



ACT Government Gazette

Gazetted Notices for the week beginning 11 January 2018

VACANCIES

Canberra Institute of Technology

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

Business Tourism and Accounting

Tourism Hospitality and Accounting

Workplace Delivery and Development Administrator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 32944)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: The Business Tourism and Accounting College at the Canberra Institute of Technology (CIT) has an exciting opportunity for a highly organised, enthusiastic and experienced individual to provide administrative support to the college's workplace delivery requirements. You will provide exceptional customer service and have highly developed communication skills. In this role you will also monitor review and support student progress through collaborative practice to foster relationships and networks across CIT, employers, schools and community groups. Proficiency in electronic file management and an ability to interrogate, interpret and develop administrative systems and processes is important. A demonstrated understanding of the Vocational Education and Training (VET) environment, Australian Apprenticeships and contestable funded programs would be advantageous. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary part-time position available at 22:00 hours per week for a period of one year with the possibility of extension up to but not exceeding three years in total and the full-time salary noted above will be paid pro-rata.

Contact Officer: Steve Greig (02) 6207 3566 steve.greig@cit.edu.au

CIT Technology and Design

Hair and Beauty Therapy

Head of Department - CIT Hairdressing and Beauty Therapy

Manager Education Level 1 \$116,494, Canberra (PN: 51858)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: Canberra Institute of Technology (CIT) Technology and Design are looking for an exceptional Head of Department for the Hair and Beauty Department. The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of CIT. The Head of Department will need to exercise collaboration and initiative in the management of department resources; oversee the management and guidance of departmental staff; manage the quality, efficiency and effectiveness of training and service delivery; demonstrate leadership in establishing collaborative relationships with key stakeholders, and ensure all interactions of the department are consistent with the CIT cultural traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: All managers at Manager Education Level 1 or Manager Education Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor); prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to-

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught; relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Bachelor of Education, Management or relevant higher level qualification, leadership/management experience, experience within the hair and beauty industries and knowledge and experience of User Choice/Apprenticeship programs is highly desirable.

Note: This is a temporary position available until 1 January 2020 with the possibility of extension.

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.edu.au

Business, Tourism and Accounting

Business Administration

Head of Department

Manager Education Level 1 \$116,494, Canberra (PN: 51764)

Gazetted: 17 January 2018

Closing Date: 31 January 2018

Details: The Business Tourism and Accounting College at the Canberra Institute of Technology has an exciting opportunity for a highly motivated, enthusiastic and experienced leader. As the Head of Department (Business Administration), you will be responsible for the leadership of a high performing team and the management of quality vocational education and training (VET) related activities that contribute to the achievement of CIT and College strategic goals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.

Note: This position is for temporary filling for a period of one year with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Steve Grieg (02) 6207 3566 steve.grieg@cit.edu.au

CIT Student and Academic Services

CIT Education Services

Program Services

Head of Department

Manager Education Level 1 \$116,494, Canberra (PN: 51615)

Gazetted: 17 January 2018

Closing Date: 24 January 2018

Details: The Head of Department manages the CIT Program Services team and contributes to the education leadership and improvements at CIT across VET, higher education and Year 12. Key skills for the position include: Education leadership and management experience including the ability to model CIT's cultural traits; extensive knowledge of current vocational education and training including regulatory requirements; detailed knowledge of program design and implementation and the ability to lead the implementation of contemporary vocational training and assessment practices. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: 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 its successor), and an Advanced Diploma in Adult Learning and Development (or equivalent). Please note: where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Note: This position is for temporary filling available as soon as possible until 15 June 2018 with the possibility of extension up to 12 months. Selection may be based on written application and referee reports only.

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.

Contact Officer: Elizabeth Tomaras (02) 6207 4831 elizabeth.tomaras@cit.edu.au

**Business Tourism and Accounting
Business Tourism and Accounting Management
Team Leader
Teacher Level 2 \$100,508, Canberra (PN: 35341)**

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: Business Tourism and Accounting College at the Canberra Institute of Technology (CIT) has an exciting opportunity for a highly motivated, enthusiastic and collaborative individual to lead a high performing team in workplace delivery. You will be responsible for the management of the quality delivery of Vocational Education and Training (VET) related activities and assessment in workplace settings across business administration, business and management, accounting, book keeping and law; and hospitality, tourism and event programs. This role will significantly contribute to the achievement of CIT's strategic goals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Knowledge of the Australian VET environment, Australian Apprenticeships and Skilled Capital program requirements would be advantageous. 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 its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Relevant industry experience is highly desirable, though this does not have to be across all disciplines.

Note: This is a temporary position available for 12 months with the possibility of extension up to but not exceeding five years in total.

Joint Selection Committee Process 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.

Contact Officer: Steve Greig (02) 6207 3566 steve.greig@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

**Policy and Cabinet
Strategic Policy and Cabinet
Executive Director, Strategic Policy and Cabinet
Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E766)**

Gazetted: 12 January 2018

Closing Date: 26 January 2018

Details: Policy and Cabinet Division provides advice and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, and regional policy and engagement.

The division supports the Chief Minister, Cabinet and the Director-General as Secretary of Cabinet, through the provision of policy and support, including Cabinet secretariat functions and advice, requiring working closely with directorates across the service. The division also supports the Chief Minister and represents the ACT at intergovernmental forums, notably the Council of Australian Governments and the Council for the Australian Federation. The division manages and coordinates the ACT's relationships with other jurisdictions, most significantly with the Commonwealth, NSW, Australia's other capital cities and NSW Councils surrounding the ACT. Current key priorities for the division include leading regional engagement, the Office of LGBTIQ, reportable conduct scheme, regulatory and government reform.

Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$267,315 depending on current superannuation arrangements of the successful application. This includes a cash component of \$205,013.
Contract: The successful applicant will be engaged under a performance based contract for up to five years.
Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.
Contact Officer: Further information about the position is available from Leesa Croke, Deputy Director-General, Policy and Cabinet leesa.croke@act.gov.au (02) 6207 3751

Revenue Management Division

Support

Policy and Objection

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 42004)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: The ACT Revenue Office is seeking a dynamic individual who can forge relationships, lead change and work as a team player as part of the senior management group that is guiding the Revenue Office through a transformation program. These attributes will need to be balanced of by a strong understanding of how both government policy and legal processes work. This includes an exemplary ability to work with a high degree of independence to drive the policy development process from idea through to administrative implementation, as well as oversee the work of the Objections Team.

Contact Officer: Kim Salisbury (02) 6207 0010 kim.salisbury@act.gov.au

Access Canberra

Project, Governance and Support

Projects and ICT

Senior Manager Strategic ICT

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 04448)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: Access Canberra believes technology provides great opportunity to streamline its service delivery and has a keen interest in building its digital capability! Are you an exceptional program manager who wants to get hands on and make a difference by shaping the way Access Canberra applies technology to meet the needs of the community? Do you enjoy investigating available options to ensure we take full advantage of available digital capabilities to do things better? Are you an innovator who is able to think outside the square and challenge accepted norms? The opportunity to lead one of Access Canberra's highest performing teams comes around only very rarely and we're putting the call out now for a suitably skilled and motivated individual to take on the coveted role of Senior Manager Strategic ICT in Access Canberra. You'll be responsible for coordinating a variety of ICT work programs which, as they are rolled out, will enable Access Canberra's teams to meet the regulatory and customer service needs of the community into the future. The Strategic ICT team are high performers and expect a lot from their leaders, including a sense of humour. Suitability for this position will be assessed based on the skills, knowledge and behaviour required to successfully deliver against the duties and responsibilities of the role as set out in the position description. Touching base with the contact officer to discuss the duties of the position is highly recommended. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: If you believe you have the required skills, sense of humour and 'what it takes' to be a success in this leadership role, please take the time to send us a copy of your resume, including the contact details of two referees, along with a 'pitch' of no more than two pages addressing the following questions: Detail your greatest achievements in the last five years and how they relate to the skills required for this position. Demonstrated ability to work with others to deliver innovative ICT solutions and improvements in a changing environment.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@act.gov.au

Shared Services ICT

Business Applications Management

ICT Health

Senior Technical Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 28283)

Gazetted: 17 January 2018

Closing Date: 24 January 2018

Details: The Senior Technical Project Manager (STPM) is required to lead a team, and work as a team member, to ensure the successful establishment and delivery of complex ICT projects on behalf of ICT Shared Services to the Health Directorate. This includes representation at various forums and committees, providing advice to all areas of ACT Health in relation to ICT projects, and undertaking development and maintenance of all project documentation required to establish, deliver, support and report on the deliverables of ICT projects. The STPM will have exceptional communication skills to effectively communicate with stakeholders of all levels, management, technical staff and suppliers, and be able to provide advice on ICT projects and assist with business cases and project proposals. The STPM will uphold and support the values and principles of the public service, including but not limited to, equal employment opportunity, anti-harassment, occupational health and safety and diversity. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Ed Purrer (02) 6207 7827 ed.purrer@act.gov.au

Enterprise Canberra

VisitCanberra

Strategic Partnership and Visitor Services

Senior Manager International Partnerships

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32973)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: The Senior Manager International Partnerships role includes informing and driving international projects for the ACT in line with the Tourism 2020 framework, managing and leading the development and implementation of international and domestic aviation development activities, developing and implementing an international action plan, overseeing the development of co-operative international marketing programs. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position for one year, with the possibility of extension.

Contact Officer: Jonathan Kobus (02) 6205 3185 jonathan.kobus@act.gov.au

Shared Services

Shared Services ICT

ICT Security

ICT Security Deputy Manager,

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31212)

Gazetted: 17 January 2018

Closing Date: 31 January 2018

Details: Shared Services Information and Communication Technology (ICT) Security is seeking a team leader to work within the Governance, Risk and Compliance Team. Successful applicants will have experience in risk assessment and compliance auditing in an ICT or ICT security environment. You will also have experience in providing risk treatment advice to business, and knowledge of privacy related legislation and security policy, preferably in a public sector environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/ Other Requirements: Candidates must possess or have the ability to attain a Baseline security clearance; educational and professional qualifications checks may be undertaken prior to employment; professional certification in IT Security Management, Risk Management, Information Security Auditing and/or Cloud Security would be an advantage.

Note: This position is a temporary role for a period of 12 months with the possibility of extension or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jessica Smith (02) 6205 9056 jessica.smith@act.gov.au

Shared Services ICT

Business Application Management

ICT Health

Technical Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33286)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: The Technical Project Manager (TPM) is required to deliver and manage a variety of information technology projects, on time and within budget, on behalf of Information and Communication Technology (ICT) Shared Services to the Health Directorate both independently or as a member of a team. The TPM will analyse, document and develop technology project proposals, and develop, monitor and manage multiple project and activity plans, milestones and deliverables. The TPM will coordinate with users, technical staff, management and customers to determine and resolve issues with systems implementation. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is temporary position available for a period of six months until 29 June 2018 with the possibility of extension.

Contact Officer: Ed Purrer (02) 6207 7827 ed.purrer@act.gov.au

Revenue Management

Revenue Collection Transformation Program

Business Systems Support

System Support Team Lead

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 12866)

Gazetted: 16 January 2018

Closing Date: 23 January 2018

Details: The ACT Revenue Office (ACTRO) is seeking a talented, capable and driven individual to lead the Business Systems Support Team. This is a relatively new team put together as part of recent organisational changes and provides support to the new IT system; management of the ACTRO website, portals and intranet; and delivery of training across the organisation.

Contact Officer: Liza Briggs (02) 6205 0578 liza.briggs@act.gov.au

Access Canberra

Construction

Construction Audit Team

Building and Energy Assessor Auditor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24495)

Gazetted: 17 January 2018

Closing Date: 31 January 2018

Details: Do you want to be part of making sure Canberrans have safe buildings to live, work, visit and play in? Have you heard about how Access Canberra is making things easier for business and community and thought that sounds like something you wanted to be part of? Access Canberra is looking for a highly motivated individual to fill the role of Lead Auditor in the Construction Audit Team. The individual will be responsible for developing/conducting on-site audits of all BCA building classes on behalf of the Construction Occupations Registrar.

Note: If you are interested in finding out more about this role, come to a 30 minute information session Monday 22 January 2018 at 5:00pm. Please note that building inspector appointments are dependent on approval by the Construction Occupations Registrar as per *Section 128 of the Building Act 2004*. Please contact the Contact Officer for details of the information session.

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

Shared Services

Shared Services ICT

Executive

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14624 (expected vacancy))

Gazetted: 12 January 2018

Closing Date: 26 January 2018

Details: The Executive Director of Shared Services Information and Communication Technology (ICT) is seeking an Executive Assistant to provide administrative and secretarial support. The Executive Assistant along with the Executive Officer manage the smooth operation of the Shared Services ICT Executive Unit including the Executive Directors schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position requires the exercise of sound judgement, flexibility, tact and discretion. A commitment to ensuring that the Executive Unit performs to the highest standard is essential. This position reports to both the Executive Director and the Executive Officer, Shared Services ICT. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

Contact Officer: Fay Prowse (02) 6207 8107 fay.prowse@act.gov.au

Enterprise Canberra

Tourism and Events

Events ACT

Events Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42448)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: Events ACT is looking for an energetic and motivated team member to join a small and dynamic high performing team to deliver a suite of major and high profile community events on the Canberra events calendar. This event portfolio includes major events such as Floriade, Floriade NightFest and Enlighten, and local and community level events including the Canberra Balloon Spectacular, the Canberra Nara Candle Festival and celebrations held in conjunction with Canberra Day, Australia Day and New Year's Eve. This role will suit an individual who wants to work in a fast paced environment, is proactive and shows initiative. They will have well developed organisational skills with an eye for detail. They will be proactive, demonstrating a willingness and commitment to deliver high quality outcomes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Shared Services

Finance and Payroll

Accounts Receivable

Senior Accounts Receivable Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07384)

Gazetted: 12 January 2018

Closing Date: 26 January 2018

Details: Shared Services Finance and Payroll Services is seeking expressions of interest a Senior Accounts Receivable Officer at the Administrative Services Officer Class 4 (ASO4) level in the Accounts Processing Unit. This role is to support the Accounts Receivable Supervisor and is responsible for providing support to the client-facing daily activities of the Accounts Receivable team. The position is responsible for ensuring efficient, timely, and high quality performance. This includes developing guidelines, distributing work, reviewing quality and helping resolve complex queries. This position is responsible for preparing and distributing accurate financial data in order to maximise client performance and improve client service. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.
Contact Officer: Robert Miller (02) 6207 8119 robert.miller@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**

Children, Youth and Families

Child and Youth Protection Service

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12927)

Gazetted: 11 January 2018

Closing Date: 26 January 2018

Details: The Child and Youth Protection Services (CYPS) has a statutory responsibility to support children, young people and families requiring a care or justice response. CYPS works in partnership with families, carers and community agencies to ensure children and young people are safe and achieve the best possible life outcomes. In doing this CYPS works to deliver good client outcomes through providing a response that focuses on: Diversion; Protection; Restoration; Transition and Permanency; Trauma Informed Practice. The Executive Officer works as part of a team to deliver professional outcomes. This includes the creation and management of confidential documents, the facilitation of project reporting and the analysis and reporting of financial and statistical information to support caring for clients, whilst meeting statutory obligations and Community Services Directorate strategic plans and visions. Applicants with a demonstrated capacity to display commitment and leadership in high quality customer service, as well as high level organisational skills including the capacity to effectively prioritise work and meet deadlines, are strongly encouraged to apply.

Contact Officer: Jodie Robinson (02) 6207 1075 jodie.robinson@act.gov.au

Education

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

Business Services

Infrastructure Capital Works

Repairs and Maintenance

Assistant Manager

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 27484)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: A Temporary vacancy exists within the Repairs and Maintenance Section of the Infrastructure and Capital Works Branch. The Assistant Manager is required to manage the overall timely delivery of the annual Repairs and Maintenance Program.

Eligibility: A current driver's licence and the ability to drive; a current white card or the ability to obtain one, and Asbestos Awareness training or the ability to obtain.

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

Contact Officer: Martin Simon (02) 6207 5892 martin.simon@act.gov.au

Environment, Planning and Sustainable 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

Planning Policy

Executive

Executive Director, Planning Policy

Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E706)

Gazetted: 12 January 2018

Closing Date: 12 February 2018

Details: The Environment, Planning and Sustainable Development Directorate is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design.

The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Housing Renewal Taskforce.

EPSDD is seeking to fill the role of Executive Director, Planning Policy. This role provides leadership and direction to the Planning Policy team in delivering high quality and value services across government and to the community in the areas of: Civil Infrastructure Planning; Strategic Planning; Territory Planning; and Major Projects.

This position is also responsible for leading a positive culture, innovation and collaboration across areas (within EPSDD and government) to inclusively operationalise sound governance and risk management behaviours across the Environment, Planning and Sustainable Development Directorate.

Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$264,315 depending on current superannuation arrangements of the successful application. This includes a cash component of \$205,013.

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

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Dr Erin Brady (02) 6205 4522 erin.brady@act.gov.au

Urban Renewal

Asbestos Response Taskforce

Corporate, Governance and Risk

Manager Governance and Risk

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34346)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: The Asbestos Response Taskforce (the Taskforce) is responsible for managing the Government's response to loose fill asbestos insulation in ACT homes. This function includes: Provision of policy advice and operational support to the Chief Minister and the Cabinet; delivery of the Loose Fill Asbestos Insulation Eradication Scheme; administration of the Government's financial assistance package; development of appropriate regulatory, legislative and physical responses to short, medium and long term issues associated with asbestos in the built environment. A temporary position is available for an enthusiastic person leading the Risk, Quality and

Compliance function of the Taskforce. The dynamic applicant will, under limited direction: Individually or as a leader of a small team, provide sound governance advice on risk management, quality control and compliance; work collaboratively across the Taskforce and Directorate in establishing governance models together with supporting plans; manage the effective operational delivery of risk management, quality and assurance, Work Health and Safety (WHS) and compliance frameworks; actively and regularly review, monitor and provide independent reports on governance issues to support the Taskforce's compliance and continual improvement. This will include maintaining an issues register and its associated relationship with the risk framework; liaise with stakeholders and clients, both internal and external to ACT Government, and build productive and valued working relationships; prepare ministerial reports, briefs, submissions and other complex documents for the Government, Ministers and the Head of Taskforce.

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

How to Apply: Applicants should provide a written Expression of Interest of no longer than two A4 pages in total and a CV, including the name and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually.

Contact Officer: Bruce Fitzgerald (02) 6205 8294 bruce.fitzgerald@act.gov.au

**Office of the Commissioner for Sustainability and the Environment
State of the Environment Report Senior Manager**

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 13797)

Gazetted: 17 January 2018

Closing Date: 2 February 2018

Details: The Commissioner for Sustainability and the Environment is seeking applications for the position of State of the Environment Report Manager. The candidate will need to have demonstrated analytical and strategic skills to project manage complex environmental sustainability issues; and a highly developed understanding of the System of Environmental and Economic Accounts (SEEA) Framework. Duties will include assisting the Commissioner in fulfilling the requirements of the *Commissioner for Sustainability and the Environment Act 1993*; providing high level advice on the development of other special reports and major projects; and proven skills in contract and consultant management across the ACT or similar state or territory government.

Eligibility/Other Requirements: Tertiary qualifications, particularly in a discipline or disciplines related to environmental sustainability are highly desirable. This can include but is not limited to ecology, environmental and economic accounting, environmental science and sustainability, environmental management, and urban and regional planning.

Note: This is a temporary position available until 21 February 2020 with the possibility of extension. When applying, please submit no more than 350 words per selection criteria.

Contact Officer: Kate Auty (02) 6207 2626 kate.auty@act.gov.au

Business, Governance and Capability Division

People and Capability

People Services

Manager, People Services

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38505)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking a highly motivated Human Resources (HR) Manager who will provide leadership, direction and support to a small diverse HR team. The successful candidate will work collaboratively across our business to deliver a range of HR functions and deliver strategic HR advice and solutions, including: Workplace relations; recruitment and establishment HR policy and guidance; and employee relations. You will have a proven track record that demonstrates an ability to develop people and an ability to coordinate, manage and perform successfully across a wide range of HR functions, displaying exceptional client service skills as well as having an ability to foster and grow a culture of high performance. Highly developed interpersonal skills and an ability to manage a range of complex employment matters with competing priorities is a must in this role.

Contact Officer: Gregory Martin (02) 6207 9585 rory.martin@act.gov.au

Climate Change and Sustainability

Carbon Neutral Government

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19362)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: A great opportunity exists for a motivated and experienced senior policy officer. The Carbon Neutral Government Section is looking for a flexible, responsive, collaborative and self-directed person who is motivated to work within a fast paced environment. The successful applicant will lead a small team responsible for providing advice on achieving carbon neutrality in government operations in a cost effective manner by 2020. They will administer and develop the Carbon Neutral Government Framework and loan fund. This will include researching and quantitatively analysing complex operational policy issues, developing and managing projects as required, and supporting contract and budget management. This position requires demonstrated leadership, experience in complex whole of government policy work, strong analytical skills and an ability to understand greenhouse gas accounting, attention to detail and accuracy, and a strong focus on partnering with other ACT Government agencies. The successful applicant will need to have good written and verbal communication skills, to respond to challenging inquiries and coordinate and deliver workshops/training/tours at all levels.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and/or permanency.

Contact Officer: Heather Cook (02) 6207 6537 heather.cook@act.gov.au

Environment

Parks and Conservation Service

Urban Reserves

Ecologist - Environmental Offsets

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 37608)

Gazetted: 12 January 2018

Closing Date: 26 January 2018

Details: The ACT Parks and Conservation Service (PCS) is responsible for the sustainable management of our national parks, nature reserves, commercial softwood forests and rural lands, including management of Namadgi National Park, Canberra Nature Park, Tidbinbilla Nature Reserve, Googong Foreshores, water catchment areas and commercial pine plantations. The Parks and Conservation Service implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. An opportunity exists for an Ecologist who will be responsible for developing a plan and processes to improve how the ACT Government deliver monitoring and research programs that focus on matters of national environmental significance. The position is also responsible for delivering or procuring the services of contractors to deliver the environmental offset monitoring and research commitments, compile and analyse data and provide advice to Planners and Rangers on reserve management requirements in response to monitoring and research results and as part of an adaptive management strategy.

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

Contact Officer: Clare McInnes (02) 6205 4680 clare.mcInnes@act.gov.au

Health

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

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Aged and Community Care

Residential Aged Care Liaison Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 04832)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. As Residential Aged Care Liaison Nurse (RACLN) you will: Assist patients and care givers to understand the aged care system and the process of placement in an aged care facility; assist to identify and short list aged care facilities that meet patient's specific needs and requirements and liaise on patient's behalf with aged care facilities and advise when a place becomes available.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post Graduate studies in Geriatric Nursing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Rhonda Maher (02) 6244 2205 rhonda.maher@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Discharge Liaison Nurse - Emergency Department

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27243)

Gazetted: 18 January 2018

Closing Date: 1 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). The Discharge Liaison Nurse (DLN) reports to the Clinical Nurse Consultant (CNC) and/or Assistant Director of Nursing (ADON).

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Relevant Post Graduate Qualifications are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months with the possibility of an extension. Successful applicants will be required to work morning shifts seven days a week. This is a part-time position available at 36 hours per week and the full-time salary will be paid pro rata. Applications should include a maximum two page expression of interest addressing the selection criteria, a current curriculum vitae and the names of two professional referees whom are aware your application.

Contact Officer: Jenny Rochow (02) 6244 3753 jennifer.rochow@act.gov.au

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

Team Leader - Outpatients Services

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 25312)

Gazetted: 18 January 2018

Closing Date: 1 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health Centres across ACT Health. The Central Outpatients Department is part of Ambulatory Care Support Services and is responsible for the clinical support services provided within central outpatients. Overview of the work area and position: The Outpatients Department (OPD) at The Canberra Hospital is a high patient volume service which provides outpatient care to medical and surgical patients. Services range from acute post trauma/post inpatient care to the care of patients with chronic conditions. The service is currently undertaking a variety of exciting and innovative projects which support and promote the nursing role in the service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Working knowledge of CRIS, Clinical Portal and ACTPAS is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a full-time temporary position with working hours Monday to Friday, available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Anne Wilson (02) 6174 5386 anne.wilson@act.gov.au

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health Services**

Mental Health Clinician CAMHS North

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 38607)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure

continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The CAMHS Northside team is made up of multi-disciplinary mental health professionals who provide assessment and treatment within a recovery framework. This role will be to conduct assessment, provide evidence based psychological therapies to children, adolescents and adults with a moderate to severe mental illness.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia and must hold a current driver's licence. For Psychology: be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011 and* must hold a current driver's licence. Highly desirable for all disciplines: Minimum of one year post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months. A merit list may be established and used to fill other temporary positions at level within CAMHS that become available over the next 12 months.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager - Adult Community Mental Health Services

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 22128)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and

outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The Allied Health position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

Eligibility/Other Requirements: Mandatory: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA and a current driver's licence. Prior to commencement successful candidates will be required to: comply with ACT Health Occupational Assessment, Screening and Vaccination policy; comply with ACT Health credentialing requirements for allied health professionals; undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Russell Robson (02) 6205 1478 russell.robson@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
Ambulatory Care**

Enrolled Nurse - Outpatients Department

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 13385)

Gazetted: 18 January 2018

Closing Date: 1 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Outpatients department provides clinic based care to a wide variety of medical and surgical specialities. The successful applicant will work across all of the surgical clinics in the Outpatients Department, including Fracture/ENT/Oromax and Plastics. Under the direction of the Clinical Nurse Consultant and in conjunction with health professionals provides a coordinated approach to clinic activities and facilitation of patient education and clinical support for services provided in the Outpatient Setting.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available 12 months with the possibility of extension and/or permanency.

Contact Officer: Anne Wilson (02) 6174 5386 anne.wilson@act.gov.au

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

Administration Services Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 20237)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Alcohol and Drug Services (ADS) is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence based service providing high quality ADS guided by the principles of

harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, ten bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Under the direction of the Manager of Administration, you will provide frontline administration support to staff supporting people with substance misuse disorder in the public health sector in accordance with current policies and procedures.

Eligibility/Other Requirements: Mandatory: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Desirable: Previous experience in an Administration role and a current driver's licence.

Contact Officer: Jodie Kenny (02) 6174 7967 jodie.kenny@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Acute Support Physiotherapy

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 14772)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the Work Area and Position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists and Allied health Assistants work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Certificate III in Allied Health Assistance or equivalent qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Desirable: Certificate IV in Allied Health Assistance or equivalent qualification.

Note: You will be required to participate in an overtime roster. A merit list will be developed from this round which may be used to fill permanent and temporary vacancies which arise over the next 12 months.

Contact Officer: Kerry Boyd (02) 6244 2154 kerry.boyd@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Ward Services

**Central Equipment and Courier Service Officer
Health Service Officer Level 3 \$48,385 - \$50,041, Canberra (PN: 34707, several)**

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Central Equipment and Courier Service (CE&CS) is a small team responsible for the distribution, maintenance, and record management of various forms of clinical equipment, as well as couriating Pathology specimens and blood products and Pharmaceutical medications across the Canberra Hospital and Health Services campus. Under the direction of the CE&CS Team Leaders and/or Manager the Health Service Officers will work closely with a dedicated and skilled team to deliver a safe, efficient and effective service for inpatients and associated clients at The Canberra Hospital. The Ward Services Team Charter includes that every day we will: communicate in a polite, clear, honest and open way being respectful of our clients and one another; use good body language and listen attentively to our clients and one another; respect each other's opinions and personal values; seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification; cooperate to improve client outcomes by creating a caring environment for all treating others the way we wish to be treated and sharing our experiences and skills; take responsibility for our actions, take pride in our work and trust each other to do the same; acknowledge our work colleagues and offer assistance while working toward a common goal.

Applications are invited from self-motivated, organised people looking for a challenging and rewarding role within the Central Equipment and Courier Service.

Eligibility/Other Requirements: Satisfactory completion of training/demonstrated competence in accordance with requirements for this level. Mandatory: Work across multiple Canberra Hospital and Health Services locations.

Highly Desirable: Experience working in a hospital setting.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are three positions available. The positions to be filled include: Two 56 hour per fortnight part-time positions and one 76 hour per fortnight full-time position. Successful applicants will be required to work a rotating roster including evening, weekend and public holiday shift work. All new staff will be responsible to have their immunisation status up to date prior to commencing work with ACT Health.

Contact Officer: Neil Howlett (02) 6174 5217 neil.howlett@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Cancer Ambulatory and Community Health Support Medical
Senior Radiation Therapist - Canberra Hospital Radiation Oncology Department
Radiation Therapist Grade 4.1 \$115,266 - \$119,079, Canberra (PN: 12110)**

Gazetted: 18 January 2018

Closing Date: 1 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists for a dynamic, motivated and suitably skilled Senior Radiation Therapist to join the team at the Canberra Hospital Radiation Oncology Department. Located in the Canberra Region Cancer Centre, the Radiation Oncology Department provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy; unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia and ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment,

screening and vaccination processes against specified infectious diseases and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.
Contact Officer: Sarah Mogford or Brett Fittler (02) 6244 2284 or (02) 6244 2218 sarah.f.mogford@act.gov.au or brett.fittler@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Adolescent, Young Adult and Sarcoma Cancer Specialist Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22635)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. The Cancer Nurse Specialist role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of sarcoma and those in the adolescent and young adult age ranges regardless of diagnosis across the cancer journey. Eligibility/Other Requirements: Must be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Note: This is a temporary position available until 29 November 2019 with possibility of extension.
Contact Officer: Sharon Bale (02) 6244 4269 sharon.l.bale@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Emergency Department Navigator/Clinical Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22263, several)

Gazetted: 18 January 2018

Closing Date: 1 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provide acute, subacute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early

childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Patient Access Unit, Emergency Department, Acute Surgical Unit and Medical Emergency Team. Overview of the Work Area and Position: An opportunity is available for suitability qualified Registered Nurse to apply for a permanent position as a Navigator/Clinical Coordinator in the Emergency Department.

Eligibility/Other Requirements: Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree. Relevant Post Graduate Qualifications are highly desirable. Prior to commencement successful candidates will be required to Undergo a pre-employment Police check; Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: Successful applicants will be required to work a rotating roster with morning, evening and night shifts seven days a week. Full-time and part-time positions are available.

Contact Officer: Gareth Davies 0434 845 187 gareth.davies@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Emergency Department Navigator/Clinical Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 12178, several)

Gazetted: 18 January 2018

Closing Date: 1 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provide acute, subacute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Patient Access Unit, Emergency Department, Acute Surgical Unit and Medical Emergency Team. Overview of the Work Area and Position: An opportunity is available for suitability qualified Registered Nurse to apply for a permanent position as a Navigator/Clinical Coordinator in the Emergency Department.

Eligibility/Other Requirements: Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree. Relevant Post Graduate Qualifications are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: Successful applicants will be required to work a rotating roster with morning, evening and night shifts seven days a week. Full-time and part-time positions are available.

Contact Officer: Gareth Davies 0434 845 187 gareth.davies@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation, Aged and Community Care Nursing

Advanced Practice Physiotherapist - Belconnen Walk in Centre

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 16056)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. The ACT Health Division of Rehabilitation, Aged and Community Care provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: An opportunity exists for an experienced Physiotherapist with primary care and/or emergency care experience to join the team of nurses in the Walk-in Centre in the ACT. A temporary full-time vacancy currently exists in the Belconnen Walk-in Centre. The Walk-in Centre was an initiative of the ACT Government with the aim of providing timely and convenient access to primary care to the Canberra Community. It has been a well received and supported service to the community of the ACT for the last seven years. The Walk-in Centres are located within Belconnen and Tuggeranong Health Centres. The Division of RACC is looking to expand the services offered by the Belconnen Walk-in Centre's existing nursing team through the addition of a Physiotherapist. The role of the Health Professional Level 4 (HPO4) Physiotherapist is to work within the protocols to provide, episodic, timely, expert health care and education to clients presenting to the Belconnen Walk-in Centre. It will be expected that the HPO4 Physiotherapists within the walk-in Centres will be able to provide initial assessment, diagnosis and treatment for musculoskeletal injuries, simple fractures, falls and falls injury prevention amongst other presenting conditions. The HPO4 Physiotherapist will contribute to the ongoing support, education and research for the whole team. The HPO4 Physiotherapists will report directly to the Walk-in Centre CNC, with clinical and professional support provided by the Extended Scope Physiotherapists with in the Division of Medicine and the Physiotherapy teams with RACC. The successful candidate for this position will also be expected to work one day per week at the Canberra Hospital Emergency Department as part of the Division of Medicine, Advanced Practice Physiotherapy team.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered with the Australian Health Practitioner Regulation Agency (AHPRA). If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Current driver's licence. Highly Desirable: Previous experience in Physiotherapy Primary Care role; minimum of five year's clinical experience post entry level qualifications; minimum of three years' experience in relevant specialist area and masters level qualification in relevant health field. Agreement to complete the Advanced Practice Training programme including mandated external coursework. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months. You will be required to work outside of normal business hours and participate in an overtime roster. Part-time hours may be considered.

Contact Officer: Todd Kaye (02) 6244 4192 todd.kaye@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Withdrawal Services

Clinical Nurse Consultant Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 16030)

Gazetted: 18 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Service, Medical Services,

Consultation and Liaison Service, ten bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to Canberra Hospital who also have an alcohol and/or drug issue.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing; be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree; three years recent nursing experience in a Alcohol and Drug facility, and sound understanding of Alcohol and Other Drugs. Desirable: Post Graduate Qualification in AOD Nursing or working towards such, and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for 11 months.

Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

Innovation

Research

Clinical Trial Staff

Clinical Trials Coordinator - Medical Oncology Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 24072, several)

Gazetted: 18 January 2018

Closing Date: 01 February 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Trials Coordinator role is one of support and coordination of varying clinical research projects within the Medical Oncology Clinical Trials Unit at Canberra Hospital. The Clinical Trials Coordinator will be the contact person for all aspects of the planning, conduct and management of the individual projects including submission of documentation and budgets to Ethics. They will be involved in negotiations with Sponsors and other clinical trials groups. We are seeking a Registered Nurse with highly developed interpersonal skills, knowledge and experience to work with, support and provide excellent safe care of Oncology patients who participate on Clinical Trials.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Have certification or ability and intention to become certified in an Accredited Good Clinical Practice (GCP) course. Desirable: Academic knowledge or practical experience of clinical trials coordination or experience in Medical Oncology is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are two temporary positions available for a period of 12 months with the possibility of extension. The option to work part-time will be considered.

Contact Officer: Olive Doig (02) 6244 3856 olive.doig@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 Emergency Services Agency

ACT Rural Fire Service

Administration/Operations

Executive Assistant and Business Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32534)

Gazetted: 12 January 2018

Closing Date: 26 January 2018

Details: An opportunity exists for a highly motivated Executive Assist and Business Support Officer to join the ACT Rural Fire Service (ACT RFS) within the ACT Emergency Services Agency (ESA). As part of the ACT RFS Team the Executive Assistant and Business Support Officer provides high level administrative support to the Chief Officer, volunteers and staff in relation to the operational effectiveness of the ACT RFS. You will be a key player in the business and administrative coordination, with the ability to provide secretariat support to Brigade Meetings (outside core hours) and other meetings by co-ordinating agendas and undertaking follow-up of action items. You will be required to support bushfire and emergency operations (inside and outside core hours), process incoming/outgoing documents and files, prepare business papers and correspondence, process finance issues and undertake project work for the functional areas of the ACT RFS. You will also support the office of the ESA Commissioner and other Chief Officers to maintain effective working relationships across the Directorate/Agency. The successful applicant will be required to maintain discretion and confidentiality, and maintain records in accordance with the *Territory Records Act 2002*. In return you will be provided with a supportive team environment, an excellent opportunity to broaden your skills and capabilities and insight into how the ACT RFS and ACT ESA provides a collaborative service to protect the community of Canberra from bushfires.

Note: This is a temporary position available from 30 January 2018 until 30 July 2018 with the possibility of extension and/or permanency.

How to apply: Your application must include your resume, a statement of claims against the selection criteria of no more than one page per criteria and contact details for two referees. Please send your application to jobs@act.gov.au

Contact Officer: Lynda Scanes (02) 6205 7660 lynda.scanes@act.gov.au

ACT Corrective Services

Community Corrections

Sentence Administration Section

Sentence Administration Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 13678)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: ACT Corrective Services is seeking a highly motivated person to fill the role of Sentence Administration Support Officer within the Sentence Administration Section. In this role you will be responsible for maintaining up-to-date sentence information including accurate sentence calculations for ACT sentenced offenders and facilitating the transfer of interstate and international detainees, and parole and community based orders between the ACT and other jurisdictions. You will also maintain the parole order and community based order transfer registers and provide secretariat support to the Sentence Administration Board.

Eligibility/Other requirements: Experience in the Justice System or Correctional experience would be desirable and eligible persons may be required to undergo a Police Check.

Note: This is a temporary vacancy available for 12 months with the possibility of extension.

How To apply: Applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Jessica Riddle (02) 6207 1135 jessica.riddle@act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Bakery Supervisor

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 39624)

Gazetted: 17 January 2018

Closing Date: 16 February 2018

Details: ACT Corrective Services (ACTCS) is looking for an enthusiastic, motivated and suitably qualified person to fill the position of Bakery Supervisor (GSO8), in the Catering Services Unit at the Alexander Maconochie Centre (AMC) in Hume. This position requires the successful applicant to assist the Head Baker with the supervision of ACT Corrective Services Bakery operations. The successful applicant will be required to assist in supervising, training, instructing and working with detainees to develop work skills. You will also assist with the day to day operations of a prison bakery, ensuring the quality and quantity of food products prepared, meet appropriate hygiene and nutritional standards. Further to this, you will assist with and maintain all certifications, procurement of equipment, development of policies and procedures and creating recipes and menu items that meet dietary and nutritional, as well as cultural needs. In addition, you will also positively contribute to the business unit operations through the delivery of work related detainee training and provide detailed input to case management and implement processes to monitor and provide feedback to staff and detainees. The successful applicant will have sound communication skills and be able to operate departmental computer and electronic systems effectively. To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; a copy of your driver's licence; and the names and contact details of two referees. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Eligibility/Other requirements: Technical/trade certificate or tertiary qualification relevant to the industry; demonstrate significant experience within the industry; hold a current unrestricted driver's licence; undergo a criminal record check; undertake and complete ACT Corrective Services induction and/or custodial training as required and hold a current registration issued under the *Working with Vulnerable People (Background Check) Act 2011*. Eligible applicants may be required to undergo psychological aptitude testing as part of the assessment process. Experience working in a prison environment is desirable.

Note: The occupant of this position may be required to work a rotating shift roster and undertake parts of the duties outside normal business hours (including weekends and public holidays).

Contact Officer: Michael Wilding (02) 6207 0856 michael.wilding@act.gov.au

Emergency Services Agency

People and Culture

ACTAS Education

General Manager

Ambulance Manager Level 3 \$137,415, Canberra (PN: 08035)

Gazetted: 12 January 2018

Closing Date: 29 January 2018

Details: Applications are being sought from suitably experienced and qualified people who are interested in working at the Emergency Services Agency (ESA) Training Centre as the General Manager Education for the ACT Ambulance Service (ACTAS). This key role is responsible for the day to day leadership and management of the team that delivers the development, delivery and evaluation of clinical and practical education programs and professional development for ACTAS staff. A capacity to oversee the management of both in-service clinical training and the delivery of Vocational Education and Training (VET) qualifications is key for success in this role. The position provides strategic advice to the Chief Officer of ACTAS on learning and development matters. This includes developing, implementing and monitoring training programs for the Service that supports and enables staff to carry out their duties safely. Under the broad direction of the Director People and Culture, the suitable candidate will possess the experience and capacity to deliver the following capabilities: Lead and manage the ACTAS Education Team to develop, deliver and evaluate clinical education programs, VET training and professional development for ACTAS staff; manage the assessment of competency of operational staff in approved skills, in accordance with curriculum and ACTAS guideline, policies, and procedures; deliver reform and innovation in

clinical education, training and assessment for ACTAS; build and maintain internal and external stakeholder relationships to ensure a collaborate approach to service delivery; maintain relevant currency in clinical and educational qualifications; maintain compliance with the *Territory Records Act 2002* (or similar legislation) and maintain records in accordance with the *National VET Regulator Act 2011*. The successful officer will work at the ESA Training Centre located at Hume and will be entitled to the conditions within the ACT Public Sector ACT Ambulance Service Enterprise Agreement 2013-2017. The successful officer will be required to participate in a rotating roster, undertaking on-call responsibilities with the other General Managers in ACTAS.

Eligibility/Other Requirements: A Diploma of Paramedical Science (Ambulance) or Bachelor of Paramedic Science or equivalent is a mandatory requirement for this role; Tertiary or VET sector qualifications in a related field, with relevant experience in education and training; current experience in delivering clinical education and training for pre-hospital clinicians; and evidence of further clinical study and development. The occupant of this role must hold a general registration under the ACT's *Working with Vulnerable People (Background checking) ACT 2011* and a current driver's licence.

How to Apply: Applications should be sent to the ACT Jobs Website and include a two page Curriculum Vitae that provides a summary of work history and qualifications and a two page statement of achievement outlining your capability to fulfil the Selection Criteria applicable for the General Manager Education for the ACT Ambulance Service.

Contact Officer: Brendan Stevens (02) 6207 9981 brendan.stevens@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 44045)

Gazetted: 12 January 2018

Closing Date: 19 January 2018

Details: The Legislation, Policy and Programs area of the Justice and Community Safety Directorate is seeking a motivated, well organised Senior Policy Officer who must have the appropriate high level legal, leadership and verbal and written communication skills to manage the property and commercial team in the Civil Law area. The team undertakes a diverse range of policy work including in relation to consumer protection, residential tenancy, retirement villages, corporations and related law.

Note: This is a temporary position available for a period of ten months until 9 November 2018. Selection may be based on application and referee reports only.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture Unit

People and Culture Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38631)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of People and Culture Coordinator, in the People and Culture Unit. The successful applicant will be responsible for delivering all facets of recruitment for the agency, including the development and delivery of bulk recruitment plans. You will also provide oversight of the Agency's rostering system and staff and ensure a high level of support, guidance and advice to all levels of the organisation in managing their Human Resource (HR) needs. Further to this, you will provide operational advice, including HR performance metrics and maintain a good understanding of and ensure consistent application of industrial agreements and policies and procedures for the agency. The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other requirements: Relevant qualifications or equivalent experience would be desirable; familiarity with computer based applications would be an advantage; knowledge of government human resource management systems (Chris21), procedures and guidelines and an understanding of the human resource framework in the ACT Government would be an advantage; experience with electronic rostering systems is desirable. Eligible persons will be required to undergo a Police Check.

Contact Officer: Nancy King (02) 6207 2470 nancy.king@act.gov.au

Transport Canberra and City 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

Transport Canberra

Public Transport

Public Transport Operations

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39333)

Gazetted: 16 January 2018

Closing Date: 30 January 2018

Details: Transport Canberra, a division of the Transport Canberra and City Services Directorate is seeking to fill an Executive Assistant position to provide high-level executive and administrative support to the Executive Director – Public Transport Operations and to the Director Transport Planning and Active Travel for Transport Canberra. Working closely with both Director's, the Executive Assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of both the Executive Director and Director including appointment bookings, meetings as well as assist with all meeting preparation (such as relevant papers, minutes etc.) In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs as well as facilitation of ministerial correspondence and other administrative tasks as required. Please limit selection criteria response to maximum 400 words per criteria. Selection may be based on application and referee reports only.

Joint Selection Committee Process 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.

Contact Officer: Chloe Anderson-Clift (02) 6205 3643 chloe.anderson-clift@act.gov.au

City Services

City Places and Infrastructure

Capital Works and Development Support

Infrastructure Manager/Specialist

Infrastructure Manager/Specialist 1 \$153,083 - \$174,951, Canberra (PN: 35491)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: The position sits within the Major Projects – Light Rail Coordination section of (CW&DS) that specialises in the delivery of projects related to urban and reserves public owned lands. We are seeking a highly motivated self-driven professional to project manage a range of capital works projects. The role is accountable for the specialist input and coordination of planning, design and construction activities and subsequent interfaces within City Services operational areas, and the broader road network. The role requires exceptional leadership and stakeholder engagement skills. This includes attendance and participation in the various Coordination Groups representing City Services that are made up of members from across government. The role reports to the Director, Major Projects. 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: Applicants are required to hold a Degree in a relevant technical field and associated experience; or other qualifications and relevant technical experience deemed equivalent, be a permanent resident of Australia and hold a current drivers licence (C-class).

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

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.

Contact Officer: Steve Anderson (02) 6205 4091 steve.anderson@act.gov.au

City Services

Capital Works and Development Support

Development Review and Coordination

Senior Project Engineer

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 34282)

Gazetted: 17 January 2018

Closing Date: 24 January 2018

Details: The Development Review and Coordination (DRC) team are seeking applications for suitably qualified applicants for the position of Senior Project Engineer. The position is for a qualified civil engineer with experience in all aspects of arterial roads and subdivision land development and undertakes senior level responsibilities associated with the review and approval of planning and design submissions and the acceptance of constructed municipal infrastructure for new developments. The position requires strong understanding of the Design Standards, Codes, Guidelines and Policies of the Territory and to ensure compliance when assessing submissions or accepting development works. The position will be required to visit construction sites to monitor progress and assess quality of completed assets. The position reports to the relevant managers within DRC and varies depending on the type and nature of the project under consideration. Although the position reports to the Chief Engineer, for administration purposes, the project reporting will be to all three managers depending on the ownership of the project by the managers. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Degree in Highway/Traffic/Civil Engineering; eligible to be approved by the Institute of Engineers Australia or equivalent, and a minimum of five years civil design and construction experience required. It is desirable that applicants have Charter status of Engineers Australia or demonstrated equivalent competency levels of other engineering bodies in Australia, e.g. RPEQ. A current driver's licence is mandatory.

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

Contact Officer: Rebecca Finnigan (02) 6207 7013 rebecca.finnigan@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$66,656 - \$72,175

Jordan Beaton 853-18295, Section 68(1), 22 January 2018

Senior Officer Grade A \$137,415

Joanne Louise Gardner 784-72171, Section 68(1), 15 January 2018

Community Services

Administrative Services Officer Class 6 \$79,824 - \$91,356

Jessica Noble 853-65649, Section 68(1), 15 January 2018

Administrative Services Officer Class 5 \$74,081 - \$78,415

Vincent Thomson 844-83512, Section 68(1), 15 January 2018

Education

School Assistant 2 \$45,058 - \$49,757

Natalie McArthur 849-00275, Section 68(1), 18 January 2018

Health

Health Service Officer Level 5 \$52,606 - \$55,221

Garry Buckley 853-75679, Section 68(1), 15 January 2018

Registered Nurse Level 1 \$63,548 - \$84,888

Kate Howson 853-47205, Section 68(1), 11 January 2018

Health Professional Level 2 \$61,784 - \$84,816

Steven Keed 847-00783, Section 68(1), 5 January 2018

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Simon Stolcman 853-74406, Section 68(1), 15 January 2018

Allied Health Assistant 2 \$50,040 - \$57,369

Barbara Whiddon 8450-4168, Section 68(1), 8 January 2018

Justice and Community Safety

Senior Officer Grade B \$118,319 - \$133,197

Anna Patricia Kirkham 853-46456, Section 68(1), 10 January 2018

Correctional Officer Class 1 \$60,694 - \$72,377

Dean William Miller 702-42697, Section 68(1), 10 January 2018

Paralegal Grade 2 \$61,541 - \$66,656

Brenton Penny 853-42260, Section 68(1), 11 January 2018

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Daniella Posavec 848-77132, Section 68(1), 11 January 2018

Technical Officer Level 3 \$69,148 - \$78,145

Cathryn Lynette Walker 853-75345, Section 68(1), 11 January 2018

Correctional Officer Class 1 \$60,694 - \$72,377

Rosalie Whitelaw 853-71854, Section 68(1), 10 January 2018

Transport Canberra and City Services

General Service Officer Level 3/4 \$47,087 - \$51,420

Joshua Bracey 846-86184, Section 68(1), 11 January 2018

Administrative Services Officer Class 3 \$60,039 - \$64,616

Alyssa Katruss 853-76356, Section 68(1), 15 January 2018

Infrastructure Officer 1 \$66,251 - \$78,280

Fatema Zohra 853-76428, Section 68(1), 15 January 2018

TRANSFERS

Health

Ashley Conley: 853-70384

From: Registered Nurse Level 1 \$63,548

Health

To: Registered Nurse Level 1 \$63,548 - \$84,888

Health, Canberra (PN. 22104) (Gazetted 28 September 2017)

James Letim: 850-41732

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Health

To: Enrolled Nurse Level 1 \$57,635 - \$61,578

Health, Canberra (PN. 03391) (Gazetted 21 September 2017)

Alison Sit: 838-54414

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health, Canberra (PN. 25983) (Gazetted 19 October 2017)

PROMOTIONS

Canberra Institute of Technology

Student and Academic Services

Student Services

Vanessa Jennings: 789-12165

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$66,656 - \$72,175

Canberra Institute of Technology, Canberra (PN. 16465) (Gazetted 24 November 2017)

Chief Minister, Treasury and Economic Development

Procurement, Property and Venues

Venues Canberra

National Arboretum Canberra

Owen Bolitho: 779-78226

From: Technical Officer Level 4 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 14223) (Gazetted 30 November 2017)

Health

Innovation

Research

Katrina Abhayaratna: 796-73880

From: Research Officer Grade 2 \$66,656 - \$72,175
Health
To: Health Professional Level 2 \$61,784 - \$84,816
Health, Canberra (PN. 15523) (Gazetted 19 October 2017)

Jacqueline Clissold: 844-81664

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 04831) (Gazetted 8 November 2017)

Canberra Hospital and Health Services

Katherine MacPherson: 835-94317

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health
To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 04538) (Gazetted 9 November 2017)

Canberra Hospital and Health Services

Medicine

Melissa McLean: 838-52603

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 38887) (Gazetted 19 October 2017)

Canberra Hospital and Health

Marica Milin: 778-70696

From: Senior Officer Grade C \$100,462 - \$108,140
Community Services
To: †Senior Officer Grade B \$118,319 - \$133,197
Health, Canberra (PN. 38991) (Gazetted 19 October 2017)

Corrigenda

Education

Vanessa Friedman: 835-87547 Transfer incorrectly gazetted on 21 December 2017.