

ACT Government Gazette

Gazetted Notices for the week beginning 15 October 2015

VACANCIES

Calvary Health Care ACT (Public)

Health Information Manager Clinical Coder \$62,113 - \$69,555, Canberra (PN: 8708) Gazetted: 21 October 2015 Closing Date: 2 November 2015 Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> Contact Officer: Louise Edmonds (02) 6201 6281 louise.edmonds@calvary-act.com.au

Health Information Clerk Administrative Services Officer Class 2 - Administrative Services Officer Class 3 \$50,676 - \$61,793, Canberra (PN: Various) Gazetted: 21 October 2015 Closing Date: 27 October 2015 Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> Contact Officer: Kate Murray (02) 6201 6286 kate.murray@calvary-act.com.au

Physiotherapy Administrative Officer

Administrative Service Officer Level 3 \$28,708.50 - \$30,896.50, Canberra (PN: 6891) Gazetted: 21 October 2015 Closing Date: 30 October 2015 Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> Contact Officer: Gemma Arnold (02) 6264 7085 gemma.arnold@calvary-act.com.au

Enrolled Nurse Palliative Care Inpatient Unit

Enrolled Nurse \$55,118 - \$58,888, Canberra (PN: 8461) Gazetted: 21 October 2015 Closing Date: 30 October 2015 Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> Contact Officer: Lynne O'Callaghan (02) 6264 7300 Lynne.O'Callaghan@calvary-act.com.au

Clinical Development Nurse - ALS/COMPASS Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 8663) Gazetted: 21 October 2015 Closing Date: 20 November 2015 Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> Contact Officer: Noelyn Perriman (02) 6264 7262 noelyn.perriman@calvary-act.com.au

Registrars

Registrar \$88,179 - \$110,576, Canberra (PN: Various) Gazetted: 21 October 2015 Closing Date: 3 November 2015 Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> Contact Officer: Dr Paul Lamberth (02) 6201 6874 hailey.cordina@calvary-act.com.au

RN Level 2 Palliative Care

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

Gazetted: 21 October 2015 Closing Date: 28 October 2015 Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <u>http://www.calvary-act.com.au/career-vacancies.html?state=act</u> 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

CIT Student and Academic Services CIT Education Services Head of Department, CIT Education Quality Manager Education Level 1 \$111,406, Canberra (PN: 51784) Gazetted: 21 October 2015

Closing Date: 4 November 2015

Details: CIT is seeking an enthusiastic person who has demonstrated professional knowledge to work as a member of the Education Services Management Team providing strategic direction and operational management across the CIT Student and Academic Services Division, CIT teaching Colleges and CIT Divisions. The role includes: providing leadership across CIT to ensure CIT's academic governance and education delivery, primarily in the vocational education sector but also encompassing the schools and higher education sectors, is of a sound quality and consistent with CIT policies, national and ACT education standards, regulations and legislative requirements. Identifying and implementing skills recognition processes to support student success and work with teaching areas to develop strategies that facilitate improving student completion rates. Provide leadership to a team which manages the issuance of academic advice and completed qualifications to students. Develop and implement a range of research and evaluation projects reporting outcomes to a range of stakeholders and informing CIT Strategic Planning and Continuous Improvement; manage financial, human and physical resources within CIT guidelines; and modelling the ACT Respect, Equity and Diversity (RED) Framework, and the ACT Public Service Values and Signature Behaviours.

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent), and an Advanced Diploma in Adult Learning and Development (or equivalent). Where a Manager undertakes a teaching activity, the Manager must also hold vocational qualifications equal or higher to that being taught. INDUSTRY EXPERIENCE: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. DESIRABLE: Bachelor of Education, Management or relevant higher level qualification.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension. This position is being readvertised and previous applicants will need to reapply. Selection for this position may be based on application and referee reports only.

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@cit.edu.au

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

Chief Minister, Treasury and Economic Development

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

Arts, Business, Tourism, Events and Sport Visit Canberra

Executive

Deputy Director VisitCanberra Senior Officer Grade A \$131,412, Canberra (PN: 28753) Gazetted: 16 October 2015 Closing Date: 30 October 2015

Details: The Deputy Director is required to undertake the following duties: Guide the direction of the Branch and in partnership with the Director, manage and lead staff to undertake a variety of operational, advocacy, program delivery and policy development tasks. Provide team leadership and demonstrate a high standard of behaviour in line with ACT Government Public Sector values. Provide senior level representation and leadership to the industry, government and VisitCanberra stakeholders. Oversee program delivery and policy development that supports the growth of the tourism sector in the ACT specifically in relation to destination development activities. Eligibility/Other Requirements: Tertiary qualifications in Business Management or related discipline. Current driver's licence. Ability to work flexible hours. Knowledge of the tourism industry sector. Contact Officer: Ian Hill (02) 6205 0012 ian.hill@act.gov.au

Access Canberra Customer Coordination Events Approvals Events Approval Senior Manager Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 35708) Gazetted: 16 October 2015

Closing Date: 23 October 2015

Details: Provide leadership and direction to a team responsible for event approvals, event approval coordination, administrative support to the Event Planning Coordination Group and accurate and timely customer case management of ACT Government event approvals; Manage the strategic development, implementation and operations of coordinated event approvals across whole of government in consultation with agencies including: strategies and major projects in support of the Government's policies business process re-engineering and regulatory reform initiatives and fostering innovation, continuous improvement and ease of doing business. Overall strategic and tactical development, management and maintenance of: a single contact point for event organisers consolidated access to event approval information and coordinated event approvals including inquiries, lodgement, agency referrals, notice of decisions and review processes. Build, manage and maintain high quality collaborative and constructive relationships across ACT Government and with relevant external entities including National Capital Authority and AFP and with event organisers; Provision of high level advice in relation to process streamlining and regulatory reform; Manage and lead a multi-functional team of staff delivering high quality, customer-focused outcomes in line with government's objectives.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or senior level relevant experience desirable. Contact Officer: David Snowden (02) 6207 9828 david.snowden@act.gov.au

Shared Services Finance Tax and Salary Packaging Salary Packaging Client Manager Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 09360) Gazetted: 21 October 2015 Closing Date: 4 November 2015 Details: The Shared Services Salary Packaging Team is seeking a highly experienced and energetic person who demonstrates strong leadership attributes for the position of Client Manager. The successful candidate will be required to provide support in developing and maintaining the salary packaging services to ACT Government employees. A demonstrated ability to communicate effectively and strong organisation skills, manage projects as well as an understanding of taxation legislation is required to fill this critical role. Eligibility/Other Requirements: Finance qualifications are highly desirable. Contact Officer: Desley Croker (02) 6205 7634 desley.croker@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.

Arts, Business, Events, Sport and Tourism

Territory Venues – Exhibition Park in Canberra Venue Manager – Exhibition Park in Canberra Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 36297) Gazetted: 16 October 2015

Closing Date: 30 October 2015

Details: Territory Venues is responsible for the hosting of events at the Territory's major venues, being Exhibition Park in Canberra (Exhibition Park), GIO Stadium, Manuka Oval and Stromlo Forest Park and the management and operation of these venues. Territory Venues is seeking an experienced Venue Manager to lead the Exhibition Park team. This position is responsible for the ongoing safe operational management of the venue, including buildings and grounds and event operations. The successful applicant will also develop and maintain appropriate policies and procedures for the effective management of Exhibition Park's day to day operational business, including compliance and regulatory requirements. The successful applicant will have experience in managing the operations and maintenance of a major facility in the entertainment, sport and/or event industry. Eligibility/Other Requirements: Essential: 1 to 3 years experience in venue/event management. Current driver's licence. Willingness to work after hours, public holidays and weekend work as required. First Aid Certificate. Desirable: Project management experience. Relevant qualifications in Project or Event Management. Contact Officer: Matthew Elkins (02) 6256 6708 matthew.elkins@act.gov.au

Shared Services Finance Financial Application Support Team System Administrator Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 07468) Gazetted: 16 October 2015 Closing Date: 30 October 2015 Details: The Financial Applications Support Team (FAST) is seeking an enthusiastic and motivated person, who

Details: The Financial Applications Support Team (FAST) is seeking an entrusiastic and motivated person, who working collaboratively with other team members will be responsible for the delivery of financial systems services to ACT Government Directorates. Under limited supervision (reporting to the Team Leader, Financial Applications Support), the role will provide ongoing development and improvement of financial processes, as well as performing system administration functions for Oracle E-Business Suite and various other business systems. Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in a similar role are highly regarded.

Contact Officer: Steve Porter (02) 6207 6611 steve.porter@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.

Workplace Safety and Industrial Relations

Injury Management and Safety

Case Manager

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 33184, expected vacancy) Gazetted: 20 October 2015

Closing Date: 3 November 2015

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations. The position involves the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is working with managers, employees and allied health professionals and proactively communicating and coordinating day to day case management to drive optimum and sustained outcomes. This is a demanding operational environment and the ability to work under pressure, meet tight deadlines and manage competing priorities is essential. Applicants should be able to demonstrate strong time management, communication and negotiation skills. Eligibility/Other Requirements: Qualifications and or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded. Note: This is a temporary position available for a period of up to 12 months with possibility of permanency from this process.

Contact Officer: Jennifer Lochard (02) 6205 9165 jennifer.lochard@act.gov.au

Access Canberra

Customer Coordination Services Concierge

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 35203, several)

Gazetted: 19 October 2015

Closing Date: 2 November 2015

Details: The occupant of this position may be requested to assist in any of the Shopfront Services locations undertaking the following duties: Support the manager in managing customer queues and assisting with customer inquiries including: being the first point of contact with the general public at front of house; Acting as the customer advocate as required; Delivering quality customer service and provision of information to customers; and educating customers on other options for service delivery such as the over the phone or online channels. Supporting and disseminating customer service principles and make recommendations to ensure the quality and effectiveness of customer service; Assisting the Shopfront Manager in the day to day operations of the Shopfront including accounting for the collection of public monies; Checking, balancing and banking and authorisation of transactions as required; Other duties in accordance with cash handling procedures; and supervising staff including assistance with knowledge of operating and regulatory procedures and requirements. In consultation with Access Canberra Shopfront Managers, and training officer, identifying and undertaking ad hoc on-the-job training activities; Implementing workplace respect, equity, diversity, occupational health and safety and participative work practices and principles; and assist in any of the Shopfront locations. This position involves direct supervision of personnel.

Eligibility/Other Requirements: Previous supervisory experience in a customer service area is desirable. Thorough knowledge of rego.act, Smartrac and Shopfront procedures is required.

Contact Officer: Jennie Gannon (02) 6207 5137 jennie.gannon@act.gov.au

Access Canberra

Projects, Governance and Support Finance and Budgets Finance Officer

Administrative Services Officer Class 4 \$63,744 - \$69,022, Canberra (PN: 26703, several)

Gazetted: 21 October 2015

Closing Date: 4 November 2015

Details: Under the general direction of the Manager, Finance and Budgets: Prepare and process accounts payable and receivable for Access Canberra, including maintaining tracking registers; Prepare and process monthly and ad hoc financial journals; Undertake reconciliations as required; Receipt payments within the financial management system; Maintain Cabcharge and petty cash in accordance with accounting instructions; Provide administrative support within the Finance and Budgets Unit including: Research, report preparation and presentation of financial data; Review and update procedures; Assistance with preparation of FBT return and other ad-hoc requests; Other duties as directed by the Senior Finance officer and Senior Manager Finance and Budgets and Access Canberra Director Governance and Support; and maintain records in accordance with the *Territory Records Act 2002*. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Knowledge of government financial management system (e.g. Oracle) procedures and guidelines and an understanding of the financial framework in the ACT Government would be an advantage. Contact Officer: Dragana Cvetkovski (02) 6205 3456 dragana.cvetkovski@act.gov.au

Access Canberra

Policy, Governance and Support

Business and Development

Administration Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 43878)

Gazetted: 20 October 2015

Closing Date: 27 October 2015

Details: Under general direction of the Office Manager; Assist with daily banking procedures; Receive floats from counter staff, bank monies into correct accounts and balance financial spreadsheets; Assist with office scanning duties, including verification and electronic filing; Complete daily mail procedures, opening of incoming mail, delivering mail to various locations; As required, arrange the purchase and distribution of stationary and office supplies; Assist other members of the Business and Development unit with other duties where necessary; Assist the records team with the management of Records within Access Canberra; and other duties as required. This position does not involve direct supervision of personnel.

Note: This is a temporary position available until 15 April 2016 with the possibility of extension. Selection may be based on application and referee reports only. Contact Officer: Kayla Rummukainen (02) 6205 2536 kayla.rummukainen@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 Housing ACT One Human Services Gateway Manager, One Human Services Gateway Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 34236) Gazetted: 19 October 2015 Closing Date: 26 October 2015

Details: The One Human Services Gateway (The Gateway) is a new project arising from the amalgamation of several existing gateway like services within the Community Services Directorate. This project is being delivered in collaboration with a number of community partner organisations to provide a more streamlined and integrated suite of services to clients and works to reduce the number of places a client needs to access in order to receive the services they need. The position occupant will oversee implementation of the next stage of the Gateway project and the occupant will be expected to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills.

Eligibility/Other Requirements: Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is temporary, available for six months with the possibility of extension. Contact Officer: Michael Reid (02) 6207 0913 michael.reid@act.gov.au

Office for Children, Youth and Family Support Child and Youth Protection Services Practice and Performance-Practice Case Conference Chair Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 09242)

Gazetted: 20 October 2015

Closing Date: 27 October 2015

Details: The Independent Case Conference Chair is responsible for increasing Child and Youth Protection Services (CYPS) proficiency in facilitating case conferences. This will be done through working with CYPS Case Managers, children, young people, families and relevant agencies to organise and facilitate Child Protection Case Conferences, as well as case conferences (as part of general case management) where an independent Chair is required.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. At least three years practice experience working with children, young people and their carers or families. Current driver's licence. 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 - <u>http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp</u>.

Note: This is a temporary position available ASAP for a period of 12 months. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Larissa Sellars (02) 6207 6643 cypsrecruitment@act.gov.au

Disability ACT Direct Service Delivery Adults with a Disability Disability Service Manager Client Support Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 34646, several) Gazetted: 21 October 2015

Closing Date: 28 October 2015

Details: The Position will work closely with the Manager of Client Support and is responsible for strategic and operational client management including quality, safety and risk management. This position will provide strong values based leadership consistent with Disability ACT vision and values and strategic direction.

Note: These are temporary positions available for a period of 12 months with the possibly of extension until June 2017. Selection may be based on application and referee checks only. Applications should include a supporting statement of no more than two pages outlining experience and/or ability in accordance with the selection criteria, contact details of at least two referees and a current curriculum vitae. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working with vulnerable people wwvp.

Contact Officer: Ellen Dunne (02) 6207 0147 ellen.dunne@act.gov.au

Service Strategy and Community Building

People Management

Safety and Wellbeing

HR Project and Wellbeing Programs Advisor

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 30589)

Gazetted: 19 October 2015

Closing Date: 26 October 2015

Details: The Human Resources Project and Wellbeing Programs Advisor will develop, implement and/or monitor a number of HR projects. This includes but is not limited to accreditation as an Asthma Friendly Workplace, Breastfeeding Friendly Workplace, and achieving White Ribbon accreditation. Also, the Healthy Community Services wellbeing program is another key project that is being reviewed, developed and set for delivery in 2016. We are looking for a person with initiative, a commitment to excellence, strong analytical and problem solving capabilities, an ability to think conceptually as well as creatively, the capacity to communicate effectively with stakeholders, and to work within a team environment. The successful applicant will have experience as a human resources generalist, with a strong team focus to assist in the delivery of day to day operations in the Safety and Wellbeing team.

Eligibility/Other Requirements: Tertiary qualifications in Occupational, Health and Safety or in Human Resource Management desirable. Previous experience in event management in a HR environment desirable. Contact Officer: Conrad Sadlo (02) 6205 2912 conrad.sadlo@act.gov.au

Disability ACT

Direct Service Delivery Adults with a Disability Operational Support Coordinator Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 35276, several) Gazetted: 21 October 2015 Closing Date: 28 October 2015

Details: The Operational Support Coordinator works under supervision from Disability Services Manager: People and Performance, within Accommodation Support, and under broad direction from the Manager People and Performance. The Operational Support Coordinator manages the provision of advice and support in relation to operational issues to the House Managers and Support Staff, in Disability ACT (DACT) Households. Eligibility/Other Requirements: Desirable: Diploma level studies in Disability Services or equivalent qualification and/or demonstrated knowledge, skills, attributes and experience related to disability support at this level. Current Senior First Aid Certificate. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working with vulnerable people wwvp.

Note: These are temporary positions available for a period of up to 12 months with the possibility of extension until June 2017. Selection may be based on application and referee checks only. Applications should include a supporting statement of no more than two pages outlining experience and/or ability in accordance with the selection criteria, contact details of at least two referees and a current curriculum vitae. Contact Officer: Ellen Dunne (02) 6207 0147 ellen.dunne@act.gov.au

Office for Children, Youth and Family Support

Early Intervention and Prevention Services

Growing Healthy Families

Community Development Worker

Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 19567, several)

Gazetted: 15 October 2015

Closing Date: 1 November 2015

Details: The Community Services Directorate is seeking Community Development Officers to develop and implement culturally specific, safe and informed services and programs to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting, as part of the Growing Healthy Families program. The Community Development Officers will also develop strong connections with Aboriginal and Torres Strait Islander families, community and government and non-government organisations, and develop partnerships between community, government and business organisations that support program implementation. The Growing Healthy Families program is a community development program that provides culturally specific, safe and informed services to Aboriginal and Torres Strait Islander communities in the ACT in the areas of health, early childhood development and parenting. The program provides support and services that address the community-identified needs of children, families and the local community.

Eligibility/Other Requirements: Essential: Demonstrated experience working with the Aboriginal and Torres Strait Islander community. Current driver's licence. Desirable: A relevant degree such as Social Work, Psychology, Early Childhood Education or a related field.

Note: There are three temporary positions available for a period of up to 18 months with the possibility of extension. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) ACT 2011* will be required. For further information on Working with Vulnerable people registrations refer to: www.legislation.act.gov.au/a/2011-44/default.asp and

http://www.ors.act.gov.au/community/working with vulnerable people

Contact Officer: Shona Chapman (02) 6207 4540 <u>shona.chapman@act.gov.au</u> Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Education and Training

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

Office for Schools Tuggeranong Network Caroline Chisholm School Principal School Leader A \$137,434 - \$165,022, Canberra (PN: 12084) Gazetted: 19 October 2015

Closing Date: 2 November 2015

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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

registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to <u>www.ors.act.gov.au</u> Contact Officer: Kerrie Heath (02) 6205 5428 kerrie.heath@act.gov.au Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Schools Belconnen Network Canberra High School Deputy Principal School Leader B \$125,135, Canberra (PN: 04118) Gazetted: 16 October 2015 Closing Date: 30 October 2015

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to www.ors.act.gov.au Contact Officer: Phil Beecher (02) 6205 7004 phil.beecher@ed.act.edu.au

Office for Schools Belconnen Network Giralang Primary School Deputy Principal School Leader B \$125,135, Canberra (PN: 36285) Gazetted: 19 October 2015

Closing Date: 2 November 2015

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

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

Notes: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People* (*Background Checking*) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to - <u>http://www.ors.act.gov.au/community/working with vulnerable people wwvp</u>. Contact Officer: Belinda Love (02) 6205 5866 <u>belinda.love@ed.act.edu.au</u>

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

Office for Schools Belconnen Network Kingsford Smith School Deputy Principal School Leader B \$125,135, Canberra (PN: 15350) Gazetted: 16 October 2015

Closing Date: 30 October 2015

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

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

registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to <u>www.ors.act.gov.au</u>. Contact Officer: Paul Branson (02) 6142 3399 paul.branson@ed.act.edu.au Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Schools North/Gungahlin Network Harrison School Deputy Principal School Leader B \$125,135, Canberra (PN: 17579) Gazetted: 16 October 2015 Closing Date: 30 October 2015

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for Teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011.* For further information on Working with Vulnerable People registration refer to <u>www.ors.act.gov.au</u> Contact Officer: Jason Holmes (02) 6142 2211 jason.holmes@ed.act.edu.au

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

Office for Schools North/Gungahlin Network Neville Bonner Primary School Deputy Principal School Leader B \$125,135, Canberra (PN: 30939) Gazetted: 16 October 2015 Closing Date: 30 October 2015

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

Eligibility/Other Requirements: A minimum of 4 years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the Working With Vulnerable People (Background Checking) Act 2011. For further information on Working With Vulnerable People registration refer to www.ors.act.gov.au

Contact Officer: Fran Dawning (02) 6142 1201 fran.dawning@ed.act.edu.au

Office for Schools South/Weston Network Chapman Primary School Executive Teacher Professional Practice Literacy/Numeracy Coach School Leader C \$107,472, Canberra (PN: 36284) Gazetted: 16 October 2015

Closing Date: 30 October 2015

Details: Experienced Literacy/Numeracy Coach to model exemplary classroom teaching practice, mentor teachers and lead professional learning to fill Executive Teacher Professional Practice position.

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

Note: This position is only available to those with Executive Teacher Professional Practice eligibility.

Contact Officer: Anne Simpson (02) 6205 7300 or 0402 344 042 anne.simpson@ed.act.edu.au Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

Office for Schools Belconnen Network Fraser Primary School Business Manager Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 00568) Gazetted: 16 October 2015 Closing Date: 30 October 2015 Details: Fraser Primary School is seeking a highly motivated individual to work within a busy office environment that has compating demands. The ideal candidate will have effective management skills and he able to

that has competing demands. The ideal candidate will have effective management skills and be able to communicate well with peers, senior staff members and stakeholders to ensure high quality customer service is delivered. The Business Manager is responsible for providing high level support to the Principal and School Board through the introduction of the Student Resource Allocation (SRA). Duties include developing administrative procedures relating to the management of the school and be responsible for the preparation of budgets, expenditure reviews, statements and monitoring of estimates and financial returns. The Business Manager is also required to plan, direct and supervise the overall operation of the administration support team including overseeing the staffing and payments for casual employees as well as the management of the buildings, facilities and grounds to a high level.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: <u>www.worksafe.act.gov.au/health_safety</u>.

Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People* (*Background Checking*) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to - <u>http://www.ors.act.gov.au/community/working with vulnerable people wwvp</u>. Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training.

Contact Officer: Sue Norton (02) 6205 7866 sue.norton@ed.act.edu.au

<u>Health</u>

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 Rehabilitation, Aged Care and Community Care Geriatric Medicine Specialist 1-5 - Geriatric Medicine Staff Specialist 1-5 \$147,465-\$181,976, Canberra (PN: 03420) Gazetted: 22 October 2015 Closing Date: 29 October 2015

The Position: ACT Health Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; Canberra Hospital and Health Services. One full time (1.0 FTE) and one part time (0.6 FTE) permanent positions exist for appropriately qualified Geriatricians. Candidates currently in their final months of training and expecting to be awarded FRACP shortly are also encouraged to apply. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 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 10% superannuation, ranges from \$240,687 - \$294,520. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship with the Australasian College of Physicians (either current or likely to be obtained shortly). Contact Officer: SEE SPECIAL CONDITIONS

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 Medicine Medical

Cardiologist Staff Specialist Band 1-5 \$147,465-\$181,976, Canberra (PN: 36261) Gazetted: 22 October 2015

Closing Date: 22 October 2015

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. The Position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship from the Royal Australasian College of Physicians, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. Applicants should have high level training and experience in all aspects of Cardiology with a special interest in Cardiac Imaging including echocardiography and cardiac CT. The successful applicant will be expected to contribute to curriculum leadership, teaching and assessment within the Discipline of Medicine and to be involved with teaching of the ANU medical students. They will also be expected to be active in clinical and/or basic research pertinent to the specialty and in quality assurance activities and continuing medical education. The successful applicant will also be required to work in a team of nursing and medical staff, including advanced trainees in Cardiology. The Cardiology Department is well-established with 9 consultant medical staff, 4 Advanced Trainees, 6 FRACP Basic Trainees, 2 Cath Labs, a 19-bed Coronary Care Unit, inpatient Cardiology ward beds and a range of ambulatory care services. Planning is underway to build a new acute services block inclusive of state of the art Cardiology facilities. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$147,465-\$181,976 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 Royal Australasian College of Physicians (FRACP) in Adult Cardiology and additional qualification that may include those from the Society of Cardiac Computed Tomography (SCCT). Contact Officer: SEE SPECIAL CONDITIONS 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

Office of the Director-General Canberra Hospital Foundation General Manager Senior Officer Grade A \$131,412, Canberra (PN: 00918) Gazetted: 22 October 2015

Closing Date: 29 October 2015

Details: The Canberra Hospital Foundation launched in 2011 and assists the Canberra Hospital to provide exceptional clinical care for Canberra and surrounding regions. The Foundation raises funds for equipment, research and to enhance facilities for patient and family centred care. Through these efforts, the Canberra Hospital Foundation supports Canberra Hospital to achieve its vision of providing a caring, world-class health and healing service for patients. All funds raised by the Foundation stay within Canberra to support the local community. The Canberra Hospital is the largest public hospital in the region, supporting a population of almost 540,000 from Canberra and surrounding regions. It is an acute teaching hospital of approximately 600 beds and has the third largest trauma centre in the nation.

Eligibility/Other Requirements: Qualifications or relevant experience in Fundraising, Marketing, Communications and Public Relations. Willingness to participate in fundraising activities outside core business hours including weekends. A current unrestricted driver's licence is mandatory.

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

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

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

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

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

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For more information on our great city and your future, visit: <u>http://www.canberrayourfuture.com.au/</u> Contact Officer: Nicole Feely (02) 6205 0825 Nicole.Feely@act.gov.au

Canberra Hospital and Health Services

Critical Care Critical Care Admin Assistant Director of Nursing, Demand Management Unit Registered Nurse Level 4.3 \$124,882, Canberra (PN: 35841) Gazetted: 22 October 2015

Closing Date: 30 October 2015

Details: The Division of Critical Care is seeking applications from suitably qualified and experienced Registered Nurses for the permanent position of Assistant Director of Nursing (ADON) for the Demand Management Unit (DMU) at Canberra Hospital and Health Services (CHHS). The successful applicant will be required to demonstrate a strong leadership style, have excellent communication skills and the ability to develop positive working relationships to manage the many challenges of this position. In addition, applicants must have the ability to demonstrate a range of skills and knowledge that promote timely decisions involving an interdisciplinary team to develop strategies in response to changing organisational needs on a daily basis. The successful applicant will be responsible for the operational management of the Access Unit, Discharge Lounge and the MediHotel, in addition, the ADON DMU will be responsible for the operational management of the nursing workforce within the Acute Surgical Unit and Ward 7B. The successful applicant will report professionally to the Director of Nursing, Division of Critical Care.

Eligibility/Other Requirements: Registered or eligible to be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: To complete your application you must prepare responses to the Selection Criteria, provide a current Curriculum Vitae along with two written referee reports.

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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Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$109,381, Canberra (PN: 32565)

Gazetted: 22 October 2015

application.

Closing Date: 29 October 2015

Details: An opportunity exists with Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) to work within the Adult Mental Health Unit AMHU), a 35 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under minimal supervision, high quality advanced clinical nursing skills, leadership and care to achieve sound outcomes for consumers. The Clinical Nurse Consultant (CNC) plays a key role in the implementation of direct clinical care and ongoing service delivery of a busy multidisciplinary acute mental health unit. This position works collaboratively with the Team Leader and the other CNC to ensure optimum service delivery and best practice. In this position you will be required to undertake professional development and supervision; participate in quality initiatives; contribute to the multidisciplinary team processes and uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity. Eligibility/Other Requirements: Registered or eligible to register with the National Nursing and Midwifery Board. Desirable: Current driver's licence and previous Clinical Nurse Consultant experience in mental health. Notes: This is permanent full-time position with rostered rotating weekends required. 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

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Canberra Hospital and Health Services Mental Health, Justice Health, Alcohol and Drug Services Adult Mental Health Services Mental Health Nurse Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 18515)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: Mental Health, Justice Health, Alcohol and Drug Services (MHJHDAS) is a contemporary evidence based service providing high quality mental health care guided by the principles of Recovery. The Mental Health Assessment Unit (MHAU) operates within the Adult Mental Health Services Program, is co-located within the Emergency Department of The Canberra Hospital and provides acute mental health assessment, risk assessment and treatment for consumers experiencing mental health crisis. This unit aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that at this level, high quality advanced clinical nursing will be provided with limited supervision, and that sound clinical outcomes for consumers will be supported by strong leadership and clinical experience. It is an expectation that high level clinical and leadership expertise will contribute to the function of the multidisciplinary team in the provision of supervision within the team and support the Team Leader and Clinical Nurse Consultant in the change process. It is a requirement that there will be commitment to undertake professional development, clinical supervision and participate in quality initiatives which support evidenced based practice and uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity.

Eligibility/Other Requirements: Current Registration to practice as a registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: This is a permanent full-time position working rotating shift work roster.

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

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

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Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Nurse Consultant (CNC)

Registered Nurse Level 3.1 \$96,756 - \$100,737, Canberra (PN: 23984)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Correctional Centre (SCC) and young people at Bimberi Youth Justice Centre (BYJC). The service aims to provide collaborative, equitable and comprehensive primary health care that involves the patient and other key stakeholders and services. 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 and material resources allocated to ensure the provision of safe, efficient, cost effective, high quality health care services.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Highly desirable: Holds or is working towards post graduate nursing qualifications. Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Tertiary or postgraduate qualifications and experience in clinical nursing practice.

Notes: Rather than address Selection Criteria individually, candidates are encouraged to submit a one page response outlining your interest, relevant skills, experience and qualifications which make you suitable for the role. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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Director General Reports

Financial Management Assistant Budget Development Officer Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 23035) Gazetted: 22 October 2015

Closing Date: 29 October 2015

Details: The Financial Management Unit is seeking a suitably qualified and energetic team member who has experience or interest in working in the Budget Management sub-section, duties include: assisting in the development of the Directorate's external and internal budgets, liaison with ACT Treasury, financial client support to a number of Corporate areas of the Directorate, TM1 administration and support, performance reporting, regular fees and charges updates, cash management and development of financial policies and maintenance of financial delegations.

Eligibility/Other Requirements: Relevant tertiary qualifications would be an advantage.

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

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

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Health Infrastructure and Planning (HIP) HIP Support

Reporting Coordination Officer Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 21716) Gazetted: 22 October 2015

Closing Date: 29 October 2015

Details: The Health Infrastructure Program (HIP) is a response to meet the future healthcare requirements of the ACT and regional population. The program links the expansion and development of facilities to changes in the way services are delivered, harnessing new technologies and planning the workforce of the future to deliver services planned around our patients in the safest and most efficient way. The Reporting Coordination Officer is responsible for providing high level confidential administrative and reporting support across the HIP Group, specific to the Health Infrastructure Program. This includes drafting, coordination and review of government business and reporting for the Health Infrastructure Program and oversight of the Administration Support Team. To be considered for this role, you will be able to critically review and prepare written documents, and effectively coordinate processes and manage staff to ensure the section delivers timely outcomes to a high standard. Eligibility/Other Requirements: Experience in provision of administrative support and coordination in a health services environment is desirable.

Notes: This is a temporary position available from January 2016 until June 2016 with possibility of extension. Please provide a written response outlining your experience against the selection criteria. Successful applicants may be found suitable on the basis of written applications 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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Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care Allied Health

Occupational Therapist Clinical Specialist

Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 20272)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: We have an exciting opportunity for a suitably qualified and experienced Senior Occupational Therapist to contribute to high quality evidence based care in the occupational therapy services of the Rehabilitation Aged and Community Care Division. We are looking for a highly motivated Senior Clinician who can provide guidance and leadership in advancing clinical skills and knowledge to a large team of therapists and assistants who work across the RACC Division in various healthcare settings. This role supports line managers to achieve effective and efficient patient centred assessment and intervention through co-ordination of professional development and development and contribution to service policies.

Eligibility/ Other Requirements: A degree or diploma in Occupational Therapy, current registration with Occupational Therapy Board of Australia. Current driver's licence.

Note: This is a temporary position available from December 2015 for a period of approximately 12 months. Parttime applications will be considered, however full-time is preferred. Selection may be based on written application and referees reports only. This position may be required to participate in an overtime, on call, and/or rotation roster.

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

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

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Strategy and Corporate Business and Infrastructure Business Support Services Manager, Records Management Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 11451) Gazetted: 22 October 2015 Closing Date: 5 November 2015 Details: We are seeking a motivated and experienced manager for the position of Records Manager, based at Mitchell ACT. The successful applicant will lead a small team to support and manage ACT Health's Administrative Records Management Program. The Records Manager will provide advice and assistance to ACT Health staff in quality control, training and ongoing support requirements, in accordance with the *Territory Records Act 2002*. Sound knowledge of contemporary records management practices and procedures and experience in human and financial management is essential.

Eligibility/Other Requirements: Formal qualifications in Records Management and/or tertiary qualifications highly desirable. Formal qualifications or demonstrated experience in Workplace Training and Assessment and Project Management highly desirable.

Note: This temporary position is available for a period of six months with the possibility of extension and or permanency from this process. Selection may be based on application and referee reports only. Applicants are to provide a response to each of the Selection Criterion together with a current CV and the names of two referees and upload this as part of your application. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. 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 Hospital and Health Services Allied Health Office Clinical Educator for Psychology Health Professional Level 4 \$96,073 - \$103,416, Canberra (PN: 22566) Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: An exciting opportunity exists for a full time permanent Clinical Educator in the discipline of Clinical Psychology to join a small, dedicated, allied health clinical education team. This exciting new role requires someone who is dynamic and has a passion for clinical education for both staff and students, has excellent interpersonal and communication skills, well developed organisational skills, with sound clinical knowledge and education experience. The primary function of this position is to provide leadership in clinical education and supervision support for psychology students and staff, in consultation with senior management, senior clinicians and the ACT Health Psychology Profession Lead. The role will also include (but is not limited to) coordination tasks, capacity building for placements, and professional development support. There will also be across Allied Health and other interprofessional education opportunities.

Eligibility/Other Requirements: Masters/Doctoral degree in Clinical Psychology, General Psychology registration with AHPRA; Area of Practice Endorsement in Clinical Psychology and AHPRA Board approved Psychology supervisor for Higher Degree students, secondary supervisor for Area of Practice Endorsement and Principal supervisor for Clinical Psychology Area of Practice Endorsement (highly desirable). Current driver's licence Note: The position is primarily based at The Canberra Hospital campus, however, this is an ACT Health portfolio wide position. Applications must include two written referee reports, including one from a current supervisor. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

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

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Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Registered Nurse

Registered Nurse Level 2 \$84,394 - \$89,447, Canberra (PN: 34582, several)

Gazette Date: 22 October 2015

Closing Date: 29 October 2015

Details: Applications are invited from innovative, knowledgeable and committed Registered Nurses to work within a team environment. It is essential that applicants possess sound clinical knowledge, chemotherapy experience and excellent time management skills.

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

Notes: These are temporary positions available for a period of six months. Applicants should submit a two page expression of interest against the selection criteria and provide the names and contact numbers for two referees, one being your current supervisor. The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

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Canberra Hospital and Health Services

Pathology

Haematology

Medical Laboratory Scientist

Health Professional Level 2 \$59,085 - \$81,111, Canberra (PN: 21303)

Gazetted: 22 October 2015

Closing Date: 5 November 2015

Details: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology Laboratory, both at the Canberra Hospital and at Calvary Hospital, operate 24 hours seven days a week, offering a wide range of Haematology, Coagulation, Transfusion and Immunophenotyping procedures.

Eligibility/Other Requirements: A Degree or Diploma in Science or equivalent relevant qualification. Notes: This is a permanent position and the successful applicant will be required to perform Haematology, Coagulation and Transfusion procedures. The successful applicant will be required to work 24/7 shifts. 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: <u>http://www.canberrayourfuture.com.au/</u> Contact Officer: Kerrie Andriolo (02) 6244 2034

Independent Competition and Regulatory 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

Independent Competition and Regulatory Commission

Economics Team

Senior Economist

Senior Officer Grade B \$113,150 - \$127,379, Canberra (PN: 10830)

Gazetted: 20 October 2015

Closing Date: 11 November 2015

Details: The ACT Independent Competition and Regulatory Commission (the Commission) is seeking a highly experienced and skilled Senior Economist with a demonstrated understanding of and experience in the economic analysis and price regulation of monopoly industries such as the water and sewerage and electricity industries. The position of Senior Economist requires the ability to undertake complex economic and financial research and analysis and the capability to write quality technical economic reports to underpin the Commission's economic regulatory decisions. The successful applicant will have a solid understanding of the application of micro-economic theory to the regulation of monopoly industries. The applicant will also have a strong work ethic, the ability to work with minimal supervision and a collegiate working style. The applicant will be rewarded with a positive team environment, flexible work arrangements and competitive remuneration. Eligibility/Other Requirements: Tertiary qualifications in Economics.

Note: Applications will only be considered from candidates who address the selection criteria. Reimbursement of reasonable relocation expenses will be considered for a successful applicant recruited from outside the ACT. Contact Officer: Ian Hayes (02) 6207 3212 ian.hayes@act.gov.au

Legal and Compliance Team

Regulatory Officer

Administrative Services Officer Class 5 \$70,844 - \$74,989, Canberra (PN: 33306)

Gazetted: 20 October 2015

Closing Date: 11 November 2015

Details: The ACT Independent Competition and Regulatory Commission (Commission) is seeking to fill the position of Regulatory Officer within the Legal and Compliance Team. Working under the direction of the Senior Manager, the successful applicant will have good communication skills. The successful applicant will be required to provide advice (written and oral), undertake research, draft documents including legislative instruments and prepare reports. The successful applicant will also assist in operating and managing a number of the Commission's spreadsheet models. The successful applicant will have a strong professional work ethic and the ability to work with minimal supervision while working in a small collaborative team environment. The successful applicant will be rewarded with a positive team environment and flexible work arrangements. Applications will only be considered from candidates who address the selection criteria.

Contact Officer: Ian Phillips (02) 6205 2773 ian.phillips@act.gov.au

Justice and Community Safety

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

ACT Law Courts and Tribunal Registry Operations Criminal Unit Manager Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 09783) Gazetted: 19 October 2015

Closing Date: 2 November 2015

Details: The ACT Law Courts and Tribunal Administration is seeking a Manager to lead the Criminal Section, Registry Operations which provides administrative support to the Supreme Court and Magistrates Court in consultation with the Registrars of each jurisdiction and the Registry Manager. Duties include provision of advice and guidance on more complex matters relevant to the jurisdiction, interpreting, applying and providing advice on legislation, planning, managing and developing staff, liaising with members of the Judiciary, clients and stakeholder groups, reporting on case management workload and workflow, exercising the statutory appointment of Deputy Registrar and the development, review and implementation of court policies, practices and procedures. Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the Law Courts and Tribunal in the ACT Community and of the Law Courts and Tribunal practices, procedures and related legislation would be an advantage. An order of merit established from this process may be used to permanently and/or temporarily fill other identical Unit Manager positions over the next 12 months. Contact Officer: Lynette Ashlin (02) 6207 1320 lynette.ashlin@act.gov.au

ACT Corrective Services Alexander Maconochie Centre Offender Services and Corrections Programs Librarian Administrative Services Officer Class 6 \$76,337 - \$87,366, Canberra (PN: 15023) Gazetted: 19 October 2015 Closing Date: 2 November 2015

Details: ACT Corrective Services is looking for an enthusiastic, motivated and conscientious person to fill the position of Alexander Maconochie Centre Librarian (AMC). The successful applicant will be required to provide reference and information services within the Alexander Maconochie Centre Library. They will liaise with other officers within AMC to facilitate Library usage by detainees both on-site and in the library. They will also liaise with other ACT Corrective Services staff, VET providers and other stakeholders in relation to specific requirements to coordinate, develop and implement training and education programs in the use of print and electronic library resources. The successful applicant will manage and develop technical services functions, including cataloguing and lending procedures and evaluate, select and recommend acquisition of print and electronic resources and materials. To be successful in this role you will demonstrate high level organisational skills, the ability to prioritise your own workload and the ability to work with minimal supervision.

Eligibility/Other Requirements: Qualification in Librarianship or Information Management will be highly regarded. Eligibility for professional membership of the Australian Library and Information Association would be desirable. A current driver's licence is desirable. All eligible applicants will be subject to a Police Record Check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to http://www.ors.act.gov.au/community/working with vulnerable people wwvp.

Note: To apply, applicants are required to submit six items: ACT Government Application Cover Sheet; Statement addressing the selection criteria (maximum of one A4 page per criteria); A current resume; A copy of your driver's licence; A copy of your Working with Vulnerable People clearance; 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: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Corrective Services Alexander Maconochie Centre Facilities and Industries Stores Officer

Administrative Services Officer Class 3 \$57,417 - \$61,793, Canberra (PN: 36290)

Gazetted: 16 October 2015

Closing Date: 31 October 2015

Details: ACT Corrective Services is looking for a highly motivated and conscientious person to fill the position of Stores Officer at the Alexander Maconochie Centre. The successful applicant will work under the direction of the Stores Supervisor and will be required to perform storekeeping tasks in accordance with agreed timeframes and procedures. They will contribute to the revision and development of administrative procedures, guidelines and draft basic correspondence and will use computer applications to access, process and provide information, administrative support and courier services as required. The successful applicant will instruct, train and supervise detainees on employment programs in warehouse and logistics functions. The successful applicant will also assist senior members with other work in the Unit to ensure the objectives of Facilities and Industries are achieved. Eligibility/Other Requirements: Previous Correctional experience will be well regarded. The occupant of this position may be required to perform shift and weekend work and assist with other duties within the facilities and industries work area. A current unrestricted drivers licence and forklift licence are essential. Store persons may be required to lift or carry packages. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 will be required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working with vulnerable people wwvp.

Note: To apply, applicants are required to submit six items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) a copy of your driver's licence; (5) a copy of your current Working with Vulnerable People clearance and (6) 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: Craig Batten (02) 6207 6770 craig.batten@act.gov.au

Territory and Municipal Services

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

Parks and Territory Services ACT NOWaste Contracts Senior Contracts Manager Senior Officer Grade C \$96,073 - \$103,416, Canberra (PN: 33638) Gazetted: 19 October 2015

Closing Date: 2 November 2015

Details: ACT NOWaste is seeking to fill the position of Senior Contracts Manager. The ideal candidate will have a proven track record in the contracting and oversight of outsourced landfill, transfer station and recycling facility services, along with experience in the design and management of landfills and other waste management assets. Eligibility/Other Requirements: Current driver's licence.

Note: This is a temporary position available until 30 June 2016, with the possibility of an extension or permanent filling from this process. 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: Jonathan Medwin (02) 6205 9880 jonathan.medwin@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

ACT Heritage Library Heritage Librarian Professional Officer Class 2 \$76,337 - \$87,366, Canberra (PN: 14643) Gazetted: 15 October 2015

Closing Date: 29 October 2015

Details: The successful applicant will develop and promote the ACT Heritage Library, a special library and collecting archive that is part of Libraries ACT, in an increasingly digital environment. Responsibilities include planning, implementing and evaluating heritage library services to the community, and relationship-building and collaboration with community organisations and state and territory libraries.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Society of Archivists or Australian Library and Information Association is a requirement. Recognised professional qualifications or experience in the management of private and organised records or local studies would be an advantage. Willingness to work on occasional weekends and evenings as required. Willingness to travel interstate on occasion. 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. Aboriginal and Torres Strait Islander people are encouraged to apply.

Contact Officer: Antoinette Buchanan (02) 6207 7424 antoinette.buchanan@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

General Service Officer Level 8 \$61,383 - \$64,862 Leonard William Archer 846-93384, Section 68(1), 6 October 2015

Administrative Services Officer Class 5 \$70,844 - \$74,989 Cindy Dean 846-93704, Section 68(1), 19 October 2015

Senior Officer Grade A \$131,412 Amy Phillips 764-57154, Section 68(1), 19 October 2015

Community Services

Health Professional Level 3 \$83,445 - \$87,925 (up to \$92,287 on achieving a personal upgrade) Yvonne McLauchlan 836-14517, Section 68(1), 22 October 2015

Health Professional Level 2 \$59,085 - \$81,111 Shane Turnbull 846-93499, Section 68(1), 12 October 2015

Education and Training

Senior Officer Grade C \$96,073 - \$103,416 Kerry Apted 846-93093, Section 68(1), 19 October 2015

General Service Officer Level 8 \$61,383 - \$64,862 Christian Pietsch 835-24124, Section 68(1), 13 October 2015

School Assistant 2 \$43,090 - \$47,584 Sarah Jane Reid 843-39086, Section 68(1), 16 October 2015

<u>Health</u>

Registered Nurse Level 1 \$60,772 - \$81,180 Siji Abraham 834-45952, Section 68(1), 22 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Leeba Babukutty 845-21574, Section 68(1), 20 October 2015

Registered Nurse Level 1 \$59,874 - \$79,980 Rosmin Barnes 845-21056, Section 68(1), 22 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Adel Bernal 834-44466, Section 68(1), 22 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Rebecca Cartwright-Williams 848-20064, Section 68(1), 5 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Richelle Edgar 844-34200, Section 68(1), 22 October 2015 **Registered Nurse Level 1 \$60,772 - \$81,180** Lucy Goodwin 840-51680, Section 68(1), 22 October 2015

Administrative Services Officer Class 3 \$57,417 - \$61,793 Johanna Hayes 846-93480, Section 68(1), 19 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Moonsil Jang 844-33582, Section 68(1), 14 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Athira Kumbalathu Raveendran Nair 834-45389, Section 68(1), 22 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Rani Kurian 834-45426, Section 68(1), 22 October 2015

Health Professional Level 2 \$58,212 - \$79,912 Paul Mbasu 846-92787, Section 68(1), 26 October 2015

Administrative Services Officer Class 6 \$76,337 - \$87,366 David Mills 842-88565, Section 68(1), 15 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Rebekah Namgyal 842-89832, Section 68(1), 22 October 2015

Medical Physics Specialist \$94,111 - \$130,710 Lisa Nourbehesht 847-26043, Section 68(1), 16 October 2015

Administrative Services Officer Class 6 \$76,337 - \$87,366 Miranda O'Brien 842-89269, Section 68(1), 22 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Laurie Sharrock 842-87861, Section 68(1), 14 October 2015

Registered Nurse Level 1 \$59,874 - \$79,980 Princess Alexia Tayag 834-44730, Section 68(1), 22 October 2015

Health Professional Level 2 \$59,085 - \$81,111 Georgina Tozer 846-93835, Section 68(1), 5 November 2015

Administrative Services Officer Class 2 \$50,676 - \$55,957 Sue Tremble 820-98880, Section 68(1), 16 October 2015

Registered Nurse Level 1 \$60,772 - \$81,180 Rowena Zurita 840-49476, Section 68(1), 22 October 2015

Justice and Community Safety

Senior Officer Grade C \$96,073 - \$103,416 Trevor Brian Higgs 846-93325, Section 68(1), 14 October 2015

TRANSFERS

<u>Health</u>

Anna Thomas Sajina: 813-17842

From: Registered Nurse Level 2 \$84,394 Health To: Registered Nurse Level 2 \$84,394 - \$89,447 Health, Canberra (PN. 10063) (Gazetted 3 September 2015)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services Human Resources Payroll and Personnel Services Mohammed Shah Alam: 821-01816 From: Administrative Services Officer Class 2/3 \$50,676 - \$61,793 Canberra Institute of Technology To: Administrative Services Officer Class 4 \$63,744 - \$69,022 Chief Minister, Treasury and Economic Development, Canberra (PN. 09435) (Gazetted 18 August 2015)

Shared Services Partnership Services Group ICT Service Desk Michael Bartle: 787-42549 From: Information Technology Officer Class 1 \$61,793 - \$70,341 Chief Minister, Treasury and Economic Development To: Information Technology Officer Class 2 \$76,337 - \$87,366 Chief Minister, Treasury and Economic Development, Canberra (PN. 14396) (Gazetted 3 February 2015)

Policy and Cabinet Strategic Policy and Cabinet Strategic Policy Elizabeth Veronica Clare Howell: 843-98852 From: Administrative Services Officer Class 6 \$76,337 - \$87,366 Education and Training To: †Senior Officer Grade C \$96,073 - \$103,416 Chief Minister, Treasury and Economic Development, Canberra (PN. 36044) (Gazetted 28 August 2015)

Community Services

Housing and Community Services Asset Management Business Development Leslie Gordon Roy McEachern: 757-50228 From: Administrative Services Officer Class 6 \$76,337 - \$87,366 Community Services To: †Senior Officer Grade C \$96,073 - \$103,416 Community Services, Canberra (PN. 10606) (Gazetted 24 August 2015) Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Education and Training

Office for Schools South and Weston Network Coombs School Suzanne Laura Vincent: 824-52907 From: Administrative Services Officer Class 5 \$70,844 - \$74,989 Education and Training To: Administrative Services Officer Class 6 \$76,337 - \$87,366 Education and Training, Canberra (PN. 36117) (Gazetted 11 September 2015)

<u>Health</u>

Canberra Hospital and Health Services Women, Youth and Children Women's and Babies Michelle Caddy-Gammel: 834-52781 From: Registered Nurse Level 1 \$60,772 - \$81,180 Health To: Registered Nurse Level 2 \$84,394 - \$89,447 Health, Canberra (PN. 24664) (Gazetted 10 September 2015)

Canberra Hospital and Health Services

Anne Corney: 836-12589 From: Registered Nurse Level 1 \$60,772 - \$81,180 Health To: †Registered Nurse Level 3.2 \$109,381 Health, Canberra (PN. 22150) (Gazetted 3 September 2015)

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care Client Support Services Maria Damiano: 827-82367 From: Health Service Officer Level 6 \$52,809 - \$55,079 Health To: Administrative Services Officer Class 3 \$57,417 - \$61,793 Health, Canberra (PN. 14915) (Gazetted 3 September 2015)

Canberra Hospital and Health Services Tasha Lutz: 786-52455

From: Registered Nurse Level 2 \$84,394 - \$89,447 Health To: †Registered Nurse Level 4.2 \$117,136 Health, Canberra (PN. 28555) (Gazetted 24 September 2015)

Canberra Hospital and Health Services Women, Youth and Children Carol Peden: 836-54789 From: Registered Nurse Level 1 \$60,772 - \$81,180 Health To: Registered Nurse Level 2 \$84,394 - \$89,447 Health, Canberra (PN. 22501) (Gazetted 10 September 2015)

Territory and Municipal Services

Infrastructure, Roads and Public Transport

Roads ACT Road Maintenance Timothy Paul Norton: 836-01038 From: General Service Officer Level 10 \$76,337 - \$87,366 Territory and Municipal Services To: †Infrastructure Officer 3 \$96,296 - \$105,707 Territory and Municipal Services, Canberra (PN. 29018) (Gazetted 17 August 2015) Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Parks and Territory Services Parks and Conservation Community and Visitor Programs Craig Wainwright: 827-47801 From: Park Ranger 2 \$63,744 - \$69,022 Territory and Municipal Services To: †Technical Officer Level 3 \$66,127 - \$74,731 Territory and Municipal Services, Canberra (PN. 09898) (Gazetted 24 July 2015) Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.