



ACT Government Gazette

Gazetted Notices for the week beginning 17 September 2015

ACT Electoral Commission

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

Administration Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 01887)

Gazetted: 18 September 2015

Closing Date: 2 October 2015

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small team. This position offers the experience of working in a small office with the opportunity to do a variety of tasks pertaining to running elections for the ACT community. The successful applicant will be required to have knowledge and experience in administration and finance, have effective written and oral communication skills, and should be able to perform the following duties:

- Provide executive and administrative support to the ACT Electoral Commissioner
- Assist with the operation of the Commission's finance system by processing and tracking day to day accounts payable and receivable and other financial processing as required
- Assist the Funding and Disclosure Manager with the processing of financial returns from political parties
- Provide administrative support including human resource and personnel processes
- Assist with the ongoing maintenance of the Commission's records management system
- Respond to telephone and counter enquiries
- Assist with the running of elections as required
- Other duties as required

The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice to a wide range of clients.

Contact Officer: Reynaida Camporedo (02) 6207 9340 reynaida.camporedo@act.gov.au

Calvary Health Care ACT (Public)

Volunteer Services Manager

Administrative Services Officer Level 6 \$75,209 - \$86,075, Canberra (PN: 9972)

Gazetted: 18 September 2015

Closing Date: 9 October 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: Frances Brown (02) 6201 6106 frances.brown@calvary-act.com.au

Surgical Liaison Nurse

Registered Nurse Level 3 Grade 1 \$95,326 - \$99,249, Canberra (PN: 8263)

Gazetted: 18 September 2015

Closing Date: 6 October 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: Andrew Mead (02) 6201 6851 andrew.mead@calvary-act.com.au

Registered Nurse Level 2 - Palliative Care

Registered Nurse Level 2 \$83,146 - \$88,125, Canberra (PN: 8894)

Gazetted: 18 September 2015

Closing Date: 6 October 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: Bradley Smith (02) 6264 7300 bradley.smith@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

Health, Community and Science

Human Services

Senior Educator - Nursing

Teacher Level 2 \$94,697 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,118, Canberra (PN: 36094)

Gazetted: 18 September 2015

Closing Date: 2 October 2015

Details: Canberra Institute of Technology (CIT) Human Services seeks an experienced Nursing educator to join the dynamic team of Registered Nurses to deliver the Diploma of Nursing program at Canberra Institute of Technology. The successful candidate will provide leadership in coordinating the program, curriculum and program review processes and provide assistance in the day to day running of the department to the Head of Department, provide expert advice on the quality, efficiency and effectiveness of course through continual monitoring of developments in education theory, technology and advice. It is expected that this position will collaborate with other colleges within CIT and generate new and creative ways to develop competency based training and assessment, engage with the industry to strengthen relationships and develop new opportunities for CIT and student placements, keep abreast of industry changes, maintain currency in VET sector changes, developments and regulatory requirements, oversee supervision of a diverse range of nursing students, using a variety of education methodologies, instructional design and technologies and manage training and professional development of staff within the team.

Eligibility/Other Requirements: For mandatory qualification and/or registrations/licencing, 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 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. All teachers who deliver into the Diploma of Nursing program are required to have:

- Australian Qualification Framework (AQF) level nursing qualifications of at least six or above by 2016.
- Registered General Nurse with a current registration with the Australian Health Professionals Regulation Agency (AHPRA) (this registration needs to be maintained),

Relevant higher level qualifications and professional registration (if applicable) in a field/s of Aged Care/Disability and/or Nursing is desirable.

Note: This position is temporary for a period of up to two years with the possibility of extension. 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: Lily Muthurajah (02) 6205 7381 lily.muthurajah@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.

Health, Community and Science

Human Services

Senior Educator

Teacher Level 2 \$94,697 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,118, Canberra (PN: 35607)

Gazetted: 18 September 2015

Closing Date: 5 October 2015

Details: CIT Human Services seeks an experienced educator with a background in Vocational Education and Training to join the dynamic teaching team. The successful candidate will provide leadership in coordinating a number of programs within Human Services including Individual Support in Ageing, Home and Community and Disability studies. This position will lead curriculum and program review processes and provide assistance in the day to day running of the department to the Head of Department. Provide expert advice on the quality, efficiency and effectiveness of course through continual monitoring of developments in education theory, technology and advice. It is expected that this position will collaborate with other colleges within CIT and generate new and creative ways to develop competency based training and assessment, engage with the industry to strengthen relationships and develop new opportunities for CIT and industry placements for students. Keep abreast of industry changes. Maintain currency in VET sector changes, developments and regulatory requirements. Oversee supervision of a diverse range of students in various programs, using a variety of education methodologies, instructional design and technologies. Manage training and professional development of staff within the team.

Eligibility/Other Requirements: 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. 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 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. Relevant higher level qualifications and professional registration (if applicable) in a field/s of Aged Care/ Disability and/or Nursing are desirable.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@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.

Capital Metro

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

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

Corporate Governance and Communications

Governance and Business Solutions

Ministerial and Government Business Officer

Administrative Services Officer Class 6 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337 - \$87,366, Canberra (PN: 34483)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: The Capital Metro Agency has responsibility for the design, procurement and delivery of a light rail service between Gungahlin and the City. The Governance and Business Solutions Branch is seeking an organised and highly motivated individual to fulfil the role of Ministerial and Government Business Officer. Duties include, but are not limited to, the coordination of advice, reports and briefings on Cabinet, Legislative Assembly and other government business, and the provision of administrative support to the Capital Metro Project Board.

Contact Officer: Nikki Pulford (02) 6205 5466 nikki.pulford@act.gov.au

Chief Minister, Treasury and Economic Development

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

Arts, Business, Events, Sport and Tourism

Deputy Director-General, Arts, Business, Events, Sport and Tourism

Executive Level 3.7 \$311,284 to \$326,573 depending on current superannuation arrangements, Canberra (PN: E741)

Gazetted: 17 September 2015

Closing Date: 29 September 2015

Details: Applications are sought from experienced and high performing officers to fill the position of Deputy Director-General, Arts, Business, Events, Sport and Tourism, within the Economic Development Portfolio of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). This is a high profile position with a diverse range of responsibilities focused on the delivery of high quality services across government and to the community. The Deputy Director-General, works collaboratively with Ministers, the Director-General and other Executives, and key government and non-government stakeholders. The Deputy Director-General will provide executive leadership in developing strategies which build and enhance the Territory's economic capacity in the medium to long term. The position requires a person with exceptional leadership and executive management skills to provide strategic direction for the Division. Strong experience in dealing with, and delivering, an extensive range of activities, such as business development; multi-purpose exhibition and events management; sport and recreation community programs; ACT Academy of Sport services and programs; sport facilities management; and tourism, is essential. In addition, experience in dealing with financial management, people management, government, the wider community and business is critical for this position.

Remuneration: The position attracts a remuneration package ranging from \$311,284 - \$326,573, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$254,804.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Land Development Agency

Land Development and Corporate

Greenfield

Executive Director, Greenfield

Executive Level 2.4 \$245,200 to \$256,966 depending on current superannuation arrangements, Canberra (PN: E818)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: The Land Development Agency (LDA) is seeking an experienced and high performing officer to fill the position of Executive Director, Greenfield.

The Executive Director, Greenfield reports to the Deputy Chief Executive Officer of the LDA and leads the delivery of Greenfield land development activities in the ACT in accordance with the Government's four year Indicative Land Release Program (ILRP). The position has responsibility for providing advice on land development to the LDA Board and other key stakeholders; assessing the integrity of business development initiatives and proposals and making related recommendations; building effective working relationships with various stakeholders; representing the LDA at meetings with statutory authorities and other stakeholders; and ensuring that effective risk management frameworks are developed and implemented for all projects.

Applicants should have the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team, an understanding of working in a Government environment and an extensive knowledge of urban and residential land development programs and related issues. Applicants should also hold appropriate qualifications such as engineering, project management and planning.

Remuneration: The position attracts a remuneration package ranging from \$245,200 - \$256,966, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$196,091.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Ben Ponton (02) 6205 7346 ben.ponton@act.gov.au

Land Development Agency

Urban Renewal

City to the Lake

Director, City to the Lake

Executive Level 1.2 \$202,347 to \$211,802 depending on current superannuation arrangements, Canberra (PN: E817)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: The Land Development Agency (LDA) is seeking an experienced and high performing officer to fill the position of Director, City to the Lake.

The Director, City to the Lake reports to the Deputy Chief Executive Officer, Land Development Agency and leads the planning and delivery of City to the Lake - a collection of projects that will enhance the central parts of Canberra and transform it into an attractive, vibrant and dynamic destination. The position has responsibility for providing advice to senior LDA officials and the Board, as well as other staff and agencies; assessing the integrity of business development initiatives and proposals and making related recommendations; building effective working relationships with various stakeholders; representing the LDA at meetings with statutory authorities and other stakeholders; and working collaboratively with various internal and external stakeholders in facilitating sustainable development and ensuring that effective risk management processes and practices are developed and implemented for all projects.

Applicants should have the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team, an understanding of working in a Government environment and an extensive knowledge of urban and residential land development programs and related issues. Applicants should also hold appropriate qualifications such as engineering, project management, planning and urban design.

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

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Ben Ponton (02) 6205 7346 ben.ponton@act.gov.au

Land Development Agency

Sales, Marketing and Property Management

Director, Sales, Marketing and Land Management

Executive Level 1.2 \$202,347 to \$211,802 depending on current superannuation arrangements, Canberra (PN: E816)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: The Land Development Agency (LDA) is seeking an experienced and high performing officer to fill the position of Director, Sales, Marketing and Land Management.

The Director, Sales, Marketing and Land Management reports to the Chief Executive Officer of the LDA and leads the sale of land for all LDA projects in the ACT. This includes identifying opportunities and implementing strategies to market land to ensure products and services are meeting target market needs. The position has responsibility for managing and delivering a comprehensive sales program to achieve the LDA's land development, sales and performance targets; working collaboratively with the LDA Board, the Chief Executive Officer, Deputy Chief Executive Officer and other Executives, and key government and non government stakeholders; and analysing and identifying risks and develop associated risk management plans and undertake regular risk reviews.

Applicants should have the knowledge, skills and industry experience to effectively lead, inspire and motivate a multi-disciplinary team to deliver key Government objectives; an understanding of working in a Government environment;

appropriate qualifications; an extensive knowledge of urban and residential land development programs and related issues; and the ability to conceptualise and implement innovative ideas and initiatives.

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

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: David Dawes (02) 6207 3331 david.dawes@act.gov.au

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Infrastructure Analyst

Senior Officer Grade B \$111,478 - \$125,497 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$113,150 - \$127,379, Canberra (PN: 34962)

Gazetted: 23 September 2015

Closing Date: 9 October 2015

Details: The Chief Minister Treasury and Economic Development Directorate is seeking a highly skilled technical specialist with a demonstrated understanding of, or experience in policy and commercial analysis including well rounded knowledge of infrastructure project transactions and procurements within Government. The position of Infrastructure Analyst requires the ability to prepare high level advice to Government on financial aspects of major infrastructure projects in the Territory. The successful applicant will have a strong understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects. The applicant will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration.

Eligibility/Other Requirements: A security clearance may be required.

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

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Business Support and Training

Helpdesk Supervisor

Administrative Services Officer Class 5 \$69,797 - \$73,881 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$70,844 - \$74,989, Canberra (PN: 46012)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: Under the general direction of the Business Support and Training Manager: Provide leadership to a small team in order to deliver high quality helpdesk services and support to users of the rego.act data base and Transport Regulation staff, including assistance with system functionality and advice on Road Transport Authority (RTA) legislation, policy and procedures; provide guidance and advice to helpdesk staff to investigate, analyse and provide solutions to rectify complex issues related to the rego.act data base and RTA legislation, policy and procedures; liaise with the Road User Services Training Supervisor to identify training opportunities in relation to the procedures, policies and legislation of the RTA and the rego.act data base; monitor the preparation of communication plans, staff instructions, rego.act Help SharePoint knowledge database and other notices to ensure that end users and stakeholders are kept updated and informed of changes to RTA policies and procedures; review, streamline and update Business Support processes; prepare written correspondence with customers and other stakeholders; and maintain records in accordance with the *Territory Records Act 2000*. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Certificate IV in Training and Assessment (or equivalent) with relevant experience is highly desirable.

Contact Officer: Leanne Woolfe (02) 6207 7091 leanne.woolfe@act.gov.au

Access Canberra

Customer Coordination Division

Customer Service Integration

Web Support Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 55542)

Gazetted: 18 September 2015

Closing Date: 2 October 2015

Details: Assist with, and under guidance, publish approved content within a content management system environment for websites and intranets administered by Access Canberra on behalf of client agencies; Assist in the review and update of online services administered by Access Canberra to ensure compliance with the Web Content Accessibility Guidelines (WCAG 2.0) and best practice website management; Assist with the maintenance and operational knowledge of the ACT Government Online Feedback Service and Online Bookings system and update the content as required; Liaise with appropriate contacts, website content owners and stakeholders within ACT Government to identify their online content publishing requirements. This position does not involve direct supervision of personnel.
Contact Officer: Carole Condon (02) 6207 5356 carole.condon@act.gov.au

Revenue Management

Systems and Finance

ICT Systems Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% \$63,744 - \$69,022, Canberra (PN: 17251)

Gazetted: 21 September 2015

Closing Date: 28 September 2015

Details: Revenue Management is looking for a motivated individual with an ability to interpret, understand tax laws and other relevant legislation to assist with producing reports. The position will be required to develop and update a number of reports and process flow charts to map data extracts and assist the Finance team with reconciling rates/land tax internal and oracle journals.

Note: This position is temporary, available until 30 March 2016.

Contact Officer: Khurram Butt (02) 6207 1215 khurram.butt@act.gov.au

Revenue Management

Property, Payroll and Debt

Administrative Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$57,417 - \$61,793, Canberra (PN: 02872)

Gazetted: 21 September 2015

Closing Date: 28 September 2015

Details: The Property, Payroll and Debt Section is responsible for the assessment and collection of various taxes, the processing of applications for concessions, and the delivery of high level advice to taxpayers. The eligible applicant would be required under general direction to provide professional customer service to clients and undertake operational and administrative tasks as required. This may include the following: processing assessments, concessions and applications in accordance with policy and legislation; attending to telephone enquiries in the ACT Revenue Office Call Centre; general office duties as directed including mail processing, filing and answering written correspondence; and other functions as directed.

Note: This position may be filled based on application only. Occupants can be rotated to other positions at the same level within the Revenue Management Division as required.

Contact Officer: Paul Pomazak (02) 6205 4578 paul.pomazak@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

Quality Improvement Unit

Project Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881, Canberra (PN: 10993, several)

Gazetted: 21 September 2015

Closing Date: 29 September 2015

Details: Quality Assurance and Continuous Improvement Team is seeking energetic and motivated team members to assist the Manager to measure and report on a range of Performance Management System (PMS) Key Performance Indicators (KPIs). Assist in conducting audit and review projects and assist in writing up report findings.

Eligibility/Other Requirements: Experience/qualifications in Word, Excel and data base interrogation highly desirable. Experience/qualifications in Project Management and/or Auditing and an understanding of service provision in the Social Housing context are desirable.

Notes: There are two temporary positions available for a period of six months with the possibility of extension and/or permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Paul Hewett (02) 6207 1049 paul.hewett@act.gov.au

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

Housing and Community Services

Housing ACT

Tenancy Operations

Client Support Officer

Administrative Services Officer Class 3 \$56,568 - \$60,880 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$57,417 - \$61,793, Canberra (PN: 03431, several)

Gazetted: 18 September 2015

Closing Date: 2 October 2015

Details: Housing ACT are seeking to fill several Client Support Officer roles. These positions are part of a Tenancy team and are responsible for the delivery of high quality customer service in the provision of information and assistance to Housing ACT clients. The Client Support Officer answers telephone enquiries from clients and provide administrative and other support to the team in a busy work environment. We are looking for individuals who are committed to providing high quality customer service to a diverse range of clients, have effective communication and well developed organisational skills.

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: Bruce Perry (02) 6205 4751 bruce.perry@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.

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

Critical Care

Intensive Care Unit

Staff Specialist/Senior Specialist - Intensive Care

Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 25666)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

The Position: Applications are invited for a specialist in Intensive Care Medicine from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FCICM) who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. The terms of this appointment would be an initial fixed term contract from 1st November 2015 to 1st February 2017, with a view to permanent appointment following this. The successful applicant will join the current closely working team of 13 Intensive Care Specialists providing intensive care, high dependency care and critical care outreach service. Applicants will be expected to have a strong commitment to teaching and echocardiography skills and some paediatric experience. This tertiary Intensive Care Unit has 31 bed spaces fully equipped with state of the art equipment and admits approximately 2000 patients per year. Throughput includes postoperative cardiac and neurosurgery with an increasing workload in trauma associated with the Aero-Medical Retrieval Service. The unit also provides care for critically ill children in the region, either for short term organ support or as a bridge to retrieval to a Paediatric Intensive Care Unit. The Intensive Care Unit is accredited for training in Intensive Care and has six Intensive Care advanced trainees providing after hours cover. There are also 14 other trainees either as ICU basic trainees or rotating from other specialties. The unit has a strong commitment to teaching at undergraduate and postgraduate level and research (performing unit based, ANZICS clinical trial group and company sponsored studies) with excellent opportunities for multidisciplinary and collaborative research.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the College of Intensive Care Medicine.

Contact Officer: Dr Bronwyn Avard, Director of Intensive Care (02) 6244 3305 bronwyn.avard@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Critical Care

Emergency Department

Staff Specialist/Senior Specialist - Emergency Department

Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 16940)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

The Position: A growing service with exciting opportunities: Varied, exciting case mix including paediatrics and trauma Innovative and flexible rostering; Incredible quality of life, especially cultural, sporting and educational opportunities; Highly competitive remuneration with extensive support for professional development o Strong potential to pursue sub-interests. Opportunity to provide clinical leadership to an entire region. The Emergency Department is currently seeking applicants interested in temporary positions. The Emergency Department at Canberra Hospital sees greater than 75,000 attendances per annum, (approximately 20% paediatrics) with a diverse casemix including trauma. There is an active and successful postgraduate education and training program. The Specialist has particular responsibility for the management of Registrars and Junior Medical Officers, and for the education and training of medical professionals. All Specialists have an agreed and nominated non-clinical portfolio, with administrative support and allocated time. There is a large on-line educational and clinical discussion portal provided at canberraemergency.com.au The Staff Specialist, in partnership with other members of the Emergency Department executive has accountability for day to day operations of the service and endeavouring to ensure that clinical, strategic and key performance indicators are met. The Specialist plays a key role in ensuring that care delivery and clinical outcomes within the service reflect best practice. The Specialist will be responsible for developing a positive public profile of the hospital and collaborative partnerships with the community.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753.

Eligibility/Other Requirements: Applications are invited for this position from medical practitioners who are registered or eligible for registration with the Australian Health Practitioner's Regulation Agency (AHPRA) and hold Fellowship of the Australian College for Emergency Medicine.

Contact Officer: Dr Mike Hall, Clinical Director Emergency Department (02) 6244 3309 michael.hall@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Specialist/Senior Specialist/Visiting Medical Officer Pain Management Physician

Specialist/Senior Specialist/Visiting Medical Officer \$147,465-\$181,976

Senior Specialist \$199,231

Visiting Medical Officer: Negotiable, Canberra (PN: 19589)

Gazetted: 24 September 2015

Closing Date: 8 October 2015

The Position: Applications are invited for the above position of Pain Medicine to join the Department of Anaesthesia and Pain Management at Canberra Hospital in the Australian Capital Territory. This position is part time and hours will be negotiated. Applicants for this position should be qualified medical graduates with Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent. The Pain Management Unit is well established, serving the Territory and the surrounding region. It is a truly multidisciplinary team consisting of Specialist in Pain, Anaesthesia and Rehabilitation Medicine, clinical Psychologists, Physiotherapists, Occupational Therapists and well experienced and dedicated nursing staff. The opportunity for procedural work is available. The Pain Management Unit runs a range of multidisciplinary educational sessions as well as an established two-weeks pain management program. The Unit takes part in the undergraduate and postgraduate training program of the Australian National University and University of Canberra and is included in the training of anaesthetic registrars as part of the pain module.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

Visiting Medical Officer: Negotiable

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Faculty of Pain Medicine, Australian and New Zealand College of Anaesthetists (FFPMANZCA) or equivalent.

Note: Visiting Medical Officer Contracts will be for a 3 year term. The generic VMO contract is available online: <http://www.health.act.gov.au/professional/medical>. The VMO contract is located at the bottom of this screen.

Contact Officer: Dr Romil Jain, Director Pain Management (02) 6244 3055 romil.jain@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

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

Specialist/Senior Specialist Medical Oncologist

Specialist/Senior Specialist \$147,465-\$181,976

Senior Specialist \$199,231, Canberra (PN: 31546)

Gazetted: 24 September 2015

Closing Date: 15 October 2015

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School.

The Position: It is expected that the applicant will have experience and expertise in Medical Oncology. Responsibilities will include inpatient and outpatient care, supervision of trainees/junior medical staff, teaching and participation in research activities of the unit. Subspecialty interests are encouraged and post fellowship developmental therapeutics or translation research experience is desirable. The applicant will join the Department of Medical Oncology of the Canberra Region Cancer Centre (CRCC). The CRCC opened in August 2014 and is located within The Canberra Hospital. It provides a medical oncology service to the region, including out-reach clinics in Calvary Hospital (in the ACT) and in rural NSW. The successful candidate will have the opportunity to participate in the outreach program in NSW. The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as to the University of Canberra.

Salary, Remuneration and Conditions:

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

Senior Specialist: \$199,231

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$242,052 - \$320,753.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the FRACP or an equivalent higher specialist qualification.

Note: This position is full time (part-time negotiable). Applicants must be either Australian citizens or have permanent resident status with RACP recognised training and experience in Medical Oncology.

Contact Officer: A/Professor Paul Craft, Clinical Director (02) 6174 8502 paul.craft@act.gov.au

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, 123 Carruthers Street CURTIN ACT 2605

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Business Support Mental Health
Operational Director - ACT Wide Mental Health Services
Senior Officer Grade A \$129,470, Canberra (PN: 26265)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health and Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program – utilising the matrix document at Attachment A. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Tertiary qualifications in health or a related discipline are essential. Postgraduate qualifications in management field are highly 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.

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: Katrina Bracher (02) 6205 1313

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Justice Health Services
Team Leader, Primary Health, Justice Health Services

Registered Nurse Level 4.2 \$115,404 \$115,404, From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$117,136, Canberra (PN: 28555)

Gazetted: 24 September 2015

Closing Date: 8 October 2015

Details: An exciting opportunity has arisen to be a crucial part of Justice Health Services (JHS). At this level you will provide senior leadership for the clinical and administrative operations of the Primary Health Team. This includes the day to day management of human, financial and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services. Justice Health Services is a service within the Division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). Services are provided for people aged ten years and above, who are already involved in the criminal justice system or are at risk of becoming involved with the system. JHS is a multidisciplinary service, with people having access to doctors, nurses, social workers, psychologists and occupational therapists. The service operates from the Alexander Maconochie Centre (AMC), Bimberi Youth Justice Centre (BYJC), Periodic Detention Centre and the ACT Court Cells. The Hume Health Centre (HHC) is the community centre that operates at the AMC. The Justice Health program is run by, and has direct responsibilities to, the Health Directorate. All services however are delivered working in close cooperation and partnership with ACT Corrective Services (ACTCS)

and the Office of Children and Youth Services (OCYS) to ensure that safety, security and confidentiality of health information of people in custody is not compromised. The patients of JHS are males and females (including those who could be pregnant or have children under five years of age), transgender people, Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and people with long term, acute and / or multiple health conditions and disabilities.

Eligibility/Other Requirements: Registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Minimum 12 months leadership/management experience. Desirable: previous management experience within a health setting; holds or is working towards Post Graduate Management qualifications; and current driver's licence.

The successful applicant will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a National Police History Check.

Notes: Applicants are asked to provide a one page pitch which outlines their interest, relevant skills, experience and qualifications that make them suitable for the role. 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: Liza Marando (02) 6205 1062

Strategy and Corporate

People Strategy and Services

Health Workforce Australia

Clinical Supervision Support Program

Health Professional Level 4 \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 28991)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: This is a Commonwealth Department of Health funded role, located in ACT Health and is responsible to the Director of the ACT Region Integrated Clinical Training Network (ICTN) to coordinate the Clinical Supervision Support Program across the region. An understanding of professional entry student clinical training and assessment requirements will assist you in this role.

If you are person centred and enjoy networking with people, have planning and coordination skills, can collaborate with senior clinicians and educators to meet clinical supervision training needs across the network, understand the quality cycle, have office administration and IT skills, and have a passion for Interprofessional learning, then this is the right job for you.

Eligibility/Other Requirements: Degree or diploma in a health profession and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for health professions not regulated by National Law be eligible for membership of the relevant professional association. Current driver's licence is essential. Qualification in Adult Education or Assessment and Training is highly desirable.

Note: This is a temporary part-time position at four days per week (29.40) for seven months with the possibility of extension. Selection maybe 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

Population Health

Health Improvement

Epidemiology

Senior Policy Officer

Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 23101)

Gazetted: 24 September 2015

Closing Date: 1 October 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 June 2016 with the possibility of extension. Selection 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: Deborah Schaler (02) 6207 9191

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Alcohol and Drug Program
Operations Manager – Administration Alcohol and Drug Service
Senior Officer Grade C \$94,653 - \$101,888, Canberra (PN: 28451)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: Applications are sought from administration managers with comprehensive and demonstrated experiences with managing administration staff and administration functions for the Alcohol and Drug Services. This role will enhance the business and clinical service requirements of the Alcohol and Drug Services including the facilitation of clinical and non clinical record management according to ACT Health Guidelines. The Operations Manager will be an active member of the leadership team of Alcohol and Drug Services. This role will manage the administrative functions for the Alcohol and Drug Services. The Operations Manager will be an active member of the leadership team of Alcohol and Drug Services and will enhance the business and clinical requirements of the Alcohol and Drug Services. This includes managing information for reporting, clinical and non clinical records management ensuring a professional customer focussed, streamlined approach to the provision of administration services.

Eligibility/Other Requirements: A qualification in Management or relevant studies is desirable, but not essential.

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: Jill Hughes (02) 6205 0947

Canberra Hospital and Health Services
Women, Youth and Children
Womens and Babies

High Risk Pregnancy/Perinatal Loss Midwife

Registered Nurse Level 2 \$83,146 - \$88,125 From 1 October 2015 the salary for this vacancy will increase by 1.50% to \$84,394 - \$89,447, Canberra (PN: 22472)

Gazetted: 24 September 2015

Closing Date: 8 October 2015

Details: The Maternity Outpatients Department and Fetal Medicine Unit have a permanent full-time or part-time position available for a Registered Midwife who has relevant skills and interest in working with women whose pregnancies have been identified as high risk due to either a fetal or maternal reason, and/or have experienced a perinatal loss. This position will also work in a variety of roles across the Maternity Outpatients Department. Within this position the Midwife will collaborate closely with the Fetal Medicine Unit team to provide continuity of care for women in the outpatient setting and in hospital, including follow up care. The position will ensure that women are provided with up to date evidence and access to information, ongoing support and planning for current and future maternity care.

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

Notes: Part-time applicants 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.

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Contact Officer: Wendy Alder (02) 6174 7660

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Electrical Supervisor

Health Service Officer Level 10 \$75,209 - \$86,075 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$76,337-\$87,366, Canberra (PN: 33543)

Gazetted: 24 September 2015

Closing Date: 8 October 2015

Details: ACT Health is seeking a fully qualified and ACT licensed Electrician to supervisor the Electrical and Refrigeration trade teams located at the Canberra Hospital looking after all of ACT Health's owned and occupied sites around the ACT.

Eligibility/Other Requirements: A technical trade certificate in building related work or tertiary qualification relevant to the building trade and/or an Engineering qualification is mandatory. Current driver's licence. A certificate IV in WH&S and/or a certificate IV in Project Management are 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.

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Contact Officer: Andrew Steele 0419 015 838

Director General Reports

Financial Management

Financial Operations Support

Manager Financial Processing Team

Administrative Services Officer Class 6 \$75,209 - \$86,075, Canberra (PN: 01771)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: Applications are invited from suitably experienced candidates for the position of Manager, Financial Processing Team. This position is responsible for managing a small team that provides processing and administrative support services to the clinical operational areas of ACT Health. This role prepares essential end of month journals, raises invoices, collects and analyses all relocation reimbursements for the annual FBT return and supports finance officers with various ad-hoc tasks. The successful applicant will be self motivated with good time management skills and have a keen desire to streamline and improve service delivery. They will also possess highly developed written and verbal communication skills and strong liaison skills.

Eligibility/Other Requirements: Relevant experience in an accrual accounting environment and experience in a large complex organisation would be a distinct advantage.

Notes: This is a temporary position available for eight months with the possibility of extension. Selection may be based on application 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: Gowri Jeyamanoharan (02) 6244 2992

Director General Reports

Financial Management

Financial Operations Support

Finance Officer

Administrative Services Officer Class 5 \$69,797 - \$73,881 From 8 October 2015 the salary for this vacancy will increase by 1.5% to [\$70,844 - \$74,989], Canberra (PN: 10908)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: Applications are invited from suitably experienced candidates for the position of Finance Officer to join the Financial Processing Team. This position provides processing and administrative support to the clinical operational areas of ACT Health. This role prepares essential end of month journals, raises invoices, collects and analyses all reimbursements and supports Finance Managers with various ad-hoc tasks. The successful applicant will be self motivated with good time management skills. They will also possess highly developed written and verbal communication skills and strong liaison skills.

Eligibility/Other Requirements: Relevant experience in an accrual accounting environment and experience in a large complex organisation would be a distinct advantage.

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

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Contact Officer: Gowri Jeyamanoharan (02) 6244 2992 gowri.jeyamanoharan@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Research Office - Ethics and Governance

Ethics and Governance Administration Officer

Administrative Services Officer Class 4 \$62,802 - \$68,002 from 8 October this salary with increase to \$63,744 - \$69,022, Canberra (PN: 18751)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: The Research Ethics and Governance Office, located at the Canberra Hospital, is seeking an Administration Officer to provide support including managing filing systems, drafting agendas and minutes, drafting correspondence and maintaining a suite of spreadsheets. The position occupant will also be responsible for providing secretariat services and managing the Ethics and Governance finances. The successful candidate should have experience in a similar role with demonstrated ability to manage a variety of complex tasks and competing deadlines.

Eligibility/Other Requirements: Experience in a research ethics and governance environment is desirable.

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

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Contact Officer: August Marchesi (02) 6174 7968

**Canberra Hospital and Health Services
Women, Youth and Children
Child, Youth and Women's Health Program
Nurse Immuniser**

Registered Nurse Level 1 \$59,874 - \$79,980 From 1 October 2015 the salary for this vacancy will increase by 1.5% to [\$60,772 - \$81,180], Canberra (PN: 29507, several)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: The Women Youth and Children Community Health Programs is currently seeking suitably qualified and experienced Nurses who aspire to work in the community in the area of Maternal and Child Health as Nurse Immunisers. These temporary positions will potentially support and transition staff to follow a career path into that of a Maternal and Child Health Nurse.

Eligibility/Other Requirements: Registered Nurse with Australian Health Practitioner Regulation Agency. Highly Desirable: Recognised Immunisation Qualification; Recent experience in Midwifery/ Paediatrics or related primary health setting; Hold a current driver's licence.

Notes: These temporary positions are available for a period of six months. Part-time positions are available. 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: Judith Warwick (02) 6205 3577

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

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 36097)

Gazetted: 24 September 2015

Closing Date: 8 October 2015

Details: An exciting opportunity exists for a suitably qualified Health Professional Level 2

Physiotherapist to join a newly developing Rehabilitation at Home (RaH) team within the Canberra Hospital and Health Service. RaH is one of many services within the Rehabilitation, Aged and Community Care Division. RaH is a specialised multidisciplinary Allied Health Team incorporating Allied Health Professionals and Allied Health Assistants. The service will provide time limited, goal-orientated rehabilitation services to clients over the age of 18 residing in the ACT community. It will provide sub-acute rehabilitation in the patient's home or community environment to prevent admission to hospital, or facilitate early discharge from inpatient units at the Canberra Hospital. RaH is in the early stages of development and an initial role of the position will be to work with the team to further develop clinical and operational components of the service. Professional support and supervision will be provided by the Health Professional Level 3 Physiotherapist in the RaH team and the position will be closely associated with the Rehabilitation and Aged Care Physiotherapy Team. This is a large team of highly motivated Physiotherapists providing evidence based

Rehabilitation and treatment for persons with a range of neurological disorders, amputations, musculoskeletal injuries and the elderly in a variety of inpatient, sub-acute and community environments. There will be opportunity for rotation through all of these rehabilitation and aged care services into the future.

Eligibility/Other Requirements: A Degree or Diploma in Physiotherapy or recognised equivalent qualification. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: This is a permanent full-time position, with hours likely to include provision of service on a weekend roster into the future. This position may also participate in an over-time, on call, and/or rotation roster. This position may be used to fill other temporary vacancies currently available within the Rehabilitation and Aged Care Physiotherapy service. 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: Michelle Bennett 0403 127 056

Canberra Hospital and Health Services

Medicine

Acute Support Services

Physiotherapist

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 20870, several)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: An exciting opportunity exists for suitably qualified applicants to work with the Acute Support Physiotherapy Team at the Canberra Hospital. Health Professional Level 2 Physiotherapists rotate across a range of clinical areas across acute inpatient areas, Rehabilitation and Aged Care and Community Health Centres. The department has a strong track record of staff development and support, the provision of student clinical education placements, quality improvement and collaborative research.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence is mandatory.

Notes: Multiple temporary positions are available for ongoing employment and new staff seeking opportunities to expand their clinical experience in an acute teaching hospital. These positions will be required to participate in an overtime 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: Kerry Boyd (02) 6244 2670

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Radiographer

Health Professional Level 2 \$58,212 - \$79,912, Canberra (PN: 29273, expected vacancy)

Gazetted: 24 September 2015

Closing Date: 1 October 2015

Details: Medical Imaging at Canberra Hospital and Health Services is situated in a modern and well equipped department offering a range of services and advanced technologies. This position will support the delivery of general radiography on rotating shifts in a dynamic tertiary teaching hospital environment.

Eligibility/Other Requirements: Eligible for membership with the Australian Institute of Radiography. Registration with the ACT Medical Radiation Scientists Board, and possession of a Radiation Licence from the ACT Health Protection Service.

Notes: This position involves on-call, weekend and out of hours work. An order of merit will be formed from this selection process and may be utilised to fill any full time/part time, temporary positions (at level), which may occur within the following 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on application and referee comments only and interviews may not be held. 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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<http://www.canberrayourfuture.com.au/>

Contact Officer: Terry Rafferty (02) 6244 4211

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

New Graduate Podiatrist

Health Professional Level 1 \$54,591 - \$69,555 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$55,410 - \$70,598, Canberra (PN: 15494)

Gazetted: 24 September 2015

Closing Date: 8 October 2015

Details: ACT Health Community Care Podiatry is pleased to offer an excellent opportunity to a final year undergraduate podiatry student. The 2016 Graduate Podiatry Program is a 12 month full-time program aimed at providing a supported introduction to the profession with multiple learning opportunities. Our podiatry service provides care for clients with high-risk issues.

As a Graduate you will be given the opportunity to:

- Work in a supportive, experienced and friendly team of Podiatrists.
- Whilst based in the community, there will be opportunities to work in various other clinical settings in the community and hospital.
- Experience and be challenged in all aspects of podiatry including general treatment, diabetes and general risk assessment, wound management, biomechanics, orthotic therapy, nail surgery, and health promotion.
- Participate in inter-professional learning and multidisciplinary clinics.
- Undertake continuing professional development activities.
- Participate in quality improvement or research projects.
- Experience the benefits of public sector employment including competitive salary, paid leave and professional development opportunities.

Eligibility/Other Requirements: Appropriate Degree in Podiatry. Eligible for registration with the Podiatry Board of Australia. Current driver's licence is desirable.

Notes: This is a temporary position available for a period of 12 months. This position may be required to participate in an 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.

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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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: Kerry Mahler (02) 6205 1496 or Katja Veenendaal (02) 6207 8902

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 Government Solicitor

Government Law/Litigation and Dispute Resolution

Special Counsel/Manager

Government Solicitor 4 \$156,158 - \$173,421 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$158,500 - \$176,022, Canberra (PN: 34663, several)

Gazetted: 22 September 2015

Closing Date: 9 October 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is seeking several talented and technically proficient senior lawyers (6+ years PAE) to work in its Litigation Dispute Resolution and Government Law sections.

Litigation Dispute Resolution

For the Litigation and Dispute Resolution section, the ACTGS seeks senior lawyers with significant experience and expertise in the provision of formal legal advice and legal representation in courts and tribunals in matters relating to one or both of the following practice areas: (1) Claims, Inquests and inquiries, dealing with claims including, personal injury claims, property damage claims, medical negligence, public liability, insurance law, coronial inquests and inquiries; (2) Dispute Resolution, focusing on commercial litigation including contractual disputes, arbitrations, mediations, land disputes, debt recovery and insolvency.

Government Law

For the Government Law section, the ACTGS seeks senior lawyers with significant experience and expertise in the provision of formal legal advice and legal representation in courts and tribunals in matters relating to the following practice areas: public and constitutional law; citizens' rights (inclusive of human rights, discrimination, corrections and sentencing, and police powers); welfare and protection (inclusive of social housing and residential tenancies, child protection, protection orders and mental health); FOI and privacy (inclusive of health records and public interest disclosures); employment and industrial relations; regulatory and licensing functions of government (inclusive of revenue); and planning and environment (inclusive of town planning, heritage, environment and tree protection). These positions provide an exciting opportunity to work on a number of high profile projects of significance to the Territory and advise government at very senior levels. Excellent client relationship skills and leadership capability will be important and the roles of manager require high level management expertise.

Eligibility/Other Requirements: Applicants must be admitted as an Australian legal practitioner with 6+ years PAE.

Note: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. Applicants may be selected on application only and referee reports only. An order of merit may be established for the purposes of recruiting similar positions in the future.

Contact Officer: Sky Sim (02) 6207 0635 sky.sim@act.gov.au

ACT Government Solicitor

Property and Commercial

Special Counsel/Manager

Government Solicitor 4 \$156,158 - \$173,421 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$158,500 - \$176,022, Canberra (PN: 34664, several)

Gazetted: 22 September 2015

Closing Date: 9 October 2015

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders.

ACTGS is seeking several talented and technically proficient senior lawyers (6+ years PAE) to work in its Property and Commercial section. Significant experience in complex commercial and/or property law, ranging across government procurement and contracting, intellectual property, competition law, construction and/or commercial property leasing and development is required. The role of manager also requires high level management expertise.

These positions provide an exciting opportunity to work on a number of high profile projects of significance to the Territory and advise government at very senior levels. High level management expertise along with excellent client relationship skills and leadership capability will be important. The roles report directly to the Deputy Chief Solicitors.

Eligibility/Other Requirements: Applicants must be admitted as an Australian legal practitioner with 6+ years PAE.

Note: Salary will be dependent upon relevant qualification, experience and demonstrated ability against the selection criteria. Applicants may be selected on application and referee reports only. An order of merit may be established for the purposes of recruiting similar positions in the future.

Contact Officer: Dr Loretta Zamprogno (02) 6207 0653 loretta.zamprogno@act.gov.au

ACT Corrective Services

Administration

Compliance, Evaluation and Statistics Unit Manager

Senior Officer Grade B \$111,478 - \$125,497 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$113,150 - \$127,379, Canberra (PN: 36116)

Gazetted: 18 September 2015

Closing Date: 25 September 2015

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and conscientious person to fill the newly created position of Manager, Compliance, Evaluation and Statistics (CES). This position exists to manage data analysis and reporting, risk management, compliance reviews, project management/business improvements and records and information management for the Compliance, Evaluation and Statistics Unit. Under the limited direction of the Senior Manager, Administration, the successful applicant will manage the CES Unit to ensure it effectively and efficiently provides service delivery to all agency business units. The successful applicant will conduct investigations and research associated with audit preparation and response, best practice and risk management requirements and be responsible for managing the implementation of ACTCS risk framework, including the development and embedding of a risk culture. The successful applicant will also be responsible for leading the agency's coordination, monitoring and response to all internal and external audits, complaints and reviews and undertaking projects associated with developing, implementing, evaluating and improving the agency's required outputs, controls and public reputation. To be successful, you will be required to demonstrate high level communication and interpersonal skills in addition to strong leadership and management skills. You will also be able to demonstrate exceptional problem solving and strategic planning ability.

Eligibility/Other Requirements: Relevant tertiary qualifications in Public Administration, Research, Information Management or Statistics desirable.

Note: To apply, applicants are required to submit four items; ACT Government Application Cover Sheet, statement addressing the selection criteria (maximum of one A4 page per criteria), a current resume and the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor

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

Public Advocate of the ACT

Advocacy Unit

Principal Advocate

Senior Professional Officer Grade B \$111,478 - \$125,497, Canberra (PN: 11592)

Gazetted: 18 September 2015

Closing Date: 25 September 2015

Details: The successful applicant will be required to assist the Public Advocate administer functions of the *Public Advocate Act 2005* relating to the provision of individual and systemic advocacy for clients of the Advocacy Unit. They will be expected to lead and manage the Advocacy Unit, to provide high level advice to the Public Advocate, to represent the best interests and welfare of vulnerable people before courts, tribunals and to provide appropriate reports and undertake research where required. The successful applicant will need to have high level demonstrated experience and knowledge of the issues involved in the provision of public advocacy. A thorough knowledge of relevant services in the human services area is an advantage.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline such as Social Work, Human Services, Psychology, and/or related disciplines are mandatory. A working with vulnerable persons check is required. 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 is a temporary position available 5 October 2015 to 30 April 2016 with the possibility of extension.

Interested applicants should submit an application which addresses the duty statement and selection criteria. A current CV and contact details of two referees. This is a position of trust and applicants must be aware of confidentiality and privacy provisions.

Contact Officer: Patricia Mackey or Andrew Taylor (02) 6207 0707 patricia.mackey@act.gov.au

**ACT Law Courts and Tribunal
Corporate and Strategic Services
Manager, Business Support**

Senior Officer Grade C \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 44052)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: The ACT Law Courts and Tribunal Administration is seeking a highly proactive and outcomes focussed individual to perform the role of Manager, Business Support. The successful applicant will provide business management and administrative support in the Human Resource practice areas of employee relations and conditions, health and safety, learning and development, recruitment and selection, injury management and rehabilitation and ICT. The Manager, Business Support will provide guidance and information to Executives, managers and staff, undertake research, prepare and implement relevant policy and procedures, conduct audits and liaise with officers within the Justice and Community Safety Directorate and ACT Government.

Eligibility/Other Requirements: Demonstrated high level of practical experience in a dedicated Human Resources/Manager, Business Support role together with knowledge of ACT Government and Justice and Community Safety Directorate human resource legislative and policy framework highly desirable. Tertiary qualifications relevant to Human Resource Management or a related field would be preferred and will be highly regarded.

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**

**Infrastructure, Roads and Public Transport
ACTION**

**Organisational Development and Work Health and Safety
Manager, Organisational Development and Work Health and Safety**

Senior Officer Grade B \$111,478 - \$125,497 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$113,150 - \$127,379, Canberra (PN: 35981)

Gazetted: 22 September 2015

Closing Date: 6 October 2015

Details: ACTION Buses is seeking a dynamic individual with demonstrated experience in Human Resource Management, particularly employee/industrial relations, Work Health and Safety and training and development. The successful applicant will be required to manage these three distinct sub teams in the delivery of broad human resources functions within a public transport environment. Strong knowledge of government legislation and policy relating to these areas would be advantages, and strong demonstrated experience against at least two of these areas would be highly regarded. Further, experience in the administration and development of enterprise agreements is essential. The ACT Public Service is committed to building a culturally diverse workforce and 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 studies and/or extensive relevant experience in a Human Resources related discipline is highly desirable. Certificate IV in Training and Assessment or equivalent is highly desirable. Current drivers licence.

Contact Officer: Ian McGlenn (02) 6207 8000 ian.mcglinn@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

ACT NOWaste

Industry Development Officer

Senior Officer Grade B \$111,478 - \$125,497 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$113,150 - \$127,379, Canberra (PN: 36232)

Gazetted: 23 September 2015

Closing Date: 21 October 2015

Details: ACT NOWaste is seeking an experienced and motivated person to perform the role of Industry Development Officer. The role will facilitate the development and growth of the recycling and waste management industry in line with Government strategies and priorities. The role will undertake analysis and provide advice to Government, as well as engage with key stakeholders and promote Government priorities and policies.

Eligibility/Other Requirements: Current drivers licence. The position may require attendance at meetings and engagements outside of normal work hours including on weekends, as well as local and interstate travel.

Note: This position is temporary, available for three years.

Contact Officer: Michael Trushell (02) 6207 2840 michael.trushell@act.gov.au

Infrastructure Roads and Public Transport

Asset Information Management Services

Asset Information Group

Spatial Integration Architect

Senior Officer Grade C \$94,653 - \$101,888 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$96,073 - \$103,416, Canberra (PN: 23568)

Gazetted: 23 September 2015

Closing Date: 6 October 2015

Details: The position reports directly to the Spatial Infrastructure Manager. The position is a subject matter specialist responsible for solution delivery of the integration of spatial and related information. AIMS' managed and administered business systems include the Corporate Geographic Database (CGD) and Integrated Asset Management System (IAMS). The position is also responsible for the management and administration of the metadata for these business systems. The data custodians include Operational Support, Roads ACT, Parks and City Services, Strategic Finance, No Waste and also external ACT Government business units such as ACTPLA, Heritage and Transport Regulation and Planning.

Eligibility/Other Requirements: Experience and knowledge of ESRI platform and spatial tools such as FME. Experience and knowledge of Databases (Oracle, Access) and related tools such as SQL, TOAD. A tertiary level qualification appropriate to the scope of activities to be performed is highly desirable. Experience and knowledge of project management methodologies and UML business process and data modelling is highly desirable. A commitment to continuing professional development in spatial and related information management.

Contact Officer: Chris Comer (02) 6207 6557 chris.comer@act.gov.au

Infrastructure, Roads and Public Transport

Asset Information and Management Services

Asset Acceptance

Compliance and Inspection Officer

Technical Officer Level 3 \$65,150 - \$73,627 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$66,127 - \$74,731, Canberra (PN: 11034)

Gazetted: 23 September 2015

Closing Date: 30 September 2015

Details: Asset Acceptance needs a dynamic and highly motivated Technical Officer to join a team of qualified and professional Engineers to contribute to the assessment and acceptance of municipal infrastructure assets on behalf of the ACT Government. The successful applicant will need to exhibit a track record in civil engineering works as they

apply to development infrastructure, an understanding of the requirements of ACT Codes and Requirements and to demonstrate an ability to integrate into the team and contribute in a professional and competent manner. 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: Associate Diploma or tertiary qualification in relation to public infrastructure works or extensive relevant experience to competently perform the duties of this position. Current driver's licence essential.

Contact Officer: Jeff Bell (02) 6207 5604 jeff.bell@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.

Corporate and Business Enterprises

Finance Branch

Executive Assistant

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 11428)

Gazetted: 22 September 2015

Closing Date: 6 October 2015

Details: Territory and Municipal Services Finance is looking for an enthusiastic Executive Assistant to provide secretarial and administrative support to the Director and managers within the Branch. The primary responsibility is to the Director, managing workflows, diary, e-mail and phone calls and arranging meetings. The position requires tracking significant volumes of correspondence. The position also involves general administrative support for a number of managers and a wide range of office management functions that contribute to the operation of the Branch. 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.

Contact Officer: Diana Jackson (02) 6207 2211 diana.jackson@act.gov.au

Parks and Territory Services

City Services

Licensing and Compliance

Domestic Animal Services Senior Ranger

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 09804)

Gazetted: 22 September 2015

Closing Date: 6 October 2015

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

Note: This is a temporary position available up to two years.

Contact Officer: Darrell Gascoyne (02) 6207 1248 darrell.gascoyne@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.

Corporate and Business Enterprises Division

Canberra Cemeteries

Customer Service Officer (Sales)

Administrative Services Officer Class 4 \$62,802 - \$68,002 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$63,744 - \$69,022, Canberra (PN: 28027)

Gazetted: 22 September 2015

Closing Date: 6 October 2015

Details: A Customer Service and sales focused individual that will primarily be responsible for being the first point of contact with the general public and business partners. The individual will be able to interpret customer requirements efficiently with understanding and empathy. Applicants are encouraged to thoroughly review the position description. Eligibility/Other Requirements: Current driver's licence. Desirable: Certificate III Working in a Cemetery Environment or equivalent; or other cemetery specific training.

Contact Officer: Catherine Hales (02) 6204 0203 catherine.hales@act.gov.au

Parks and Territory Services

City Services

Licensing and Compliance

Domestic Animal Services Ranger

Administrative Services Officer Class 3 \$56,568 - \$60,880 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$57,417 - \$61,793, Canberra (PN: 17768)

Gazetted: 21 September 2015

Closing Date: 5 October 2015

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

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

Contact Officer: Darrell Gascoyne (02) 6207 1248 darrell.gascoyne@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

Libraries ACT

Family Literacy Coordinator

Professional Officer Class 1 \$53,100 - \$73,627 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$53,897 - \$74,731, Canberra (PN: 36206)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: Are you passionate about working with people to meet their needs? We're looking for someone to broker, develop and implement literacy and learning programs and services for families. Key responsibilities include developing cross-sectoral partnerships, acting as a central point of contact in relation to literacy programs and services, and collaborating with library staff in literacy-related programs and services. The successful applicant must have proven experience and skills in community development and/or community engagement.

Libraries ACT champions literacy, learning and the pleasure of reading, and inspires and connects people, engaging them with their community and the world.

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: Applicant must possess relevant tertiary qualifications. Libraries ACT is a 7 day service and applicants may be required to work weekends. Aboriginal and Torres Strait Islander people are encouraged to apply. 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: Rachel Davis (02) 6205 9671 rachel.davis@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

Libraries ACT

Multicultural Learning Coordinator

Professional Officer Class 1 \$53,100 - \$73,627 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$53,897 - \$74,731, Canberra (PN: 36211)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: Are you passionate about working with people to meet their needs? We're looking for someone to broker, develop and implement literacy and learning programs and services for multicultural communities. Key responsibilities include developing cross-sectoral partnerships, acting as a central point of contact in relation to learning programs and services, and collaborating with library staff in community focussed programs and services.

Libraries ACT champions literacy, learning and the pleasure of reading, and inspires and connects people, engaging them with their community and the world.

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: The successful applicant must have proven experience and skills in community development and/or community engagement. Applicant must possess relevant tertiary qualifications. Libraries ACT is a 7 day service and applicants may be required to work weekends. Aboriginal and Torres Strait Islander people are encouraged to apply. 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 is a part-time position at 18 hours per week.

Contact Officer: Rachel Davis (02) 6205 9671 rachel.davis@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

Libraries ACT

Aboriginal and Torres Strait Island Learning Coordinator

Professional Officer Class 1 \$53,100 - \$73,627 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$53,897 - \$74,731, Canberra (PN: 36205)

Gazetted: 23 September 2015

Closing Date: 7 October 2015

Details: Are you passionate about working with people to meet their needs? We're looking for someone to broker, develop and implement literacy and learning programs and services for Aboriginal and Torres Strait Islander communities. Key responsibilities include developing cross-sectoral partnerships, acting as a central point of contact in relation to learning programs and services and collaborating with library staff in community focussed programs and

services. The successful applicant must have proven experience and skills in community development and/or community engagement.

Libraries ACT champions literacy, learning and the pleasure of reading and inspires and connects people, engaging them with their community and the world.

Eligibility/Other Requirements: Applicant must possess relevant tertiary qualifications.

Libraries ACT is a 7 day service and applicants may be required to work weekends.

This is an Aboriginal and Torres Strait Islander identified position and it is a genuine occupational requirement that the position be filled by an Aboriginal or Torres Strait Islander person. Evidence of Aboriginal or Torres Strait Islander descent will need to be included in the application package. 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.

Note: This is a part-time position at 18 hours per week.

Contact Officer: Rachel Davis (02) 6205 9671 rachel.davis@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

Library ACT

Public Libraries

Librarian/Community Liaison Officer

Professional Officer Class 1 \$53,100 - \$73,627 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$53,897 - \$74,731, Canberra (PN: 36207, several)

Gazetted: 21 September 2015

Closing Date: 5 October 2015

Details: Libraries ACT is looking for a Librarian who would like to help create lifelong learners, deliver and support literacy programs, story time, giggle and wiggle, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces. 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: Recognised tertiary qualifications in Library and Information Studies (as defined by ALIA) or a related discipline is desirable. 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. Applicants for this position will undertake a process assessing their resilience and judgement.

Note: This position is part-time at 18 hours per week. Willingness to work on occasional weekends and evenings as required. Willingness to travel interstate on occasion.

Contact Officer: Jan Thurling (02) 6205 8551 jan.thurling@act.gov.au

Parks and Territory Services

Yarralumla Nursery

Apprentice Horticulturist (Nursery Stream)

Apprentices \$20,816 - \$45,307 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$21,128 – \$45,987, Canberra (PN: 49876)

Gazetted: 23 September 2015

Closing Date: 21 October 2015

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high quality, competitively priced plants to landscape, wholesale and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows cool climate plants from its own plant stock and seed bank including local, rare and endangered species. We are seeking an apprentice who is passionate about working with and growing plants.

Eligibility/Other Requirements: Current drivers licence and the ability to undertake physical outdoors work.

Notes: This is a temporary position available for a period of four years.

Contact Officer: Chris Ware (02) 6205 3334 chris.ware@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

City Services

Place Management

Horticulture Apprentice

Apprentices \$20,816 - \$45,307 From 8 October 2015 the salary for this vacancy will increase by 1.5% to \$21,128 – \$45,987, Canberra (PN: 46019, several)

Gazetted: 23 September 2015

Closing Date: 21 October 2015

Details: Parks and Territory Services are seeking applicants interested in undertaking a Horticulture apprenticeship. Successful applicants will need to demonstrate an ongoing interest and aptitude in Horticulture, and be prepared to undertake and complete study and training as required.

Eligibility/Other Requirements: Minimum qualification for apprenticeships: Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend CIT and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Notes: These are temporary employment opportunities, permanent employment may be offered if funded positions are available to be filled.

Contact Officer: Andrew Forster (02) 6207 7300 or 0438 357 443 andrew.forster@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

Canberra Institute of Technology

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

Barry Hughes 844-02938, Section 68(1), 18 September 2015

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

Chief Minister, Treasury and Economic Development

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

Raffaele Filardo 846-91610, Section 68(1), 21 September 2015

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

James Wardrobe 835-62964, Section 68(1), 16 September 2015

Note: This appointment to a non-advertised vacancy has been made under Section N22.8 of the Technical and Other Professional Enterprise Agreement.

Education and Training

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

Shilo Preston-Stanley 827-09709, Section 68(1), 22 September 2015

Health

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

Katharine Carlson 847-27812, Section 68(1), 4 September 2015

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

Christina Celeska 844-33523, Section 68(1), 24 September 2015

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

Emma Fisher-Bogie 845-21275, Section 68(1), 24 September 2015

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

Erin Miller 847-27388, Section 68(1), 24 September 2015

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

Joanna Murphy 789-43762, Section 68(1), 21 September 2015

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

Amy Paton 844-32678, Section 68(1), 5 October 2015

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

Anna Salcman 846-91768, Section 68(1), 21 September 2015

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

Jennifer Sexton 846-93106, Section 68(1), 21 September 2015

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

Janine Vlok 844-01732, Section 68(1), 28 September 2015

TRANSFERS

ACT Electoral Commission

Salvatrice Benson: 030-96239

From: School Leader C \$107,472

Education and Training

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

ACT Electoral Commission, Canberra (PN. 01866) (Gazetted 12 February 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Shared Services Information and Communication Technology (ICT)

Executive

Ewart Eric Cox: 799-98183

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. 33021) (Gazetted 7 September 2015)

Access Canberra

Worksafe and Construction Services

Paul Hamilton: 821-27338

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

Chief Minister, Treasury and Economic Development

To: ORS Inspector 5 \$69,797 - \$73,881

Chief Minister, Treasury and Economic Development, Canberra (PN. 42687) (Gazetted 12 March 2015)

Policy and Cabinet

Cabinet Office

Cabinet and Assembly Liaison Officer Treasury

Kylie Jane Heath: 835-98801

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

Chief Minister, Treasury and Economic Development Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55386) (Gazetted 14 July 2015)

Shared Services

Partnership Services Group

Business Application Development

Daniel Ruecroft: 787-71200

From: Information Technology Officer Class 2 \$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. 05161) (Gazetted 1 July 2015)

Access Canberra

Customer Coordination Services

Customer Service Integration

Duncan Taylor: 844-81760

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 24523) (Gazetted 13 August 2015)

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Asifa Ahmad: 836-06234

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

Community Services

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

Community Services, Canberra (PN. 17167)

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.

This promotion to a non advertised vacancy has been made under section Q3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

Housing and Community Services

Housing ACT

Tenancy Operations

Samantha Hoekstra: 844-74720

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

Community Services

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

Community Services, Canberra (PN. 09081)

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.

This promotion to a non advertised vacancy has been made under section Q3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

Housing and Community Services

Housing ACT

Tenancy Operations

Skye Stranger: 844-74739

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

Community Services

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

Community Services, Canberra (PN. 09087)

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.

This promotion to a non advertised vacancy has been made under section Q3 of the Administrative and Related Classifications Enterprise Agreement 2013-2017.

Education and Training

Office for Schools

North Gungahlin Network

Campbell Primary School

Kim Bland: 843-27237

From: School Assistant 2 \$42,453 - \$46,881

Education and Training

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

Education and Training, Canberra (PN. 35621) (Gazetted 12 June 2015)

Office for Schools

Tuggeranong Network

Namadgi School

Katherine Cunningham: 733-15177

From: Classroom Teacher \$57,169 - \$90,388

Education and Training

To: †School Leader C \$104,319

Education and Training, Canberra (PN. 32755) (Gazetted 21 July 2015)

Office for Schools

North and Gungahlin Network

Amaroo School

Kerrie Louise Monck: 817-43542

From: School Assistant 3 \$48,102 - \$51,770

Education and Training

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

Education and Training, Canberra (PN. 25131) (Gazetted 23 June 2015)

Environment and Planning

Strategic Planning

ACT Heritage

Meaghan Elizabeth Russell: 844-76654

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

Environment and Planning

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

Environment and Planning, Canberra (PN. 16005) (Gazetted 30 July 2015)

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Michelle Bennett: 839-26553

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. P23235) (Gazetted 13 August 2015)

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

Jillian Harrison: 827-44205

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

To: Administrative Services Officer Class 3 \$56,568 - \$60,880
Health, Canberra (PN. 36119) (Gazetted 30 July 2015)

**Canberra Hospital and Health Services
Medicine**

Chronic Disease

Jody Hook: 825-49012

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

To: †Registered Nurse Level 3.1 \$95,326 - \$99,249
Health, Canberra (PN. 11913) (Gazetted 9 July 2015)

Justice and Community Safety

Legislation, Policy and Programs

Restorative Justice Unit

Adele Lambie: 836-13418

From: Administrative Services Officer Class 4 \$62,802 - \$68,002
Justice and Community Safety

To: Administrative Services Officer Class 5 \$69,797 - \$73,881
Justice and Community Safety, Canberra (PN. 35913) (Gazetted 31 July 2015)

Territory and Municipal Services

Parks and City Services

Andrew Halley: 527-77786

From: Senior Park Ranger 3 \$68,766 - \$72,789
Territory and Municipal Services

To: †Technical Officer Level 4 \$75,209 - \$86,075
Territory and Municipal Services, Canberra (PN. 09903) (Gazetted 23 May 2014)

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