 10 July 2015)

Health

Canberra Hospital and Health Services

Medicine

Chronic Disease

Natalie Brook: 813-00565

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

Health

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

Health, Canberra (PN. 18111) (Gazetted 30 April 2015)

Canberra Hospital and Health Services

Medicine

Caitlin Patat: 838-51387

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

Health

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

Health, Canberra (PN. 23806) (Gazetted 30 July 2015)

Canberra Hospital and Health Services

Medicine

Resources

Elizabeth Richards: 842-87888

From: Health Professional Level 1 \$54,591 - \$69,555

Health

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

Health, Canberra (PN. 31211) (Gazetted 16 September 2015)

Note: This promotion is to a non-advertised vacancy in accordance with the Health Professionals Enterprise Agreement 2013-2017, Section N2.5.

Canberra Hospital and Health Services

Executive Director of Medical Services

Sourinhan Bee Souvannaphong: 817-47770

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

Health

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

Health, Canberra (PN. 30426) (Gazetted 6 August 2015)

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Jane Woodrow: 834-54162

From: Registered Nurse Level 1 \$59,874 - \$79,980
Health
To: Registered Nurse Level 2 \$83,146 - \$88,125
Health, Canberra (PN. 24491) (Gazetted 9 July 2015)

Justice and Community Safety

Parliamentary Counsel's Office

Legislative Drafters

Lyndall Kennedy: 771-11526

From: Assistant Parliamentary Counsel 2 \$127,379 - \$132,615
Justice and Community Safety
To: †Assistant Parliamentary Counsel 3 \$142,171 - \$148,315
Justice and Community Safety, Canberra (PN. 42302) (Gazetted 7 August 2015)

Parliamentary Counsel's Office

Legislative Drafters

Bianca Kimber: 765-587928

From: Assistant Parliamentary Counsel 2 \$127,379 - \$132,615
Justice and Community Safety
To: †Assistant Parliamentary Counsel 3 \$142,171 - \$148,315
Justice and Community Safety, Canberra (PN. 42297) (Gazetted 7 August 2015)

Parliamentary Counsel's Office

Legislative Drafters

Savvas Pertsinidis: 820-85342

From: Assistant Parliamentary Counsel 2 \$127,379 - \$132,615
Justice and Community Safety
To: †Assistant Parliamentary Counsel 3 \$142,171 - \$148,315
Justice and Community Safety, Canberra (PN. 42303) (Gazetted 7 August 2015)

Territory and Municipal Services

Parks and Territory Services

Libraries ACT

Content and Engagement

Louise Jong Dong: 775-00011

From: Administrative Services Officer Class 4 \$62,802 - \$68,002
Chief Minister, Treasury and Economic Development
To: †Administrative Services Officer Class 6 \$75,209 - \$86,075
Territory and Municipal Services, Canberra (PN. 26001) (Gazetted 31 July 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.

Infrastructure, Roads and Public Transport

Public Transport

Network and Systems

Peter John McLaren Steele: 787-11822

From: Senior Officer Grade C \$94,653 - \$101,888
Territory and Municipal Services

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

Territory and Municipal Services, Canberra (PN. 35984) (Gazetted 27 August 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.

CORRIGENDA

Canberra Institute of Technology

Canberra Institute of Technology

CIT Business, Tourism and Accounting

CIT Tourism, Hospitality and Events

Stephanie McKinley: 821-00653

From: Administrative Services Officer Class 2/3 \$49,927 - \$60,880

Canberra Institute of Technology

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

Canberra Institute of Technology (PN. 32944) (Gazetted 10/09/15)

Note: Correction to the AGS number originally published in the gazette 10 September 2015.